



**Castle Cary Town Council**

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

**held on Monday 16<sup>th</sup> November 2020**

**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, Farès Moussa (from TC84), Pek Peppin, Sally Snook, Penny Steiner and Rob Worth.

**Also present:** County Councillor Mike Lewis, District Councillors Kevin Messenger (from item TC84) and Henry Hobhouse, and Ansford Parish Council Chair Chris Edwards.

**Locum Clerks:** Stephen Hill, Patrick Pender-Cudlip

Two members of the public were present at the start of the meeting and left after Item 87a).

**19:00 – The Chair allowed a public open session but no one wished to speak.**

**The meeting started at 19:01**

**2020**

**TC80 Apologies for absence**

No apologies had been received.

**TC81 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.

**TC82 Minutes of the Town Council Meeting held on Monday 16<sup>th</sup> October.**

It was noted that a personal name had been misspelt.

**RESOLVED: It was proposed and unanimously agreed that, once the above correction had been made, the minutes were approved, to be signed by the Chair at a later time.**

***Action 201116/1: Chair and locum Clerk***

**TC83 Filling of casual vacancy on Town Council:**

**RESOLVED: It was proposed and unanimously agreed that Farès Moussa be co-opted onto the Council.**

At this point Farès Moussa joined the Council.

**TC84 Community Safety and Security update**

It was reported that PCSO Thelma Mead would be retiring on 10<sup>th</sup> December. It was agreed that the Chair would write to thank her for her service to Castle Cary, and to the Somerset Police and Crime Commissioner (PCC) and the Chief Constable to ask that a replacement PCSO be appointed as a matter of priority.

It was noted that following a previous letter to the PCC about anti-social behaviour in the town the Police had visited Ansford Academy and the nuisance appeared to have abated considerably.

***Action 201116/2: Chair***

At this point agenda item TC87 was brought forward for the convenience of members of the public but it has been minuted in the agenda order for the sake of clarity and consistency.

**TC85 To receive any reports/updates:**

- a) **Mike Lewis (County Councillor)** reported an increase in Somerset's Covid-19 infection rate but the situation after the scheduled end of lockdown on December 2<sup>nd</sup> was not known. He had arranged a meeting with Councillors and a Somerset County Council (SCC) Traffic Engineer about road signage and the attitude of Civil Enforcement Officers (traffic wardens).
- b) **Henry Hobhouse (District Councillor)** passed on advice from South Somerset District Council (SSDC) regarding the impact that high phosphate levels in watercourses feeding into the Somerset Levels would have on future development (see <https://www.castle-cary.co.uk/wp-content/uploads/Briefing-to-Parish-and-Town-Councils-Nov-2020.pdf> for details). It was suggested that SSDC might be approached to undertake further water testing. SSDC will be handling arrangements for the national ten-year census in March 2021 which will mainly be completed on line, but paper forms will also be made available where required.
- c) **Dimmer Liaison Group** – Sally Snook reported that Viridor had failed to respond to her requests for a Zoom meeting. Mike Lewis said he would press them to make contact.
- d) **Key Objectives/Projects**- it was noted that Somerset Wildlife Trust has submitted a bid to SCC's Climate Emergency Fund for its *Letting Nature Help* programme which is supported by the Town Council.
- e) **Ultrafast fibre broadband network for Castle Cary** – Councillors agreed that a representative of the network company Gigaclear be invited to attend the Council meeting in December.
- f) **Action points from previous meetings:**  
Councillors thanked Ken Gray, Sally Snook and Graham House for drafting an excellent response on behalf of the Council to the White Paper consultation on *Planning for the Future*.  
Market House Development Group (see item TC89a, below).  
The Chair confirmed receipt of \$106 funds (see TC86a below).  
Letter to the Somerset Police & Crime Commissioner (see item TC84 above).

**TC86 Chairs' Report** – the Chair reported that:

- a) **\$106 payment** - the Council has received a \$106 payment of £67k. which will be earmarked for the allocated projects on the Catherine's Close Play Area and The New Pavilion Project. The money is provided for the benefit of the joint communities of Castle Cary and Ansford.
- b) **Retrofitting local properties** – a bid has been submitted to the SCC Climate Emergency Fund on behalf of a partnership comprising Castle Cary and Bruton Town Councils, Greener Cary, One Planet Bruton and the Centre for Sustainable Energy, and in addition Ansford Parish Council has been invited to join. Other neighbouring parishes which stand to benefit have also been informed. The Council supports the bid in principle but has not yet debated the details or committed any funding. It was agreed that the Chairs of Ansford Parish Council and Castle Cary and Bruton Town Councils would meet informally to find out more about the project and discuss how best to coordinate their responses.
- c) **The SALC Standards of Conduct in Public Life questionnaire** - the Chair will respond on behalf of the Council.

**Action 201116/3: Chair**

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

**TC87 Planning Committee & Neighbourhood Plan:**

- a) Sally Snook described the following application which was referred to Full Council because SSDC require a response before the next meeting of the Planning Committee.

Application no.	Proposal	Applicant	Deadline for observations
20/02813/COL	Certificate of Lawfulness for the existing residential curtilage	Mr & Mrs C Simon South Cary House, South Cary Lane, Castle Cary BA7 7ER	19/11/20

**RESOLVED:** It was proposed and unanimously agreed that the Council recommend **APPROVAL** of this application.

- b) Sally Snook reported on recent developments:  
SSDC calculate that they now have a six-year housing land supply, so the presumption in favour of development where the land supply is insufficient should no longer apply. The BMI appeal was refused mainly because of the harmful impact it would have had on protected species and heritage assets.  
Discussions are continuing with SSDC and the Torbay Road developers about protecting rights of way and preventing the use of the link road as a rat run.  
Discussions are continuing with Abri (formerly Yarlinton Homes) about the housing mix on the Woodforde Green development.

Details of these and other planning matters including the impact of phosphates on new developments (see TC85b, above) can be found on the Planning page of the Town Council website.

#### **TC88 Properties and Infrastructure Committee - Pither Project & Fairfield-updates**

a) **Food sharing facility at Millbrook**

Councillors discussed using part of the converted toilet block at Millbrook to support a food sharing project proposed by the Co-op, and other ways of helping. It was noted that another part of the same block might be let out as an artist's studio.

**RESOLVED: It was proposed and unanimously agreed that the Council grant the Food Sharing Project the use of the Millbrook premises for six months, free of charge, with a review after five months to determine its long-term viability.**

- b) **The Cemetery** – the Committee will obtain quotations for remedial and repair work.  
c) **The Pither Project** – there will be an update at the Council meeting in December.

#### **TC89 Marketing & Communication Committee**

a) **Market House Top Floor:**

The Committee is making temporary arrangements to generate some income but it is unable to instruct and engage architects to design the conversion until Historic England responds to the outline proposals with guidance.

**RESOLVED: It was proposed and unanimously agreed that the Council accept the recommendations of the Marketing & Communications Committee to market the room and the billiard room from the New Year, until such a time as any building works commence; it was further unanimously agreed not to accept any long-term ongoing bookings in case they conflict with future development and refurbishment plans; it was further unanimously agreed that the Assembly rooms rental costs would be the same as the Shambles, to include the billiard room; it was further unanimously agreed to ask the Town Council's Health & Safety Consultant to produce two risk assessments for the facility (one Covid related and one general).**

- b) The Council considered a number of revised Policies and Terms of Reference recommended by the Marketing & Communications Committee:  
**RESOLVED: It was proposed and agreed 11-0-1 [for-against-abstain] that the Council accept the revised General Policy 2020 v3**

**RESOLVED: It was proposed and agreed 11-0-1 that the Council accept the revised Advertising Policy 2020 v2**

**RESOLVED: It was proposed and agreed 10-0-2 that the Council accept the new Terms of Reference for the Environmental Working and Advisory Group**

**RESOLVED: It was proposed and agreed 11-0-1 that the Council accept the revised Terms of Reference for The Market Advisory Group.**

- c) The Committee would be getting quotations for the design of a revised Tourist Leaflet.  
**d) Action 201116/4: locum Clerk**  
e) Arrangements had been made for SLR Outdoor Maintenance to supply and install sixty Christmas trees around the town before the end of the month.

#### **TC90 Human Resources Committee**

It was agreed that following the resignation of the Marketing and Communications Administrator the recruitment of a successor should be postponed until the new Town Clerk has been in post for several weeks. In the meantime Margaret Bebbington is looking after the Administrator's email account and a volunteer is looking after bookings.

#### **TC91 Finance and Management Committee**

- a) The Committee commended the healthy state of the Council's earmarked reserves and would be recommending that they remain ring fenced in 2020-21.
- b) The Committee had reviewed a number of documents and recommended that they be approved by the Council.

**RESOLVED: It was proposed and agreed 11-0-1 that the Council approve the revised Risk Management Review, subject only to the word "Disaster" used in the phrase "Disaster recovery plan" on lines 55-60 of the Review being replaced by a less hyperbolic term.**

**RESOLVED: It was proposed and agreed 11-0-1 that the Council approve the revised Financial Risk Assessment and Management document.**

**RESOLVED: It was proposed and agreed 11-0-1 that the Council approve the Training and Development Policy, as amended.**

- c) The Council discussed the November 2020 payment schedule for the Council and the Donald Pither Trust. It was agreed that the Town Clerk should check whether any refund or reduction could be negotiated in respect of the Music Licence, Zoom subscription and SMS fees.

**RESOLVED: It was proposed and agreed 11-0-1 that the payment schedule be approved.**

**RESOLVED: It was proposed and agreed 12-0-0 that Margaret Bebbington be nominated to check the invoices and that Sally Snook be nominated to approve the BACS payments.**

**The meeting ended at 20.40**

*Members of the Council considered 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 21<sup>st</sup> December 2020 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 10<sup>th</sup> December 2020.**