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

**held on Monday 17<sup>th</sup> August 2020**

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

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

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

**Clerk:** Zöe Godden

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

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

**2020**

**TC42 Apologies for absence**

Apologies had been received from Philippa Biddlecombe, Nick Crowley and Nick Weeks.

**TC43 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.

It was **agreed** to bring forward items TC49 a) & TC50 e) to this point in the meeting.

**TC49**

- a) To note that the Friends of the Cemetery Chapel are offering to clean the eco-toilet at the cemetery in order to facilitate its re-opening and to agree any action to be taken.

**19:03 – The Chair allowed a public open session**

The Chair of the Friends of the Cemetery Chapel Group (FOCC) explained his reasons for wanting the compost toilet at the cemetery to be re-opened. People attending the cemetery liked the comfort of having the toilet available and it was suggested that people may choose to foul in the cemetery grounds if the compost toilet was not re-opened. The Chair of the FOCC said that it was not necessary to have the compost toilet cleaned every day and that the Clerk should be instructed to purchase an additional hand sanitising dispenser for the outside of the toilet, a new pedal bin, anti-bacterial spray, anti-bacterial wipes and paper towels to enable users to sanitise themselves and the compost toilet after use. New signage would also be required to ask users of the compost toilet to sanitise themselves and the toilet after use.

**19:09 – The Chair brought the public open session to a close.**

**RESOLVED:** It was proposed and unanimously agreed that the compost toilet should re-open from Monday 24<sup>th</sup> August. The Clerk was instructed to produce a risk assessment and share this with the Chair of the FOCC, and to order the following items: an additional hand sanitising dispenser for the outside of the toilet, a new pedal bin, anti-bacterial spray, anti-bacterial wipes and paper towels.

*Action 200817/1: Town Clerk*

**19:16 – One member of the public left the meeting.**

**TC50 Marketing & Communication**

- e) To consider re-opening the Information Point in line with the prepared risk assessment.

**19:16 – The Chair allowed a public open session**

The Information Point Volunteer Co-ordinator had prepared a comprehensive risk assessment that had been forwarded to all councillors in advance of the meeting. It was noted that volunteers had trialled the set-up, which included tables being set up in the doorway between the Undercroft and The Shambles and the enforcement of a one-way system for visitors, who would enter the Undercroft via the gate near the main door to the Market House and would exit via the disabled gate at the other end of the Undercroft. A photograph of the set up was shown to councillors. Two volunteers would be on duty: one at the Undercroft table and one inside at the Information Point desk. The volunteer in the Undercroft would have the Information Point telephone and a limited supply of leaflets. A quarantine box would be used for storing any leaflets touched by visitors but not taken. These would be reintegrated into the main stock of leaflets after 72 hours had passed to minimise the risk of CV-19 infection. The risk assessment and operational arrangements would be reviewed regularly.

**19:19 – The Chair brought the public open session to a close.**

The Chair thanked the Volunteer Co-ordinator and the volunteer team for wanting to offer this service again and for preparing the robust risk assessment.

The Clerk explained that she had spoken with the Volunteer Co-ordinator about how the re-opening of the Information Point could coincide with the partial re-opening of the Town Council office. The Clerk or Deputy Clerk would be available at the Market House on Mondays, Wednesdays and Fridays from 10am to 12pm to see members of the public and councillors by appointment only. Anyone with an appointment to see the Clerk or Deputy Clerk would need to present themselves to the volunteer on duty in the Undercroft.

**RESOLVED:** It was proposed and unanimously agreed that the Information Point could re-open from Wednesday 19<sup>th</sup> August, in line with the prepared risk assessment. It was further agreed that the Town Council office could re-open as described and that the Clerk should prepare a risk assessment accordingly.

*Action 200817/2: Town Clerk*

There followed some general discussion regarding coffee mornings and it was **agreed** that these should not resume at present because of the increased risk of CV-19 contamination associated with the serving of food and drinks. It was felt that it might be possible for charities and groups to sell goods rather than hold coffee mornings but that this would be subject to receipt of a satisfactory risk assessment from the charities and groups concerned.

**19:33 – One member of the public left the meeting.**

**TC44 To approve the minutes of the Town Council Meeting held on Monday 20th July 2020 to be signed by the Chair at a later time.**

**RESOLVED:** It was proposed and agreed to approve the minutes as presented. Seven votes for; Two abstentions.

**TC45 Community Safety and Security update** – Including recent vandalism and anti-social behaviour at the Donald Pither Field and Fairfield.

It was noted that a report had been received from PCSO Thelma Mead. Vandalism and anti-social behaviour had been reported at the Pavilion, Fairfield and Millennium Garden.

**TC46 To receive any reports/updates:**

- a) **Mike Lewis (County Councillor)** said that he was pleased that the Town Council was carrying out risk assessments because, while the number of CV-19 infections in Somerset remained low, there was concern that this number might rise as winter approached. Regarding the One Somerset debate, Mike reported that the County and District Councils were waiting to hear from the Secretary of State for the Ministry of Housing Communities and Local Government to write to them with recommendations for a way forward. SCC was promoting a one unitary model, whereas the District Councils were looking at a two unitary model, with an east/west split. If a unitary model was to go ahead, Mike said this would be implemented from April 2021, with unitary elections taking place in May 2022. Sally Snook asked if Mike had any information on the opening date for the Avonmouth energy recovery facility, Mike said he would make contact with Somerset Waste Partnership to try and obtain this information.
- b) **Kevin Messenger (District Councillor)** confirmed that the four District Councils were favouring a two unitary model rather than the One Somerset model being promoted by SCC. Kevin went on to ask if the Town Council would be in favour of receiving the total of the S106 payments from the Well Farm development for changing rooms and equipped play. Councillors **agreed** that they would welcome payment of the full amounts.
- c) To receive an update the Dimmer Liaison Group – Sally Snook reported that the admin team dealing with the Dimmer site was being replaced because the site was no longer being used for landfill. The new team would attend any future meetings of the Dimmer Liaison Group. Viridor had not given any clear answers regarding the final destination for landfill waste collected locally. Mike Lewis had agreed to follow this up.
- d) Update on Key Objectives/Projects – To consider incorporating the Wildlife Trust action for insects guidance into the Environmental Checklist – The Deputy Town Clerk explained that the Wildlife Trust guidance fitted well with the Town Council's Environment Strategy, particularly the wildflower project. Judi Morison suggested asking Carymoor Environmental Centre to organise a family event to audit insects on the Fairfield.

**RESOLVED:** It was proposed and agreed to incorporate the Wildlife Trust's guidance for insects into the Town Council's Environment Policy and to contact Carymoor Environmental Centre regarding an insect audit at the Fairfield.

*Action 200817/3: Town Clerk*

- e) To review action points from previous meetings  
All action points had been completed.

**TC47 Chairs' Report:**

a) To hear a report from the recent Friends of Castle Cary Community Library meeting. Judi Morison reported that the library would be re-opening from Tuesday 18<sup>th</sup> August. Risk assessments had been completed and entry to the library building would be restricted. Customers would not be able to touch books unless they were borrowing them.

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

**TC48 Planning Committee & Neighbourhood Plan**

a) To hear an update on recently considered planning applications.  
Pek Peppin had nothing to report.  
There was some general discussion about enforcement issues and activities at The Newt.

#### **TC49 Properties, Infrastructure, Pither Project & Fairfield-updates**

- a) To note that the Friends of the Cemetery Chapel are offering to clean the eco-toilet at the cemetery in order to facilitate its re-opening and to agree any action to be taken.

This matter was dealt with after item TC43 above.

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

Bob Gilbey reported, when the electrician had done his first fix, work to plaster the walls could begin. Plasterboard and plaster were due to be delivered on Tuesday 18<sup>th</sup> August. Bob said that a skip would be needed to dispose of waste from this project but that this could be ordered at a later time. Judi Morison reported that she had put an article in the newsletter to advertise the gents space. Bob said that the project should be finished by October.

- c) To note that a meeting has taken place with the Dance Studio regarding arrangements to continue dance classes with CV-19 restrictions and how payment for the space might be managed.

#### **Noted.**

- d) Fairfield - To hear an update from a Fairfield Group meeting held on 4<sup>th</sup> August.

Penny Steiner reported that a site meeting had taken place to agree the work that needed to be carried out on the volunteer day on 26<sup>th</sup> September. The Friends of Fairfield group had decided to extend the wildflower area. A digger would be needed. Seeds and planting advice would be provided by Habitat Aid Ltd. The tyres of the outdoor gym would be relocated to make them more accessible. The logs from a fallen tree would be used to make a wildlife habitat. Litter picking would also take place. The Friends of Fairfield group had offered to install an additional rail to the bottom of the boundary fence. Rob Worth said he would obtain a price for the materials needed and Penny Steiner said she would forward the specification to him.

**Action 200817/4: Penny Steiner & Rob Worth**

- e) To hear an update on progress with the Fairfield public consultation questionnaire.

Penny Steiner reported that the questionnaire had been printed and would be distributed with the next edition of the newsletter. Residents were being asked if they were in favour of a climbing fort and a shelter being built on Fairfield.

- f) To consider a recommendation from the Properties and Infrastructure Committee that the Full Council approves the Fairfield Advisory Group terms of reference and the phase two project plan.

**RESOLVED: It was proposed and unanimously agreed to approve both the Fairfield Advisory Group terms of reference and the phase two project plan as presented.**

- g) To nominate and agree two Town Councillors to sit on the Fairfield Advisory Group.

Bob Gilbey and Rob Worth volunteered to sit on the group.

**RESOLVED: It was proposed and unanimously agreed that Bob Gilbey and Rob Worth would represent the Town Council on the Fairfield Advisory group.**

#### **TC50 Marketing & Communication**

- a) To hear a report on the Tuesday Market.

Penny Steiner reported that more stalls had applied to trade at the Tuesday market. There would be live music at the market on 18<sup>th</sup> August, which would also be broadcast on Radio Ninesprings.

- b) To consider allowing four stalls to operate in the Undercroft and agree any action to be taken.

Penny Steiner informed councillors that a risk assessment was being prepared and that the Undercroft would be sanitised before and after the market. Stall holders and customers would be required to wear face coverings and a one-way system would be in place.

It was **agreed** that the Undercroft could be used for market stalls from 2<sup>nd</sup> September on receipt of an acceptable risk assessment and when an additional hand sanitising station had been ordered and received.

c) To note progress on the Town Council sign at the Market House.  
Penny Steiner reported that the noticeboard had been re-sprayed and that she was waiting for sign writing to be completed on the top of the frame.

d) To hear an update on the publication of the new-style newsletter.  
Penny Steiner reported that the newsletter was with the typesetter and would be printed on 21<sup>st</sup> August. A lot of articles had been submitted.

e) To consider re-opening the Information Point in line with the prepared risk assessment.  
This matter was dealt with after item TC43 above.

#### **TC51 Finance and Management**

a) To note the resignation of the Town Clerk and agree how to proceed with recruitment.

**Noted.** Judi Morison informed councillors that there would be a meeting to agree how to proceed with filling this vacancy and the Bookings and Promotions Manager vacancy on Wednesday 26<sup>th</sup> August. Judi thanked Zöe Godden for her large contribution to our Council and expressed her sadness that she is leaving.

b) To consider making an application to the Salix Energy Efficiency Loans Scheme that could finance up to 100% of the costs of making the new Pavilion an energy saving project.  
Judi Morison explained that this loan scheme could be used for the new Pavilion.  
It was **agreed** that the Clerk should look into this and that she should also find out if other local councils had any experience of the scheme.

**Action 200817/5: Town Clerk**

c) To note that the Council's insurance company has settled a public liability claim for the sum of £8943.85 in relation to an incident in August 2018.

**Noted.**

**20:54** – Kevin Messenger left the meeting.

d) To approve the cash book and bank reconciliations for the current account for May, June and July 2020.

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

**RESOLVED:** It was proposed and unanimously agreed to approve the bank reconciliations for the current account for May, June and July 2020.

e) To approve the cashbook and bank reconciliation for the Donald Pither Trust for April, May, June and July 2020.

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

**RESOLVED:** It was proposed and unanimously agreed to approve the bank reconciliations for the Donald Pither Trust for April, May, June and July 2020.

f) To note that, since the last Full Council meeting, Judi Morison and Nick Weeks authorised the payment of £1730.00 plus VAT to settle an invoice from Slade Parry in respect of work carried out for the new Pavilion project.

**Noted.**

g) To approve the August 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 all payments except the electricity bills for the ground and top floors of the Market House; it was further unanimously agreed that 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 Judi.

The next meeting of the Town Council will be held on Monday 21<sup>st</sup> September 2020 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 10<sup>th</sup> September 2020.

The meeting ended 21:01.

A handwritten signature in black ink, appearing to read 'Zöe Godden'.

**Zöe Godden PSLCC  
Town Clerk**

DRAFT