



**Castle Cary Town Council**

The Market House

Market Place

Castle Cary

BA7 7AH

Telephone: 01963 359631

Email: [town.clerk@castle-cary.co.uk](mailto:town.clerk@castle-cary.co.uk)

Website: [www.castle-cary.co.uk](http://www.castle-cary.co.uk)

---

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

held on Monday 20<sup>th</sup> April 2020.

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

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

**Also present:** County Councillor Mike Lewis

**Clerk:** Zöe Godden

There were two members of the public present at the start of the meeting.

**The meeting started at 19:04.**

**2020**

**TC158 Apologies for absence**

Apologies had been received from Nick Crowley and Nick Weeks.

**TC159 To approve the minutes of the Town Council meetings held on Monday 16<sup>th</sup> March and Saturday 21<sup>st</sup> March 2020 to be signed by the Chair at a later date.**

**RESOLVED:** It was proposed and agreed to approve both sets of minutes as presented. All in favour except Pek Peppin and Rob Worth, who abstained and asked for this to be recorded in the minutes.

Sally Snook asked Mike Lewis if negotiations in relation to the proposed unitary authority were ongoing. Mike said that no negotiations were currently taking place but that he would inform the Town Clerk if they recommenced.

**TC160 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.

**TC161 Community Safety and Security update**

There was nothing new to report.

**TC162 To receive any reports/updates:**

- a) **Mike Lewis (County Councillor)** reported that Somerset County Council (SCC) was releasing regular updates regarding the Covid-19 crisis. Mike had been forwarding these to the Town Clerk who had been sharing them accordingly. Judi Morison thanked Sally Snook for adding relevant information to the website and Facebook. Mike went on to say that any meetings at SCC and South Somerset District Council (SSDC) were being held using Zoom.

- b) **Henry Hobhouse and Kevin Messenger (District Councillors)** were not present.
- c) Update on Key Objectives/Projects – Judi Morison thanked Justin Birch, Bob Gilbey and Nick Weeks for the work they had carried out to clear the two end rooms at Millbrook toilets.
- d) To review action points from previous meetings – All action points had been completed.

**TC163 Chairs' Report:**

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

Judi Morison gave an update on the distribution of food boxes and other voluntary work being undertaken to support those affected by the Coronavirus crisis.

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

**TC164 Planning Committee & Neighbourhood Plan**

- a) To hear a brief summary of current planning applications.

Pep Peppin explained that SSDC had announced that they would no longer be granting extensions for Town Council comments on planning applications, due to the Coronavirus crisis. Pek felt that this was unreasonable because the crisis made it more difficult for Town and Parish Council to meet and asked if this could be taken up with SSDC. Judi Morison said she had raised this issue with Tim Cook (SSDC Locality Manager) who would make representations on behalf of the Town Council.

Pek went on to say that the final version of landscape survey commissioned in relation to planning application 19/01840/OUT (200 dwellings on Land north of Ansford Hill) had not yet been received and that she would follow this up with SSDC.

***Action 200420/1: Pek Peppin***

Sally Snook reported that one of the documents relating to application 20/00999/DPO (modification of S106 agreement for the tenure of affordable or social rent) could not be accessed on the SSDC website. Sally had asked the Planning Officer to forward it to her.

**TC165 Properties, Infrastructure, Pither Project & Fairfield-updates**

- a) To hear an update on plans for a new Pavilion.

The Town Clerk reported that, although this project was on hold due to the Coronavirus crisis, plans had been seen by all stakeholders and amended plans, based on their comments, had been received.

- b) To note receipt of an updated tenancy agreement 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 updated tenancy agreement and that this would be signed by Margaret Bebbington and Judi Morison.**

***Action 200420/2: Margaret Bebbington and Judi Morison.***

- c) To consider selling the butchers blocks from the Shambles, which are currently in storage.

It was **agreed** to defer this matter to a future meeting.

- d) **PROPOSAL** from Justin Birch: That Castle Cary Town Council should inform Ansford Parish Council that, as a renewed agreement between the two councils has not been signed, management of the Fairfield will stay with Castle Cary Town Council, with one third of all costs being billed to Ansford Parish Council.

Justin Birch explained that Ansford Parish Council was supposed to be managing the maintenance of the Fairfield but that work and decisions were often delayed because Ansford only met once a month and their Clerk only worked eight hours a week. Justin said that it would be more efficient for the Town Clerk to manage maintenance instead. Judi Morison reported that she had spoken to the Chair of Ansford Parish Council, who had confirmed that there was no objection to the Town Council managing the Fairfield from now on and that Ansford would continue to pay one third of all costs. There was some discussion about billing Ansford Parish Council for the Town Clerk's time to manage the Fairfield but it was noted that Ansford Parish Council had not billed the Town Council for the time their Clerk had spent on Fairfield management in the preceding year. The Town Clerk was instructed to keep a log of time spent on management of the Fairfield and any other tasks relating to Ansford. Penny Steiner said that SLR, the approved contractor for the Fairfield, should ensure that the space was brought up to standard in the first instance as some areas had not been maintained for some time.

**RESOLVED:** It was proposed and unanimously agreed that the Town Council would assume responsibility for the management of the Fairfield from this point forward and that Ansford Parish Council would be billed for one third of all costs.

#### **TC166 Marketing & Communication**

- a) Marketing and Communications update.

A written report had been received and distributed in advance of the meeting. No action was required.

#### **TC167 Finance and Management**

- a) To note that the first 50% installment of the 2020-21 precept has been received.

**Noted.**

- b) To note the budget comparison position to 31 March 2020. (**NOTE:** This is subject to revision as part of the end of year process.)

**Noted.**

- c) To approve the cash book and bank reconciliations for the current account for March 2020, the deposit account for January to March 2020, the Donald Pither Trust for February and March 2020 and Scottish Widows accounts 1 and 2 to March 2020.

All bank reconciliations had been checked by Julian de Bosdari before the meeting.

**RESOLVED:** It was proposed and unanimously agreed to approved the bank reconciliations for the current account for March 2020, the deposit account for January to March 2020, the Donald Pither Trust for February and March 2020 and Scottish Widows accounts 1 and 2 to March 2020.

**19:47 – County Councillor Mike Lewis left the meeting.**

d) To approve the April 2020 payment schedule for the Town Council and the Donald Pither Trust and to nominate Councillors to verify and authorise payments. The Town Clerk asked for one additional payment to be approved. This was for £202.50 to be paid to SLR for grounds maintenance at the Donald Pither Field.

**RESOLVED:** It was proposed and unanimously agreed to approve all payments, including the additional payment to SLR, that Margaret Bebbington would verify the payments and that Judi Morison would authorise the payments after verification. The Town Clerk would email copies of all invoices to Margaret and Judi.

Sally Snook reported that the March Dimmer Liaison Group meeting had been cancelled and that she and other members of the group had contacted Viridor to ask for a Zoom meeting to be scheduled. It was **agreed** that, if Viridor did not respond, the Town Clerk should write to request a Zoom meeting or, at least, a written update.

*Action 200420/3: Town Clerk*

**The next meeting of the Town Council will be held on Monday 18<sup>th</sup> May 2020 in the Market House at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 7<sup>th</sup> May 2020.**

The meeting ended at 19:55.



**Zöe Godden PSLCC  
Town Clerk**