

# WIVELISCOMBE TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 15<sup>th</sup> May 2023 held in the Community Centre at 7.00pm

## Attendees

**Councillors:** R Wilson (Chair) B Wilson, P McNichol, B Collingridge, S Shopland, M Blaker, F Higginson, A Wackett, P Berman, Tim Parker, C Kirk, P Martin, and H Trump

**Clerk:** Ms Sarah Towells

**Other:** Dave Mansell (SC) and Helen Burton

## Apologies

**Councillors:** A Woollaston and E Gaines

**Other:** Gwil Wren (SC)

**23/01 Election of Chairman and acceptance of office:** Cllr R Wilson was unanimously voted as chair and he duly signed the acceptance of office.

**23/02 Declaration of acceptance of members:** It was resolved to note all present members signed.

**23/03 To accept apologies for absence:** As noted above.

**23/04 Election of Vice Chairman:** Cllr M Blaker was unanimously voted as Vice Chair.

**23/05 Any New Declarations of Interest or dispensation:** Cllr Blaker is now a Trustee of Wivey cares.

**23/06 Minutes of the meeting held on Monday 20<sup>th</sup> February 2023:** It was resolved to approve the minutes.

**23/07 Appointment of Councillors to Committees/ Groups/ Representatives:** It was resolved to vote on block to keep the same members as last year.

23/07.1 Personnel/Staffing Committee: Cllrs Gaines, Woollaston, Berman, McNichol and R Wilson would form the Personnel committee.

23/07.2 Grievance Committee: Cllrs Collingridge, Blaker and Shopland would form the Grievance Committee.

23/07.3 Disciplinary Panel: Cllrs Blaker, Trump and Martin would form the Disciplinary Panel.

23/07.4 Appeal Panel: Cllrs Higginson, B Wilson and A Wackett would form the Appeal Panel.

23/07.5 Finance Committee: Cllrs Gaines, B Wilson and S Shopland would form the Finance committee.

23/07.6 Toilet Committee: Cllrs R Wilson, M Rook and M Blaker along with Heather Harvey from the Business Group would form the toilet committee.

23/07.7 Community Plan Committee: Cllrs Berman, McNichol and Collingridge along with F Higginson would form the Community Plan Group.

23/07.8 Planning and Housing Group: Cllrs Higginson, Collingridge, Blaker and Berman would form the planning and housing group.

23/07.9 Facebook Group: Cllrs McNichol and Gaines would run the Town Council Facebook.

23/07.10 Town Website: Cllr T Parker and The Clerk would look after the admin for the Town Website.

23/07.11 Maintenance/health and safety/Risks: Cllrs A Woollaston and B Wilson would report health and safety risks.

23/07.12 Allotment Representative: Cllr B Wilson would be the allotment representative.

23/07.13 Jubilee Garden Representative: Cllrs McNichol and B Wilson would be Jubilee Garden representatives.

23/07.14 Emergency Plan Group: Cllrs R Wilson, A Woollaston, P Berman and B Collingridge would form the Emergency Plan Group.

**23/08 Appointment of Councillors as representatives to outside bodies:**

23/08.1 WAP Representative: Cllr R Wilson would be the WAP representative.

23/08.2 Footpaths Representative: Cllr McNicol would be the footpaths representative.

23/08.3 Community Centre Representative: Cllr McNichol would be the Community Centre representative.

23/08.4 Recreation Ground Representative: Cllr Martin would be the Recreation Ground representative.

23/08.5 Consolidated Charities Representative: Cllr R Wilson would be the consolidated charities representative.

**23/09 Agreeing to subscribe to outside bodies:** It was resolved to continue to subscribe to SALC.

**23/10 Review of Risk Register:** It was resolved the risk register was up to date and no amendments were necessary.

**23/11 Review of Standing Orders:** It was resolved the Standing Orders were up to date and no amendments were necessary and therefore adopted.

**23/12 Review of Financial Regulations:** It was resolved the financial regulations needed no updating and were therefore adopted.

**23/13 Review of Code of Conduct:** It was resolved to adopt the code of conduct as no amendments were necessary.

**23/14 Planning:** It was resolved to note and accept the planning report. It was further resolved to send a more detailed response direct to the planning officer regarding application 49/23/0026.

23/14.1 Planning applications:

SC	49/23/0006	The Fern, Ford Road, Wiveliscombe - Erection of storage box to the front	It was resolved to support this amended plan with a substantially reduced height and depth of storage shed. We would request that, if approved, a condition is placed to retain or replace the existing landscaping between the shed and Ford Road
SC	49/23/0023	16, Southfield, Wiveliscombe - Removal of glazed timber flat roof entrance porch and erection of cavity wall porch with pitched roof materials to match elevation treatments	It was resolved to support this application.
SC	49/23/0018	Higher Whitefield, Whitefield Rocks, Wiveliscombe - Change of use and conversion of outbuilding into 1 No. dwelling with associated works	It was resolved to support this application as the outbuilding is within the complex of other dwellings.
SC	49/23/0025/LB And 49/23/0024	Hideaway, Sandy Lane, Langley Cross, Wiveliscombe - Erection of a single storey extension to the rear with installation of double-glazed timber windows and doors throughout	It was resolved to note that The Town Council recognise the need to extend a small cottage and improve the windows. However, we do not feel sufficiently knowledgeable to comment on this Listed Building Application. We have read and noted the report from the Heritage Officer and are happy to support their recommendation to allow the extension whilst reviewing the design of the windows.
SC	49/23/0026	The Old Brewery, Golden Hill, Wiveliscombe (retention of part works already undertaken) - Erection of 2 No. dwellings (amendment to previous consent of Plots 8 & 9)	It was resolved to note that The Town Council are finding it increasingly difficult to understand the overall impact of these multiple amendments, on the original application, consent and conditions. In order to comment on this application, we would like to see fully amended plans of the entire site indicating housing layout, design, parking and traffic movement, access to the site, landscaping etc.
SC	49/23/0027/LB	Tor House, 48 Ford Road, Wiveliscombe - Various internal and external alterations	It was resolved to note The Town Council do not feel sufficiently knowledgeable to comment on this Listed Building Application. We are happy to leave the decision to the Conservation or Listed Building Officer.

**23/15 Finance:**

23/15.1 Accounts for approval: It was resolved to pay the accounts below.

Sarah Towells	Payroll and expenses	£901.59
HMRC	PAYE	£149.82
Claire's Cleaning	Toilet cleaning	£670.00
EDF Energy (DD)	Toilets	£24.54
Wiveliscombe Community Centre	Hall Hire for April meeting	£22.00
Rural Market Town Group	Membership	£108.90
10 Radio CIC	Coronation celebrations	£373.50

23/15.2 Bank reconciliation for April: It was resolved to defer to the next meeting as the Clerk had not received the bank statement.

23/15.3 Current account analysis for April: It was resolved to defer to the next meeting.

23/15.4 Budget monitoring: It was resolved to defer to the next meeting.

23/15.5 PAYE figures for April: It was resolved to note, and Cllr McNichol would sign these.

23/15.6 Insurance renewal: It was resolved to accept the quote from BHIB for £1261.77

23/15.7 Grant/donation to the Parish magazine: It was resolved to ask the magazine to send an invoice to cover 10 monthly meeting advertisements.

**23/16 Report from Community Centre:** It was resolved to note there was no report.

**23/17 Report from Somerset Councillor:** Cllr Mansell gave a verbal report.

**23/18 Update from Emergency Plan Group:** It was resolved to adopt the Emergency plan.

**23/19 Speed Watch Report:** It was resolved to note the report sent in by Barry Witherden.

**23/20 Crime Report:** It was resolved to note the report sent in by the PCSO.

**23/21 Community Plan Report:** The response regarding traffic wardens was noted and hoped the double yellow lines in the square get repainted ASAP.

**23/22 Correspondence:** An email had been received regarding The Chairman awards. It was resolved to nominate David Patterson.

The Clerk had received a renewal notice for the electricity contract for the toilets. It was resolved to stay with EDF and renew for a one-year contract.

Cllr Martin asked the Council if they could help with toilets on the Rec. It was resolved she should get more information on the amount of money they are asking for, what other funding have they got, the location of the toilets and what exactly are they asking of the Town Council?

The Clerk informed the Council that the insurance company had agreed the payment for the Croford Bus shelter. It was resolved to ask Sully's to carry out the new bus shelter works ASAP.

23/22.1 Request for Rubbish/dog mess bin in Langley: It was resolved to ask the Somerset Council if they could empty a bin on this route.

23/22.2 Response from primary School: It was resolved the Clerk would get advice form both SLCC and SALC regarding the school refusing the Council to use the hall.

**23/23 Community Radio Show Rota:** It was resolved to note Cllr Berman would do both the May and June shows.

**23/24 Saturday mornings Cllr Surgery:** Cllrs McNichol and Trump would do the June session. It was resolved to note no public attended the May 13<sup>th</sup> Session.

**23/25 Cost of Living Crisis:** Cllr Gaines reported he had contacted Job Centre Plus and would give more details next month.

**23/26 New Councillor Pack:** The Clerk had given our Good Councillor Guides to those that had requested them.

**23/27 Women's' Group:** It was resolved to note they had not met but Cllr Higginson had attended an online NALC meeting.

**23/28 Seats around the Parish:** It was resolved to defer to the next meeting.

**23/29 20mph limits around Wivey:** It was resolved to defer to the next meeting.

**23/30 Items for the next meeting to be held on Monday 19<sup>th</sup> June 2023:**

LCN Rep

Meeting Closed 8.45pm