

WIVELISCOMBE TOWN COUNCIL

Chairman: Cllr R Wilson 01984 623195 Chair@wiveliscombe.com
Clerk: Mrs Sarah Towells 01984 631914 townclerk@wiveliscombe.com

Dear Councillor

14th May 2025

You are hereby summoned to attend the meeting of the Wiveliscombe Town Council to be held **on Monday 19th May 2025 at 7.00pm** to be held in the Community Centre for the purpose of transacting the following business.

There will be a period of public participation and members of the press and public are invited to address the Council for no more than 20 minutes prior to the commencement of the meeting at approximately 7.00pm, please see Public Participation Notice.

Yours sincerely

S J Towells

Sarah Towells
Clerk to the Council

AGENDA

25/01 Election of Chairman and acceptance of office

25/02 Election of Vice Chairman

25/03 Apologies for absence (LGA 1972 s85(1))

25/04 Declarations of interest or dispensations: Members to declare any interests, including disclosable pecuniary interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any written requests from members for dispensations that accord with the Localism Act 2011 s33(b-e). This does not preclude any later declaration.

25/05 To receive, approve and sign the minutes of the last Town Council meeting held on Wednesday 23rd April 2025 as a true and accurate record (forwarded 20/02/25) (LGA 1972 sch 12 para 41 (1))

25/06 Review of delegation arrangements to committees, working groups, staff and other local authorities

25/07 Review of terms of reference for committees and working groups

25/07.1 Personnel/Staffing Committee

25/07.2 Grievance committee

25/07.3 Disciplinary Committee

25/07.4 Appeal Panel

25/07.5 Finance Committee

25/07.6 Toilet Committee

25/07.7 Community Plan Committee

25/07.8 Planning and Housing Group

25/07.9 FaceBook Group

25/07.10 Town Council Website

25/07.11 Emergency Plan Group

25/07.12 Health and Wellbeing Group

25/07.13 Library Working Group

25/08 Appointment of Councillors to existing Committees/groups/representatives

25/08.1 Personnel/Staffing Committee

25/08.2 Grievance committee

25/08.3 Disciplinary panel

25/08.4 Appeal Panel

25/08.5 Finance Committee

25/08.6 Toilet Committee

25/08.7 Community Plan Committee

25/08.8 Planning and Housing Group

25/08.9 FaceBook Group

- 25/08.10 Town Council Website
- 25/08.11 Emergency Plan Group
- 25/08.12 Maintenance/health and safety/risk representative
- 25/08.13 Allotment Representative
- 25/08.14 Jubilee Garden Representative
- 25/08.15 Number of Councillors Group
- 25/08.16 Health and Wellbeing Group
- 25/08.17 Library Working Group

25/09 Appointment of Councillors as representatives to outside bodies and agree arrangements for reporting back

- 25/09.1 WAP Representative
- 25/09.2 Footpaths Representative
- 25/09.3 Community Centre Representative
- 25/09.4 Consolidated Charities Representative
- 25/09.5 Recreation Ground Representative
- 25/09.6 LCN Representatives

25/10 Appointment of any new committees in accordance with standing order 4

25/11 Review of subscriptions to outside bodies

25/12 Review of Standing Orders

25/13 Review of Financial Regulations

25/14 Review of Code of Conduct

25/15 Review of arrangements with Claires Cleaning and MSMG

25/16 To Consider the report from Planning committee in relation to the following planning applications (to be forwarded on 16/05/25)

25/16.1 Agree response to following planning applications

SC	49/25/0019	Replacement of detached garage	Manor Farm, Wiveliscombe Road, Wiveliscombe
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25/17 Finance:

25/17.1 Accounts for approval:

Sarah Towells	Payroll and expenses	£1102.44
HMRC	PAYE	£357.76
Claires Cleaning	Toilets	£650.00
Wiveliscombe Community Centre	Hall Hire for April	£57.50
MSMG	Footpaths	£95.00
MSMG	Jubilee Gardens	£168.00
British Gas	Jubilee Gardens	£20.18
Sarah Towells	Training	£468.00
Octopus Energy (DD)	Toilets	£28.92

25/17.2 To consider current account analysis and agree Bank reconciliation for April 2025

25/17.3 To consider Budget monitoring

25/17.4 To agree PAYE figures for April 2025

25/17.5 SLA for Wivey Cares

25/17.6 Review of the Councils expenditure incurred under S137

25/17.7 To agree internal auditor for next year

25/17.8 To consider the findings of the internal audit review

25/17.9 To approve Annual Governance statement

25/17.10 To consider the accounting statements and approve the accounting statements

25/17.11 Chair to sign the accounting statements

25/17.12 To agree the dates of the period for the exercise of public rights

25/17.13 Consider Parish Online quote for new website and emails (forwarded 6th May) and Response from Tom Hendy who currently does the Town Council Website

25/18 Report from Community Centre

- 25/19 Verbal report from Somerset Councillor**
- 25/20 Crime Report**
- 25/21 Correspondence:**
- 25/21.1 Email from John Ollerenshaw to ask Highways not to cut verges early (forwarded 30.04.25)
- 25/21.2 Email from CEO of SALC regarding CIL money (forwarded 30.04.25)
- 25/21.3 Quote for festive light (forwarded 30.04.25)
- 25/21.4 Insurance renewal from Clear Councils
- 25/21.5 Email forwarded by Cllr Higginson from Trustees of the Swimming pool regarding funding request for swimming pool
- 25/21.6 Email from Town Hall Trust with update
- 25/22 To confirm Cllr Martin is still able to volunteer for Saturday morning Cllr surgery during June**
- 25/23 To note a report from Cllr Surgery held on May 2025**
- 25/24 To Confirm Cllr Berman is still able to volunteer for the June Community Radio show**
- 25/25 Review of Asset Register: consider any updates**
- 25/26 Review of Risk Register: consider any updates**
- 25/27 Review of Complaints procedure**
- 25/28 Review of Press and Media Policy**
- 25/29 Review of Grievance and Disciplinary Procedure**
- 25/30 Review of General Privacy Notice**
- 25/31 Review of Data Protection Policy**
- 25/32 Review of Social Media Policy**
- 25/33 Review of Recording Council Meeting Protocol**
- 25/34 Review of Retention and Disposal Policy**
- 25/35 Review of Biodiversity Policy**
- 25/36 Review of Investment Strategy Policy**
- 25/37 Review of Publication Scheme**
- 25/38 Review of Management and Transferable Data Policy**
- 25/39 Review of Equal opportunity Policy**
- 25/40 Review of Staff Absence Policy**
- 25/41 Review of Annual Leave Policy**
- 25/42 Review of Flexible working policy**
- 25/43 Receipt of the draft toilet committee minutes of the meeting held on 29th April 2025 and consider recommendations made by the toilet committee.**
- 25/44 Web cam in the square – consider how to proceed getting a live feed on the website**
- 25/45 Consider the following motion by Cllr Higginson:** Wiveliscombe Town Council contract a Project Development Assistant for 6 months to help WTC progress & complete 2 matters: This was deferred from the April meeting following agreement that only 2 items are supported. Hours and amount paid need to be agreed.
1. Work with the Community Plan Group towards completion of the Community Plan Review
 2. Work with the Health & Wellbeing and/or Community Plan Group to deliver a programme laid out in the SALC Community Health & Wellbeing grant application
- 25/46 Consider the following motion by Cllr B Wilson** - Due to the increase in CIL funding applications I propose the Council ask the Finance Committee to meet and produce a CIL Funding grant application form to be brought back to Full Council at the June meeting to be agreed. Going forward this form can then be on our website with the other grant application form.
- 25/47 Consider the following motion by Cllr B Wilson** - As CIL money can be used to produce a neighbourhood plan - I propose the Council investigates whether a neighbourhood plan could be produced for WTC by a professional using CIL money.
- 25/48 To consider a strategic plan**
- 25/49 Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council**
- 25/50 Items for next meeting**
- 25/51 Close meeting**

Supporting Documents

All the supporting documents that follow are drafts. They will either be Voted on to Support, Amended & Voted on to Support, Rejected or simply noted with no actions

[Agenda number 25/05](#)

WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE TOWN COUNCIL MEETING HELD ON Wednesday 23rd April 2025 in the Community Centre at 7.00pm

Attendees

Councillors: R Wilson (Chair), B Wilson, A Kyle, A Woollaston, F Higginson, P Martin, E Gaines, P Berman and S Shopland

Clerk: Mrs Sarah Towells

Other: D Mansell (SC)

Apologies

Councillors: A Wackett, C Kirk, T Parker and P McNichol

Other: None

Councillors absent without apology: None

24/281 To note apologies for absence: As noted above.

24/282 Any New Declarations of Interest or dispensation: There were none.

24/283 Minutes of the meeting held on Monday 17th March 2025: It was resolved to approve the minutes.

24/284 To consider the Planning group's verbal report: It was resolved to accept the groups comments to be submitted to Somerset Council as set out below.

24/284.1

SC	49/25/0013/CQ	Application for prior approval for proposed change of use from agricultural building to 7 dwelling houses (class 3) and associated building operations at Chorleys Farm, Blackwater Lane, Wiveliscombe	It was resolved to comment that there are no obvious dedicated parking spaces. Query that there is possibly more buildings that are covered in the new regulations.
SC	49/24/0061	Erection of an outbuilding at Foxlea Farm, Jews Lane, Wiveliscombe	It was resolved to support this application
SC	49/25/0012	Erection of straw storage building at Nunington Park Farn, Langford Budville Road, Wiveliscombe	Would like assurance that this is not another agricultural building to replace one that has been granted class Q
SC	49/25/0015	Demolition of timber garage and erection of pavilion at Wiveliscombe Community Swimming Pool, The Recreation Ground, Culverhay Lane, Wiveliscombe	As Cllr Higginson is a member of the pool and Cllr R Wilson is secretary of the rec they did not vote. It was resolved to support the application

24/285 Finance:

24/285.1 Accounts for approval: It was resolved to pay the accounts below.

Sarah Towells	Payroll and expenses	£948.69
HMRC	PAYE	£270.32
Claire's Cleaning	Toilet cleaning	£690.00
Wiveliscombe Community Centre	Hall Hire for February	£59.00
British Gas (DD)	Jubilee Gardens	£18.22
SALC	Membership	£1293.33
Octopus Energy (DD)	Toilets	£29.87

MSMG	Jubilee Gardens	£210.00
SALC	Cllr Training	£29.87
Somerset Council	Empty Dog Bins	£487.97

24/285.2 Current account analysis and Bank reconciliation for March 2025: It was resolved to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

24/285.3 Budget monitoring: It was resolved to note, and Cllr B Wilson would sign this.

24/285.4 PAYE figures for March: It was resolved to note, the figures and Cllr Woollaston would sign this.

24/285.5 Wivey Cares SLA: As the Council was not in receipt of all information from Wivey Cares it was resolved to defer this to the next meeting.

24/286 Report from Community Centre: It was resolved to note there was no report.

24/287 Report from Somerset Councillor: Cllr Mansell verbally reported that Somerset Council is currently between Chief Finance Officers and the Council is working on closing the budget gap. The Council are struggling to appoint staff so are doing a pay and reward review – equal pay for equal work.

There is no news on parking charges.

The new bus timetables started on 22nd April.

24/288 Crime Report: It was resolved to note the report.

24/289 Correspondence:

24/289.1 Email from Parishioner to say bins and dog bins are not being emptied regularly: It was resolved to note that these had all now been emptied. Dog bins will be emptied every Friday and every Tuesday.

24/289.2 Email from Julie Mitchell regarding the weed spraying along the footpath by Kingsmead School: It was resolved to note that this is not our footpath, and Cllr Mansell would talk with John Melrose from Somerset Council. Cllr R Wilson would contact Julie Mitchell to say Wiveliscombe Town Council can't approve any works that are on land that does not belong to the Town Council.

24/290 Saturday mornings Cllr Surgery in May: It was resolved Cllr R Wilson would do the May session.

24/291 Report from Cllr Surgery held in April: It was resolved to note there was no report.

24/292 Community Radio Volunteer for June: It was resolved Cllr Berman would do the June show.

24/293 Review of asset register: It was resolved to note there were no updates.

24/294 Review of Risk Register: It was resolved to note there was no updates.

24/295 Footpaths:

24/295.1 Death of our footpaths: Update from Cllr McNicholl: It was resolved to note there was no update.

24/296 Library Working Group Draft Minutes from 04/03/25: It was resolved to note the draft minutes.

24/297 Web Cam in The Square – Consider how to proceed getting a live feed to the website: It was resolved to defer this item to the next meeting.

24/298 Health and Wellbeing:

24/298.1 Small grant application: It was resolved that the application had been successful, and the Town Council had been awarded £5000.00. The conformation form had been signed and returned to SALC and we should have the money in around 2 to 3 weeks.

24/299 Agree a recruitment drive to get more councillors: It was resolved that Cllr R Wilson would be happy to stand in the square with other Cllr's to attract new councillors and would come up with a date and this would go on social media. Cllr Berman would also mention this on 10 Radio. It was noted that you could become a councillor if you lived within a 3 mile radius of Wivey or had a business in Wivey.

24/300 Public Toilet planning application:

24/300.1 Update on Planning Permission and agree a way forward: It was resolved to note that planning permission had been granted and that the Clerk would contact the approved contractor for an update on the original quote and also enquire about building regulations.

24/300.2 Verbal update from Cllr R Wilson on scoping and consultation exercise regarding the design and use of the new space created by the toilet refurbishment: Cllr R Wilson reported he had started to prepare a PowerPoint presentation and a questionnaire. The Toilet group will meet and report back to Full Council next month.

24/301 Minutes from the Parking Working Group held on 9th April and agree any actions: It was resolved to note the minutes and was further resolved to carry out an impact survey.

24/302 Consider the following motion by Cllr Higginson: Wiveliscombe Town Council contract a Project Development Assistant for 7 hours a week for 6 months to help WTC progress & complete 5 matters:

1. *Work with the Community Plan Group towards completion of the Community Plan Review*
2. *Work with the Library Working Group & Volunteers to ensure a sustainable future for Wiveliscombe Community Library*
3. *Work with the Health & Wellbeing and/or Community Plan Group to deliver a programme laid out in the SALC Community Health and Wellbeing grant application.*
4. *Work with the toilet committee to undertake a full scoping and consultation exercise regarding the design and use of the new space created by the toilet renovation.*
5. *Work with the car park working group to undertake a survey of Wivey residents as per car park working group recommendations*

Cllr Higginson reported that £1500 from the grant must be spent on updating the Community plan and proposed that the Council add a further £2500 to fund the list above.

Discussions took place regarding the motion. Cllr Berman thought 5 was not required. Cllrs R Wilson and B Wilson thought 2 and 4 were also not required.

An amended motion was put forward by Cllr B Wilson to include items 1 and 3 only, this amended version was passed with 7 in favour, one abstention and two votes against.

The SALC application had not been seen by any Cllr's other than Cllrs Higginson and Gaines so it was resolved to defer voting on the amended motion until the next meeting.

24/303 To note the date for the Parish Assembly: It was resolved to note the Parish Assembly would be held on 28th April 2025.

24/304 To consider a strategic plan: It was resolved to defer this to the next meeting.

24/305 Items for the next meeting to be held on Monday 19th May 2025:

There were none

24/306 To exclude the press and public from the remainder of the meeting: It was resolved to exclude the press and public from the remainder of the meeting.

24/307 To note staffing minutes and agree any recommendations: It was resolved to note the minutes and further resolved to reimburse the Clerk £468.00 for the two qualifications she had already gained and two that she was in the process of completing. It was resolved to increase the Clerks hours by 3 hours a week.

24/306 Close meeting: Meeting Closed 20.50pm

WIVELISCOMBE TOWN COUNCIL
PUBLIC TOILETS COMMITTEE MEETING
DRAFT MINUTES
Held at Wivey House, The Square, Wiveliscombe
Tuesday 29th April 2025 at 4.00pm

MEMBERS PRESENT: Cllr Roger Wilson, Cllr M Blaker, Cllr B Wilson

CLERK: Mrs Sarah Towells

OTHER: None

APOLOGIES: Heather Harvey

24/17PT Apologies: As noted above

24/18PT Declarations of interest: There were none.

24/19PT Minutes of meeting held on 30th October 2024 for approval: It was resolved to approve the minutes.

24/20PT Undertake a full scoping consultation exercise regarding design and use of the new space created: The heads of terms when purchasing the toilet block clearly state that

- The purchaser and its successor organisations shall not use the property for any purpose other than for community benefit purposes.
- The purchaser and its successor organisations shall not make any external alterations to the exterior of the building
- The intention at date of transfer is for the building to continue to be used as public conveniences for the benefit of the community. Notwithstanding this, should the purchaser decide to use the property for some other community benefit there will be no objection from the Council.

The committee discussed the heads of terms and agreed on the attached questionnaire.

The size of the new space would be 8m by 3.2m. This is much larger than the small room in Wivey house and the small room in the community centre. The other rooms available in Wiveliscombe are much larger including, The Community Centre, Silver Street Centre, The Town Hall and The Rugby Club.

As the Planning application is in its entirety work cannot start to renovate the toilet cubicles until such time as the entire project can proceed.

The committee recommend to Full Council in light of the above to consult as many of the public as possible by the end of May so results can be discussed at the June meeting along with revised quote from the builder, to enable the renovations to start ASAP.

24/21PT EHRC- Update – UK supreme Court Judgement: The committee discussed the ruling and recommend to Full Council not to make any changes but to press ahead with the development of the existing toilets ASAP. This would then address the ruling.

24/22PT Items for next meeting: Planning application

24/23PT Date, time and place of next meeting: TBC

Meeting closed at 5.05pm