



Castle Cary Town Council

The Market House

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MINUTES OF CASTLE CARY TOWN COUNCIL MEETING

held on Monday 15th March 2021 at 7pm

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

Present: Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe, Stephen Biddlecombe, Nick Crowley, Bob Gilbey, Kenneth Gray, Pek Peppin, Sally Snook, Penny Steiner, Rob Worth, Farès K Moussa

In attendance: Lisa Davis (Clerk)
Kevin Messenger (District Councillor)
Mike Lewis (County Councillor)
One member of the public

19:00 – Open session

The meeting started at 7.00pm

2021

TC135 Apologies for absence

Henry Hobhouse had sent his apologies for being unable to attend.

TC136 Declarations of personal or pecuniary interests - no Councillors had interests to declare.

TC137 To approve the minutes of the Town Council Meeting held on Monday 15th February and the Extraordinary Meeting held on Monday 1st March, to be signed by the Chair at a later time.

RESOLVED: It was proposed and unanimously agreed that the minutes of the meetings on Monday 15th February and Monday 1st March are approved.

TC138 Community Safety and Security update – no update report had been received from the PSCO. Kevin Messenger reported that somebody had been seen looking in entrances to properties in South Street and advised people to be aware and ensure that property was locked.

TC139 To receive reports, updates and correspondence:

- a) **County Councillor:** Mike Lewis reported that SCC had awarded a grant of £400,000 to Citizens Advice in recognition that there are likely to be increased requests for help post COVID. Council Tax has been increased by 1.99% with an additional amount for Adult Social Care and a small amount for the Somerset River Authority. Following a question from Judi Morison, Mike agreed to find out the increase in Council Tax for the Police. The COVID R rate in Somerset has increased slightly following the re-opening of schools, with spikes in Yeovil and Chard. Businesses with under 50 employees are now able to have lateral flow tests and 245,000 people have now had their first vaccination in Somerset. Sally Snook reported that the COVID updates on the SCC website are out of date so she has stopped putting them on the CCTC website, Mike agreed to follow up with SCC Communications team and the Town Clerk would raise at the next Clerks meeting with SCC.

ACTION 210315/1: Mike Lewis
ACTION 210215/2: Mike Lewis/Town Clerk

- b) **District Councillors:** Kevin Messenger reported that SSDC staff are still re-deployed to assist with the roll out of the COVID vaccinations.
- c) **Dimmer Liaison Group** A Dimmer Liaison Group update report had been previously circulated and a request was made for any questions to be passed to Sally to feedback.
- d) **Caryford Hall** Philippa Biddlecombe reported that Caryford Hall have been awarded Charitable Incorporated Organisation status. They are hoping to hold an open day when restrictions allow. Philippa Biddlecombe and Margaret Bebbington are no longer trustees but are members of the Committee.
- e) **Update on Key Objectives/Projects**
No updates reported.
- f) **Consultation on the Local Government Reform – Stronger Somerset and One Somerset proposals** Judi Morison reported that there are sessions taking place and encouraged Councillors to attend so that they are informed of the proposals. Following discussion about the detail contained in the information available about each proposal, Kevin messenger agreed to ask Val Keitch at SSDC for a one page summary to post on the CCTC website. Concerns were raised that people would not engage with the consultation at the moment because they are too concerned about the pandemic. Judi Morison agreed to circulate all available information and look at how we respond as a Council.

ACTION 210215/3: Kevin Messenger
ACTION 210215/4: Judi Morison

- g) **To review action points from previous meetings**
Judi Morison wrote letters of thanks to Milbrook Surgery and SSDC

TC140 Museum Exhibition – to consider proposal to have a six to eight week exhibition in the Assembly Room at the Market House from late July to early September.

Pek Peppin reported that Cary History Society, Castle Cary Museum and CCTC are looking at a joint venture using funding from The Newt to have a display of objects to showcase Castle Cary. The Museum is very full so the proposal is to run the display in the Assembly Room during the summer.

RESOLVED: It was proposed and unanimously agreed to have a display of objects to showcase Castle Cary in the Assembly Room and Billiard Room during the summer.

TC141 Chairs' Report

- a) **Strategic Objectives – to consider proposal to confirm a date in April to review and update strategic objectives with associated project plans for the next year**
RESOLVED: It was agreed to meet on Wednesday 14th April at 7.00pm
- b) **SSDC/Mendip Council's Recover, Re-start and Grow initiative** – webinars have been arranged during the week commencing 15th March and Councillors were asked to encourage businesses to attend.
- c) **Councillor vacancy - update** – Judi Morison reported that there is one person who may be interested in the vacancy.
- d) **Post Office – update** – the Town Council have been assured by the Postmaster that he will stay until the new Post Office is open.
- e) **Market House – update on arrangements for the Market House in line with the Roadmap to Recovery** – Judi Morison reported that the re-opening of the Market House and hosting of events is being managed in line with the government roadmap.

Committee Reports, Recommendations & Progress on Major Projects

TC142 Planning Committee & Neighbourhood Plan – the Council received a report of the Planning Committee meeting of 1st March, the draft minutes of which have been published. Sally Snook reported that the email address was incorrect on the SSDC letter regarding the planning appeal APP/R3325/W/20/3259668 which has resulted in a lot of Councillor time being taken up dealing with queries and correcting the information. Kevin Messenger agreed to follow up with Barry James at SSDC.

ACTION 210215/5: Kevin Messenger

TC143 Planning application – to consider application received

Application No.	Proposal	Applicant details	Observation expiry date for Town Council
19/02353/DPO	Application to modify a S106 agreement between SSDC, SCC, Waddeton Park Ltd and Michael John Berry and Joy Berry dated 13 th October 2016 in relation to financial contributions	Stonewater Developments Ltd	Extension given until 29 th March 2021
Sally Snook reported that the updated information relating to this application was received on the evening of the Planning Committee meeting. It was agreed to convene a small member group to agree the response to the Planning Officer that would be submitted by Sally Snook and Kenneth Gray.			

TC144 ACTION 210215/6: Sally Snook/Kenneth Gray

TC144 Potential leisure obligations for planning application – to discuss consultation on potential leisure obligations for 21/00061/OUT, Station Road, Castle Cary – Sally Snook reported that a time extension had been agreed to submit comments on this application. Judi Morison advised that a S106 meeting with Ansford PC was taking place on 18th March and agreed to feedback after the meeting.

TC145 ACTION 210215/6: Judi Morison

TC145 Properties and Infrastructure Committee:

- a) **Basketball pitch** - Philippa Biddlecombe reported that she had spoken to GB Leisure and Sports. Three quotes have now been received for the fencing and this would be discussed at the next Properties and Infrastructure Committee meeting. It is hoped to get the issues resolved by the summer.
- b) **Milbrook Hub** – the shelving has now been secured and the poster cupboard ordered. SSDC need additional information for the planning application. Judi Morison thanked Philippa Biddlecombe, Steve Biddlecombe and Bob Gilbey for all the work that they have done on the Hub.
- c) **Play area** – the zip wire and swings have been installed and positive feedback received. It was agreed to order a second child's swing.
- d) **Horse Pond** – padlocks for the sluice gates have been purchased.
- e) **Cemetery** – Philippa Biddlecombe reported that SLR had done a great job with the maintenance and tree works
- f) **Wild flowers project** – a request has been received from a local resident and they have been invited to present their proposals at the next Properties and Infrastructure Committee meeting.
- g) **Market House project** – the Council received an update on the progress of the project. A meeting with Historic England is due to take place on 18th March.

- h) **Fairfield** – the Fort has been installed but the grass mat has not yet arrived. The contractors are hoping to complete the work in the next two weeks.

TC146 Marketing & Communication Committee

- a) **Tourist leaflet** – the Council received an update on the tourist leaflet. 10,000 copies should be back next week and will be delivered as soon as the COVID restrictions allow. A lot of work has gone into producing this and Penny Steiner thanked the team.
- b) **EAT Festival** – Penny Steiner reported that the organisers of the festival attended the Safety Advisory Group meeting on 11 March. SCC, SSDC and the Police have given the go ahead for the event. It will be a different event this year due to the COVID restrictions and they will not be using the Market House. Judi Morison reported that the organisers have assured the Town Council that they are COVID safe. Publicity will be very localised and it is not expected that people will travel from very far to attend. It was noted that there are three EAT events being held before the Castle Cary festival.
- c) **Newsletter – to consider proposal to authorise Deputy Clerk to return all articles over 250 words to the sender to edit**
RESOLVED: It was proposed and unanimously agreed to authorise the return of all articles over 250 words
- d) **Projects with The Newt** – the Council received an update on a proposal from the Newt to support the weekly market, Cary in Bloom and Museum display.
- e) **Christmas trees/lights – to consider proposal that CCTC (with APC) should fund the annual Christmas trees/lights in future**
RESOLVED: It was proposed and unanimously agreed to allocate funds within the budget to make the town look festive
- f) **Town events**
- i. **To consider proposal to hold a town event in the summer to celebrate the end of lockdown and thank the community**
RESOLVED: It was proposed and agreed 11-0-1 (for-against-abstain) to hold a COVID safe town event in August subject to government guidance and restrictions
- ii. **To consider proposal to hold an Apple Day again this year**
RESOLVED: It was proposed and agreed 11-0-1 (for-against-abstain) to hold a COVID safe Apple Day in October subject to government guidance and restrictions
It was agreed that a Working Group would organise and progress these proposals.

TC147 Human Resources Committee

- a) **Marketing and Communications Administrator – to consider a proposal to commence the recruitment of the Marketing and Communications Administrator**
RESOLVED: It was proposed and unanimously agreed to commence the recruitment of the Marketing and Communications Administrator

TC148 Finance and Management Committee

- a) **Budget year to date summary** - noted
- b) **End of year accounts and earmarking funds from budgets** – it was noted that projects requiring earmarked funds would be discussed at the Finance Committee meeting on Tuesday 6 April.
- c) **Adverse Weather policy – to consider recommendation from the Finance and Management Committee that the Town Council approves re-adoption of the Adverse Weather policy without amendment**
RESOLVED: It was proposed and unanimously agreed to approve the re-adoption of the policy without amendment
- d) **Disciplinary policy and procedure – to consider recommendation from the Finance and Management Committee that the Town Council approves re-adoption of the Disciplinary policy and procedure with amendments**

RESOLVED: It was proposed and unanimously agreed to approve the re-adoption of the policy and procedure with amendments

- e) **Staff Grievance policy – to consider recommendation from the Finance and Management Committee that the Town Council approves re-adoption of the Staff Grievance policy with amendments**

RESOLVED: It was proposed and unanimously agreed to approve the re-adoption of the policy with amendments

- f) **Payments**

RESOLVED: It was proposed and unanimously agreed that the March 2021 payment schedule for the Town Council be approved.

RESOLVED: It was proposed and unanimously agreed that the March 2021 payment schedule for the Donald Pither Trust be approved.

It was agreed that Margaret Bebbington would check the invoices against the payments and that Penny Steiner would execute the payments.

TC149 Exclusion of Press and Public.

RESOLVED: It was proposed and agreed unanimously that in accordance with the *Public Bodies Admissions To Meetings Act 1960, Section 1 (2)*, the press and public be excluded on the grounds that discussion of the following business would disclose confidential information.

TC150 Land at Ansford.

The Council received information regarding land at Ansford.

The meeting concluded at 21:16 hours.

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 19th April 2021 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 8th April 2021.