

WIVELISCOMBE TOWN COUNCIL

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

Dear Councillor

12th November 2025

You are hereby summoned to attend the meeting of the Wiveliscombe Town Council to be held **on Monday 17th November 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

25/200 Apologies for absence (LGA 1972 s85(1))

25/201 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.

25/202 To receive, approve and sign the minutes of the last Town Council meeting held on Monday 20th October 2025 as a true and accurate record (LGA 1972 sch 12 para 41 (1))

25/203 To Consider the report from Planning committee in relation to the following planning applications/notifications

25/203.1 Agree response to following planning applications/notifications

SC	49/25/0037	Variation of Condition No. 02 (approved plans) and removal Condition No. 04 (pre-commencement ecology check) of application 49/25/0015	The Recreation Ground, Culverhay Lane, Wiveliscombe
SC	49/25/0036/LB	Replacement of pedestrian access gate	Court House Lodge, 11 Silver Street, Wiveliscombe
SC	49/25/0034	Conversion of former bakery, store and garage into 2 No. dwellings with formation of parking	35 Golden Hill, Wiveliscombe

25/204 Finance:

25/204.1 Accounts for approval:

Sarah Towells	Payroll and expenses	£1114.28
HMRC	PAYE	£355.22
Claire's Cleaning	Toilets	£690.00
Wiveliscombe Community Centre	Hall Hire for October	£22.00
MSMG	Jubilee Gardens - October	£168.00
RBL	Wreaths	£40.00
British Gas	Jubilee Gardens	£19.53
SALC	Training	£25.00
WAP	Room hire and storage	£50.00
LB Solutions	Project worker	£775.00

25/204.2 To consider current account analysis and agree Bank reconciliation for October 2025

25/204.3 To consider Budget monitoring

25/204.4 To agree PAYE figures for October 2025

25/205 Report from Community Centre

25/206 Verbal report from Somerset Councillor

25/207 Crime Report

25/208 Correspondence: To discuss and agree any necessary responses

- 25/208.1 Consultation on proposed Charitable Collection Licensing Policy (forwarded 3/11/25)
- 25/208.2 Request from Mark Donelan regarding sign for Evangelical Church (forwarded 24.10.25)
- 25/209 Agree Volunteer for Saturday morning Cllr surgery during December**
- 25/210 To note a report from Cllr Surgery held in November**
- 25/211 Agree Volunteer for the November Radio Show**
- 25/212 Review of Risk Register: consider any updates**
- 25/213 Verbal update from Health and Wellbeing group**
- 25/214 Neighbourhood plan Investigation: verbal update**
- 25/215 Strategic plan working group – verbal update**
- 25/216 Webcam in the square- verbal update from Cllr Parker**
- 25/217 New Town Council Website and emails in line with new Audit legislation and online mapping- update**
- 25/218 20mph zones in Wiveliscombe**
- 25/218.1 Response regarding costs for 20mph limit (forwarded 24.10.25)
- 25/218.2 update on signs for residents
- 25/218.3 update on SID's (forwarded 12/11/25)
- 25/219 Zebra Crossing outside Kingsmead – feasibility study (forwarded 28.10.25)**
- 25/220 Verbal Report from Xmas festival committee**
- 25/221 Verbal report from LCN Highways working group**
- 25/222 Action plan required for more recreation land in Wiveliscombe**
- 25/223 Recruitment drive for more councillors**
- 25/224 Receipt of the draft Library Working Group minutes of the meeting held on 11th November 2025 and consider the recommendations made by the group (forwarded 12/11/25)**
- 25/225 Improvements to the Square – discuss and agree parking restrictions (forwarded 11/11/25)**
- 25/226 Items for next meeting**
- 25/227 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 25/202](#)

WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 20th October 2025 in the Community Centre at 7.00pm

Attendees

Councillors: R Wilson (Chair), B Wilson, A Woollaston, C Kirk, A Kyle, P Martin, T Parker, E Gaines, P Berman and S Shopland, Nigel Blaker after item 25/167

Clerk: Mrs Sarah Towells

Other: 3 members of the public, Dave Mansell (SC), E Hurry (Wivey Pool) and Benedict Southworth (THT)

Apologies

Councillors: P Doherty

Other: None

Councillors absent without apology: None

25/164 To note apologies for absence: As noted above.

25/165 Any New Declarations of Interest or dispensation: There were none, but Cllr Gaines reminded everyone he is a trustee of the Town Hall Trust.

25/166 Minutes of the meeting held on Monday 15th September 2025: It was **resolved** to approve the minutes, and the Chairman would sign them.

25/167 Co-option of new Councillor: It was unanimously **resolved** to co-opt Nigel Blaker onto the Council who duly signed his declaration of acceptance of office.

25/168 To consider the Planning group's report: It was **resolved** to accept the report and submit the responses to planning department.

25/168.1 Agreed responses in the table below.

SC	49/25/0032/T	Notification to carry out management works (crown-lift to 10 meters above garden level) to one sycamore tree within Ford Conservation area at The Coach House, Castle Lane, Wiveliscombe	It was resolved to leave this to the tree officer.
SC	49/24/0015	Notification of an appeal. Erection of 1 dwelling including change of use of land to residential with associated works at Greenway Farm, North Street, Wiveliscombe	WTC notes the REFUSAL of 49/24/0015 and makes no further comments.

25/169 Finance:

25/169.1 Accounts for approval: It was **resolved** to pay the accounts below.

Sarah Towells	Payroll and expenses	£1114.08
HMRC	PAYE	£355.42
Claire's Cleaning	Toilet cleaning	£690.00
Wiveliscombe Community Centre	Hall Hire for September	£22.00
MMSG	Clear area around toilet block	£110.00
British Gas (DD)	Jubilee Gardens	£20.18
MMSG	Jubilee Gardens	£221.00
PKF LittleJohn	External audit	£378.00

Festive lighting company	New Christmas lights	£4388.55
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25/169.2 Current account analysis and Bank reconciliation for September 2025: It was **resolved** to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

25/169.3 Budget monitoring: It was **resolved** to note, and Cllr B Wilson would sign this.

25/169.4 PAYE figures for September: It was **resolved** to note, the figures and Cllr Woolaston would sign them.

25/169.5 Consider paying WAP a monthly fee for room hire and storage; After a proposal from Cllr B Wilson and seconded by Cllr A Woollaston with one vote against, it was **resolved** to pay WAP £40.00 for room hire and £10.00 storage per month.

25/169.6 Adopt Grant Policy: It was **resolved** to adopt the grant policy and put on the website.

25/169.7 Conclusion of Audit: It was **resolved** to note the conclusion of Audit, and all relevant documents were on the website by 30th September 2025.

25/170 Report from Community Centre: It was **resolved** to note the new handrail had now been fitted along with new lights along the entrance pathway. Bookings have increased and work is underway on the upstairs room.

25/171 Report from Somerset Councillor: Cllr Mansell reported that Somerset Council had started to see how the 100 million pound budget gap would close. Consultants have been bought in to help with this. The Council are making more use of AI.

1600 electric charge points will be fitted over the next 17 years with some in rural areas.

Active travel groups have been proposed for Wellington and Wiveliscombe and this has been discussed in LCN meetings.

Community use for sports clubs should be back in use at Kingsmead school by the end of the year.

Yellow lines have re-appeared in West Road and this is being addressed and they are not enforceable.

Options for The Square: 1. Do nothing. 2. Look again at the feasibility design. 3. Somerset Council could amend traffic restrictions which would protect the dropped kerbs. Cllr Mansell would organise a meeting with cllrs to show how this could work.

25/172 Crime Report: It was **resolved** to note the August and September reports.

25/173 Correspondence:

25/173.1 Email regarding speeding in Lion D'angers: It was **resolved** to contact Somerset Council to enquire how much 20 mph signs would cost, and the possibility of sleeping policemen.

25/174 Saturday mornings Cllr Surgery in November: It was **resolved** Cllr Martin would do the October session.

25/175 Report from Cllr Surgery held in September: It was **resolved** to note it was quiet but Cllr Martin advertised the fact that more Town councillors are needed.

25/176 Review of Risk Register: It was **resolved** to note there was no updates.

25/177 Verbal update from Health and Wellbeing group: Laura Batcha had already started work regarding the community plan update and started to research taster sessions, running some consultations. It was **resolved** the Clerk would contact Laura to arrange a meeting with the Health and Wellbeing group.

177.1 Report from Laura Batcha: It was **resolved** to note the report.

25/178 Neighbourhood Plan Investigation: It was **resolved** to note this was ongoing and Cllrs B and R Wilson would get the old plans out of storage. Cllr R Wilson attended the SALC neighbourhood plan training and reported it would take at 3 years to produce a plan once agreed to proceed.

25/179 Strategic Plan Working Group: It was **resolved** to note there was no update.

25/180 Webcam in the Square: Cllr Parker reported that he had contacted Patrick Boyle and the business group were not prepared to take it on. It was **resolved** that Cllrs Blaker and Parker would look at this and report back at the next meeting.

25/181 New Town Council Website/on line mapping and emails in line with new legislation: It was **resolved** to note that Cllr Parker and the Clerk had had some discussions regarding Parish Online but nothing concrete had been decided.

25/182 20mph zones in Wiveliscombe: It was **resolved** to note the Clerk had contacted Seddons regarding the signs without any luck. It was resolved to get quotes and to ask Webbers if they would sponsor the signs.

25/183 Zebra crossing outside Kingsmead: The Clerk had asked how much a feasibility study would cost but no update as yet. The Clerk would send on the emails to Cllr Mansell and he would get them to the correct department.

25/184 Xmas Committee: Switch on of Christmas lights will be at 6pm on 28th November. The lights would be installed W/C 17th November and the tree was being collected on 14th November. Jim Laker would be having a stall on the night. It was resolved to give Cllr P Martin a note to say she would be collecting contributions towards the new lights.

25/185 Report from LCN Highways working Group: It was **resolved** to note there was no report as Cllr Parker was unable to attend the meeting.

25/186 Action Plan required for more recreation land in Wiveliscombe: Cllrs Kyle and Gaines looked at the land behind the swimming pool and wondered if there was a possibility that this could be purchased for recreation land. The Manor farm development could be approached to ask for some recreation land within the development. Bloor homes had already been approached to see if they could provide some recreation land within the new development.

25/187 Recruitment drive for more councillors: It was **resolved** that Cllr P Martin would have all the necessary information at the Saturday morning surgery. Notices had been put up in the notice boards.

25/188 Benches around Wiveliscombe: It was **resolved** to buy the Rowlinson bench for Gadds Lane and ask MSMG to fix this securely.

25/189 Consider supporting the Recreation Ground to replace a bench in the rec: It was **resolved** to purchase a 2nd Rowlinson bench for the recreation ground.

25/190 Volunteers and councillors needed to support Wiveliscombe Fireworks display: Volunteers are required from 5pm on 7th November at the Recreation Ground.

25/191 Receipt of the Finance committee minutes of the meeting held on 29th September 2025 and consider any recommendations: It was **resolved** that once an application had been approved by Full Council the Clerk could pay the agreed amount awarded as invoices are produced for completed works done towards the project, which would help when multiple invoices would be issued for each grant application. It was further **resolved** to grant CIL money to:

Wivey Pool up to the value of £30,000

Wiveliscombe Community Centre up to £10,000

Town Hall Trust up to £42,500

25/192 Receipt of the draft Finance committee minutes of the meeting held on 6th October 2025 and consider any recommendations: It was **resolved** to grant £3000 to Wivey Link for community transport.

25/193 Toilets:

25/193.1 New quote to be agreed prior to work starting: It was **resolved** to pay £23712.00 plus VAT for the creation of two individual toilet cubicles. It was further **resolved** to ask the builder to start work on them ASAP.

25/193.2 Update on appeal: It was **resolved** to note that we are waiting for an inspector to arrange a site visit.

25/194 Items for the next meeting to be held on Monday 17th November 2025:

Improvements to The Square
Radio show volunteer

25/195 Resolve 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.

25/196 Receipt of draft Library Working Group minutes of the meeting held on 6th October 2025 and consider any recommendations made by the group: It was **resolved** to note the minutes. It was further **resolved** to send a letter to Somerset Council before the end of October, giving a copy to the Town Hall trust to enable them to start lease negotiations with the Co-op and to approve the LWG to move towards a contract with SC and THT, with a suitable lease arrangement, which would be approved by Full Council at the next available meeting.

25/197 New Library Contact proposal: Although Cllr Gaines stayed in the room he did not vote. It was resolved to approve the new proposal for a 3-way library contact from Wiveliscombe Town Hall Trust.

25/198 Receipt of draft staffing minutes of the meeting held on 1st October and consider any recommendations: It was **resolved** to note the minutes and that there were no recommendations.

25/199 Close meeting: Meeting Closed 20.32

[Agenda item 25/224](#)

DRAFT LIBRARY WORKING GROUP MEETING MINUTES
Held at Community Office, Wiveliscombe
Tuesday 11th November at 3.45pm

MEMBERS PRESENT: Cllr T Parker (Chair) Cllr B Wilson, and Cllr R Wilson,
CLERK: Mrs Sarah Towells
OTHER: None
APOLOGIES: Cllr P martin

25/38LWG Apologies: As noted above

25/39LWG Declarations of interest: There were none.

25/40LWG Minutes from meeting held on 06th October 2025: It was resolved to approve the minutes.

25/41LWG Review the current structure and plan and identify any challenges:

- Somerset Council seem happy with most of what was outlined in the letter we sent following the last Full Council meeting.
- Somerset Council's single 3 way contract would not include the agreement made between the Town Hall Trust and the Town Council therefore a 7 year funding agreement would be required for that part between THT and WTC.
- There would need to be a one year contract between Somerset Council and WTC for the transition year.
- There would need to be a one year contract for THT and Somerset Council for the transition year.
- There would need to be a six year contract between all 3 parties for years 2 to 7.
- Contracts covering all seven years need to be signed at the same time to protect all parties.

Somerset Council are speaking to their legal team to find the best solution regarding all the above points.

25/42LWG Formal contract process and timetable:

Somerset Council hope to have draft contracts ready in December.

25/43LWG SC VAT update: Going forward Somerset Council need to pay their grant of £9000 to the receiving party and then a full invoice will be invoiced for staffing costs. This is so Somerset Council show correct audit control.

25/44LWG Next Steps: LWG to draft a funding agreement between the THT and WTC. This would then go to Full Council for their agreement before submitting to the THT.

25/45LWG Date for meeting: TBC

There are no recommendations to Full Council .

Meeting closed at 4.35pm