



Castle Cary Town Council

The Market House

Market Place

Castle Cary

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MINUTES OF CASTLE CARY TOWN COUNCIL MEETING

held on Monday 16th August 2021 at 7pm

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

In attendance: Lisa Davis (Clerk)
Henry Hobhouse (District Councillor)
Kevin Messenger (District Councillor)
Mike Lewis (County Councillor)

19:00 – Open session

The meeting started at 19:00

2021

TC58 Apologies for absence

Rob worth had sent his apologies for being unable to attend.

TC59 Declarations of personal or pecuniary interests - no Councillors had interests to declare.

TC60 To approve the minutes of the Annual Meeting held on Monday 19th July 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 19th July are approved.

TC61 Community Safety and Security update

A crime report received from the Police had been circulated in advance of the meeting. It was agreed to seek clarification about incident reporting.

Action 160821/1: Town Clerk

TC62 To receive reports, updates and correspondence:

- a) **County Councillor:** Mike Lewis reported that the five Chief Executives in Somerset had now met to discuss the Unitary proposal and a District Executive meeting is being held to give delegated powers to the new Chief Executive at SSDC. Mike is keen to learn more about how the Local Community Networks will run. There is a proposal to align the Town and Parish Council elections with the elections for the new unitary authority. Mike praised the Cary21 display and expressed a wish that a permanent place should be found for the 17th century map (facsimile). PP pointed out that the one in the show was owned by the Museum but that she has a high res. Image of it and could, if required, get another one made
- b) **District Councillors:** Kevin Messenger advised that he had been in discussion with Planning regarding a recent planning application that was held up due to the phosphate issues and was awaiting a response from SSDC.
Henry Hobhouse reported that SSDC are now looking at the unitary proposals and advised there are continuing issues with recruitment and retention of staff.
- c) **Dimmer Liaison Group** Sally Snook advised that the minutes of the Dimmer Liaison meeting that was held on 25th June had been circulated. There was no further update.

- d) **Update on Key Objectives/Projects** Philippa Biddlecombe reported that the basketball hoop was now in use and the perimeter fencing would be completed soon.
- e) **To review action points from previous meetings**
Judi Morison reported that she had written to Jonathan at the Post Office.

TC63 Chairs' Report

a) **The Castle Cary Parish Charity**

RESOLVED: It was proposed and seconded that the Sue Kellagher be nominated as a trustee to the Parish Charity. The proposal was agreed 8 (for) – 1 (abstained) – 0 (against).

Judi Morison reported that Cary Cares are now setup as a charity and the money remaining from the food box donations would be transferred to them.

b) **To consider a proposal for the Town Council to convene a meeting in October of all the leads for buildings that are let in Castle Cary and Ansford and to include SSDC**

RESOLVED: It was proposed and unanimously agreed that a meeting would be convened in October to discuss the use of buildings and complete an audit of facilities.

Action 160821/2: Judi Morison/Town Clerk

c) **To receive an update about the Town Council vacancies** – Judi Morison reported that Fares Moussa had resigned from the Town Council and advised that unfortunately there had been no interest in the vacancies to date.

d) **To consider a proposal for the Town Council to be a pilot Local Community Network**

RESOLVED: It was proposed and unanimously agreed to request to be a Local Community Network and to arrange a meeting to discuss doing this in partnership with Bruton and Wincanton Town Council.

Action 160821/3: Judi Morison/Town Clerk

Committee Reports, Recommendations & Progress on Major Projects

TC64 Planning Committee & Neighbourhood Plan – the Council received a report of the Planning Committee meeting of 2nd August, the draft minutes of which have been published. Kenneth Gray reported that a meeting with the Planning Lawyer dealing with the appeal at Ansford Hill is due to take place on 20 August and that a request had been submitted to the Planning Inspectorate for the public inquiry to be held in person.

TC65 Properties and Infrastructure Committee

a) Properties and Infrastructure Committee update report - the Council received a report from Properties and Infrastructure Committee.

b) To consider recommendation from the Properties and Infrastructure Committee to improve the access at the Market House

RESOLVED: it was proposed and unanimously agreed to install a handrail at the front of the Market House to improve access to the Undercroft.

c) To consider recommendation from the Properties and Infrastructure Committee to accept the quote from C & G Tarmac Servicing Ltd. for the surfacing of the Cemetery driveway.

RESOLVED: it was proposed and unanimously agreed to accept the quote from C & G Tarmac Servicing for the surfacing of the Cemetery driveway.

Action 160821/4: Town Clerk

d) To consider recommendation from the Properties and Infrastructure Committee to rent space on the Cobbles for Coffee Shop customers to use.

RESOLVED: it was proposed and unanimously agreed to rent the space from March to October subject to the response from local coffee shops and to obtain prices for screens with Market House branding.

Action 160821/5: Philippa Biddlecombe/Judi Morison

TC66 Marketing and Communications –

a) Marketing and Communications Committee update report – the Council received a report from the Marketing and Communications Committee.

b) New website – to consider recommendation from the Marketing and Communication Committee to accept the specification and site plan for the tender for a new Town and Council website.

RESOLVED: it was proposed and unanimously agreed to accept the specification and site plan for the tender for a new Town and Council website.

c) Website branding – to consider recommendation from the Marketing and Communication Committee to agree that the branding will follow the already accepted Market House branding.

RESOLVED: it was proposed and unanimously agreed that the branding will follow the already accepted Market House branding.

d) Tender for new website – to consider recommendation from the Marketing and Communication Committee to agree that the circulated list of companies will be adopted for the tender of the contract.

RESOLVED: it was proposed and unanimously agreed that the circulated list of companies would be adopted for the tender of the contract.

e) Social Media Policy – to consider recommendation that the Town Council approves the adoption of the Social Media Policy with suggested amendments.

RESOLVED: it was proposed and unanimously agreed that the Social Media Policy would be adopted subject to clarification of responsibility of the content.

Action 160821/6: Judi Morison/Town Clerk

TC67 Finance and Management

a) Budget year to date summary – noted

b) Market Manager – the Council received an update on the recruitment of a Market Manager following the resignation of Angela Piggott who will leave at the end of August.

c) Payments - to approve the August 2021 payment schedule for the Town Council and the Donald Pither Trust and to nominate Councillors to verify and authorise payments. It was agreed that the payment to Schimmel and Sons should be paid from the DPT account and not the Town Council account.

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

RESOLVED: It was proposed and unanimously agreed that the August 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 Judi Morison would execute the payments.

TC68 Opening Up Safely and Reconnecting Communities Fund

a) To consider proposal for initial submission to the Opening Up Safely and Reconnecting Communities Fund.

RESOLVED: it was proposed and unanimously agreed to submit an expression of interest to the Opening Up Safely and Reconnecting Communities Fund.

Action 160821/7: Judi Morison/Town Clerk

TC69 Speed Indicator Device (SID)

a) To discuss and identify up to four sites for a SID to be located in Castle Cary. Sites were discussed and it was agreed that Judi Morison would plot them on a map to be sent to Ansford Parish Council.

Action 160821/8: Judi Morison

The meeting concluded at 20:55 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 20th September 2021 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 9th September 2021.