

WIVELISCOMBE TOWN COUNCIL

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

Dear Councillor

15th April 2026

You are hereby summoned to attend the meeting of the Wiveliscombe Town Council to be held **on Monday 20th April 2026 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

25/337 Apologies for absence (LGA 1972 s85(1))

25/338 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.

25/339 To receive, approve and sign the minutes of the last Town Council meeting held on Monday 16th March 2026 as a true and accurate record (LGA 1972 sch 12 para 41 (1))

25/340 To Consider the report from Planning committee in relation to the following planning applications(forwarded 14/04/26)

25/340.1 Agree response to following planning applications/notifications

SC	49/26/0016/CQ	Application for Prior Approval for proposed change of use from agricultural building into 2 No. dwelling houses (Class C3) and associated building operations at Westbrook Farm, Frys Lane, Wiveliscombe
SC	49/26/0017 &49/26/0018/LB	Erection of a single storey infill extension with various alterations at Woodvale, Croford Hill, Wiveliscombe
SC	49/26/0019/LB	Replacement of roof on like for like basis at 2 Church Street, Wiveliscombe (retention of works already undertaken)
SC	49/26/0020	Conversion of former bakery and store into 1 No. dwelling at 35 Golden Hill, Wiveliscombe

25/341 Finance:

25/341.1 Accounts for approval:

Sarah Towells	Payroll and expenses	£1159.63
HMRC	PAYE	£240.32
Octopus	Toilets	£17.20
Wiveliscombe Community Centre	Hall Hire for March	£22.00
MSMG	Jubilee Gardens - March	£216.50
British Gas	Jubilee Gardens	£20.18
SALC	Membership	£1302.13
Wivey Pool	Balance of CIL grant	£5339.59
SC	Dog bin emptying 4 th Qtr.	£405.60
MRJ Civils Ltd	Christmas tree	£420.00
Gliddons	Toilet signs (card payment)	£4.50
Post Office	Post Library contract (card payment)	£9.25
SCF Forecourts Ltd	Revamp of gents toilet area	£9330.00
Wivey and the Hills magazine	Adverts and reports	£100.00
R Wilson	Toilets	£132.85

MSMG	Toilet cleaning	£350.00
Amazon	Kettle (card payment)	£9.49

- 25/341.2 To consider current account analysis and agree Bank reconciliation for March 2026
- 25/341.3 To consider Budget monitoring
- 25/341.4 To agree PAYE figures for March 2026
- 25/342 Report from Community Centre**
- 25/343 Verbal report from Somerset Councillor**
- 25/344 Correspondence: To discuss and agree any necessary responses**
- 25/344.1 Email from Adrian Woollaston – resigning from the Town Council due to work commitments
- 25/345 Agree Volunteer for Saturday morning Cllr surgery during May 2026**
- 25/346 To note a report from Cllr Surgery held in April and agree any actions**
- 25/347 Agree Volunteer for the April Radio Show**
- 25/348 Review of Risk Register: consider any updates**
- 25/349 Asset Register – updates and any repairs required**
- 25/350 Green Spaces working group – agree way forward**
- 25/351 Health and Wellbeing update from Project Worker**
- 25/352 Library update**
- 25/353 Town Councillor report regarding parking in The Square (forwarded 14/04/26)**
- 25/354 Crime Report**
- 25/355 Date for Parish Assembly**
- 25/356 Items for next meeting**
- 25/357 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 25/339](#)

WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 16th March 2026 in the Community Centre at 7.00pm

Attendees

Councillors: R Wilson (Chair), B Wilson, T Parker, A Kyle, P Berman, P Martin, C Kirk, E Gaines, P Green, L Schofield, P Doherty and N Blaker

Clerk: Mrs Sarah Towells

Other: D Mansell (SC)

Apologies

Councillors: A Woollaston, S Shopland.

Other: None

Councillors absent without apology: None

25/304 To note apologies for absence: As noted above.

25/305 Any New Declarations of Interest or dispensation: Cllrs Schofield and Green declared an interest regarding item 25/320. Cllr Gaines is a trustee of the Town Hall Trust and therefore would not vote on items 25/331, 25/332, 25/333 and 25/334.

25/306 Minutes of the meeting held on Monday 16th February 2026: It was resolved to approve the minutes, and the Chairman would sign them.

25/307 To consider the Planning group's report: It was **resolved** to accept the report and submit the responses to planning department.

25/307.1 Agreed responses in the table below.

SC	49/25/0090	Variation of Condition No. 03 (materials) of application 49/25/0029 to allow for use of a low pitch tile rather than matching to original roof at Abbotsfield Farm, Challick Lane, Wiveliscombe	It was resolved to support this application.
SC	49/25/0010/HHN	Application to determine if prior approval is required for a proposed larger home extension at 7 Burges Lane, Wiveliscombe	It was resolved not to comment on this application.
SC	49/25/0012	Erection of a two storey extension to the side of Fernicaps Park Farm, Langford Budville Road, Wiveliscombe	It was resolved to not to comment on this application.

25/308 Finance:

25/308.1 Accounts for approval: It was **resolved** to pay the accounts below.

Sarah Towells	Payroll and expenses	£1178.33
HMRC	PAYE	£373.11
Octopus	Toilets	£19.76
Wiveliscombe Community Centre	Hall Hire for January	£22.00
British Gas (DD)	Jubilee Gardens	£18.22
MSMG	Jubilee Gardens - January	£86.60
SALC	Councillor training	£25.00
SC	Dog bin emptying 2 nd Quarter	£280.80
SC	Dog bin emptying 3 rd Quarter	£405.60
Ormerod Electrical	Hand driers	£788.45
Parish Online	New website	£360.00

25/308.2 Current account analysis and Bank reconciliation for February 2026: It was **resolved** to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

25/308.3 Budget monitoring: It was **resolved** to note, and Cllr B Wilson would sign this.

25/308.4 PAYE figures for February: It was **resolved** to note the figures, and Cllr Kirk would sign them. A payment of £373.11 would be sent by cheque to HMRC.

25/309 Report from Community Centre: It was **resolved** to note there was no report.

25/310 Report from Somerset Councillor: Cllr Mansell reported the budget had been set ending with a 25 million pound gap which would be closed by selling assets this coming year. Transformation programme advises savings of £135 million pound needed over 5 years and £60 million for next year.

Parking charges still not been delivered, but a new parking policy has now been adopted. There are 5 teirs for parking charges and hopefully Wiveliscombe will be teir 5 following survey but the consultation will not start before this summer.

Going forward Local Plans should be done quicker in line with National Plans.

A draft plan regarding Council houses will be published in April.

No more tipping will be allowed at Sandy's Moor under orders from the Environment Agency and also everything that has been tipped must now be removed.

The 27 bus will now run for an extra day starting in April.

25/311 Correspondence:

25/311.1 Email from Laura Batcha for amendment of agreement to include updating the Community Plan with results from the 2024 Highways/traffic survey: It was **resolved** to agree to the amendment.

25/312 Saturday mornings Cllr Surgery in April: It was **resolved** Cllrs Martin and Blaker would do the April session.

25/313 Report from Cllr Surgery held in March: It was **resolved** to note the report.

25/314 Agree Volunteer for the February Radio show: It was **resolved** Cllr Berman would do the March Radio show.

25/315 Review of Risk Register: It was **resolved** to note there was no updates.

25/316 New Town Council Website/online mapping and emails in line with new legislation: It was **resolved** to note the new website was now live - Wiveliscombetowncouncil.gov.uk
Cllr Emails must be set up and in use by March 31st. It was further **resolved** to post the road closures on facebook and the website.

25/317 20mph zones in Wiveliscombe:

25/317.1 Update on Signs for residents: It was **resolved** to defer this to the next meeting.

25/318 Toilets- Verbal update: Cllr R Wilson reported the two cubicles were finished and would be open tomorrow the 17th March. The storage room was just waiting for the racking to be fitted and the meeting room was just waiting for the floor to go down.

25/318.1 CCTV – It was **resolved** to get CCTV fitted with 2 camera's and it was **resolved** the Clerk could spend up to £1000 to get this done without bringing it back to Council.

25/319 Asset Register: It was **resolved** to note there were no updates but the bench on Gadds Lane had been moved.

25/320 Management companies for housing developments in Wiveliscombe: Cllr Parker proposed a working group should be formed to look at all the green spaces in Wiveliscombe. It was **resolved** to form a working group with one abstention. The Clerk explained there was possible pecuniary interests for councillors that live on the estates where green spaces are maintained. It was **resolved** she would contact SLCC for advice.

25/321 Health and Wellbeing Grant: It was **resolved** to send the grant of £5000 back to SALC as the Council did not agree to the conditions for the extension. The Council would carry on with the project using the money in the allocated Health and Wellbeing budget.

25/322 To note the Library Working Group Minutes from meeting held on 16th February: It was **resolved** to note the minutes.

25/323 To note the Library Working Group Minutes from the meeting held on 26th February: It was **resolved** to note the minutes.

25/324 To note the Library Working Group minutes from meeting held on 11th March 2026: It was **resolved** to note the minutes.

25/325 Report from LCN Highways group: It was **resolved** to note the draft minutes.

25/326 Report from the Square Group on parking: It was **resolved** to note the group would meet following this meeting.

25/327 Crime Report: It was **resolved** to note the report.

25/328 Adopt Strategic Plan: It was **resolved** to adopt the strategic plan. It was further **resolved** the group would continue to work on the plan.

25/329 Adopt I T Policy: It was resolved to adopt the policy and put on the website.

25/330 Items for the next meeting to be held on Monday 20th April 2026:

Report from Square Working group

Library update

Green spaces working group

Date for parish assembly

25/331 To exclude the press and public from the remainder of the meeting due to items of a confidential nature: It was **resolved** to exclude the press and public from the remainder of the meeting.

25/332 Discuss and agree one year Library Contract between Somerset Council, Town Hall Trust and WTC: It was **resolved** to agree the contract and the Clerk and the Chairman would sign it.

25/333 Discuss and agree 7 year Library Funding contract between Town Hall Trust and WTC: It was **resolved** to agree the agreement and the Clerk and the Chair would sign it.

25/334 Agree the Library Working Group will officially disband once the contracts had been signed: It was **resolved** the group would disband following the contract signing.

25/335 Agree to pay WHTH funding out of this years S137 allocation: It was **resolved** to pay the Town Hall Trust £10.450.00 following the signing of the contracts before 31st march this year.

25/336 Close meeting: Meeting Closed 20.35