

## WIVELISCOMBE TOWN COUNCIL

Chairman: Cllr R Wilson 01984 623195 [Chair@wiveliscombe.com](mailto:Chair@wiveliscombe.com)  
Clerk: Mrs Sarah Towells 01984 631914 [townclerk@wiveliscombe.com](mailto:townclerk@wiveliscombe.com)

Dear Councillor

11<sup>th</sup> February 2026

You are hereby summoned to attend the meeting of the Wiveliscombe Town Council to be held **on Monday 16<sup>th</sup> February 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

**25/277 Apologies for absence** (LGA 1972 s85(1))

**25/278 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.

**25/279 To receive, approve and sign the minutes of the last Town Council meeting held on Monday 19<sup>th</sup> January 2026 as a true and accurate record** (LGA 1972 sch 12 para 41 (1))

**25/280 To receive, approve and sign the minutes of the extra-ordinary meeting held on Wednesday 28<sup>th</sup> January 2026 as a true and accurate record**

**25/281 Co-option of new councillors** (forwarded 11/02/26)

**25/282 To Consider the report from Planning committee in relation to the following planning applications**

25/282.1 Agree response to following planning applications/notifications

SC	49/25/0039	Formation of porous surface to enable car parking in the winter	Recreation Ground, Culverhay Lane, Wiveliscombe
SC	49/25/0051	Erection of stable building	Yeo Farm, Waterrow Road, Wiveliscombe
SC	49/25/0008	Installation of windows and roof lights to dwelling with erection of porch and installation of windows and roof lights on outbuilding	Marsh Cottage, Langley Marsh Road, Wiveliscombe

**25/283 Finance:**

25/283.1 Accounts for approval:

Sarah Towells	Payroll and expenses	£1160.03
HMRC	PAYE	£372.91
Octopus	Toilets	£82.61
Wiveliscombe Community Centre	Hall Hire for January	£35.00
MSMG	Jubilee Gardens - January	£84.00
British Gas	Jubilee Gardens	£20.18
Tindle Newspapers	Toilet tender advert	£172.80
Wiveliscombe Town hall trust	Clock winding	£100.00
Somerset Council	Library	£11890.34
WAP	Room hire and storage	£50.00
SCF Forecourts Ltd	Toilets	£28454.40
Town Hall Trust CIL Payment	Ceiling repairs	£7885.92

25/283.2 To consider current account analysis and agree Bank reconciliation for January 2026

25/283.3 To consider Budget monitoring

- 25/283.4 To agree PAYE figures for January 2026
- 25/283.5 To receive draft minutes from the finance committee and agree any recommendations for grants
- 25/284 Report from Community Centre**
- 25/285 Verbal report from Somerset Councillor**
- 25/286 Correspondence: To discuss and agree any necessary responses**
- 25/286.1 Variation of Premise Licence for Tanner's Stores, 8 West Street, Wiveliscombe (forwarded 09/02/26)
- 25/286.2 Dog bin emptying quote (forwarded 09/02/26)
- 25/286.3 Email from Rob Hayes regarding finger post in Challick Lane (forwarded 02/02/26)
- 25/286.4 Email from Karen McDonald - Application to Parish Council Community Safety Grant from Crimestoppers South West (forwarded 02/02/26)
- 25/286.5 Email from Gardener at Jubilee Gardens regarding rate increase (forwarded 15/01/26)
- 25/287 Agree Volunteer for Saturday morning Cllr surgery during March 2026**
- 25/288 To note a report from Cllr Surgery held in February and agree any actions**
- 25/289 Agree Volunteer for the February Radio Show**
- 25/290 Review of Risk Register: consider any updates**
- 25/291 Update on new Town Council Website and emails**
- 25/292 20mph zones in Wiveliscombe**
- 25/292.1 update on signs for residents
- 25/293 Toilets – verbal update on new cubicles and storage area**
- 25/293.1 Discuss Quotes from S Stacey regarding storage area in closed gents toilet area
- 25/293.2 Agree to buy storage racking
- 25/293.3 Agree to replace the Wiveliscombe Public Toilet Sign
- 25/293.4 Discuss and agree tender for cleaner for toilet block
- 25/294 Asset Register – updates and any repairs required**
- 25/295 Management companies for housing developments in Wiveliscombe: Discuss possible ways forward**
- 25/296 Health and Wellbeing Grant – request for extension to 31<sup>st</sup> August 2026 and agree terms (attached)**
- 25/297 Library update: Verbal update from Library Working Group**
- 25/298 Report from LCN Highway Group**
- 25/299 To adopt Training and development policy (forwarded 10/02/26)**
- 25/300 Crime Report**
- 25/301 To form a Highways Working group to do consultation with businesses regarding proposals from the extraordinary meeting**
- 25/302 Items for next meeting**
- 25/303 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 25/279](#)

## WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 19<sup>th</sup> January 2026 in the Community Centre at 7.00pm

### Attendees

**Councillors:** R Wilson (Chair), B Wilson, P Martin, A Woollaston, T Parker, A Kyle, C Kirk, E Gaines, and S Shopland,

**Clerk:** Mrs Sarah Towells

**Other:** Eric Kidner and Dennis Quick (Recreation Ground) Nick Harvey (In the Mix) 2 member of the public and Dave Mansell (SC)

### Apologies

**Councillors:** P Berman and P Doherty

**Other:** None

**Councillors absent without apology:** N Blaker

Prior to the start of the meeting Eric Kidner and Dennis Quick, Trustees from the Recreation Ground asked the Council if they would consider giving an annual amount of a minimum of £2000 to help with maintenance costs.

Nick Harvey from In the Mix also requested an annual amount from the Council for Youth Provision in Wiveliscombe.

Fodo Higginson then spoke to the Council in relation to Parking restrictions in the Square. She felt the Council had made the wrong decision in supporting the plan to allow parking in the square and asked the Council to reconsider their decision. She felt it was in conflict with their own ongoing community plan update from 2024. She went onto say it would be dangerous to allow parking there in relation to pedestrians.

Official meeting started at 19.24

**25/252 To note apologies for absence:** As noted above.

**25/253 Any New Declarations of Interest or dispensation:** There were none.

**25/254 Minutes of the meeting held on Monday 15<sup>th</sup> December 2025:** It was **resolved** to approve the minutes, and the Chairman would sign them.

**25/255 To consider the Planning group's report:** It was **resolved** to accept the report and submit the responses to planning department.

25/255.1 Agreed responses in the table below.

SC	49/25/0044	Demolition of outbuilding and erection of one dwelling with associated works on land at Chorleys Farm, Blackwater Lane, Wiveliscombe	It was <b>resolved</b> to support this application on the basis that the development site has been established as residential land, pending the highways substantive assessment of overlap of the development site onto the highway.
SC	49/24/0046 & 49/26/0001LB	Erection of a first floor extension to the rear and conversion of loft into ancillary accommodation with erection of dormer to the rear and rooflight to the front of Tudor Cottage, 12 Church Street,	It was <b>resolved</b> to leave to the listed building officer.

		Wiveliscombe	
SC	49/25/0047	Replacement of pedestrian access gate at Court House Lodge, 11 Silver Street, Wiveliscombe	It was <b>resolved</b> to support this application.
SC	49/25/0048 & 49/25/49LB	Conversion of garage/store into ancillary living accommodation at 1 Russells, Wiveliscombe	It was <b>resolved</b> to leave to the Listed building officer
SC	49/25/0050	Erection of a single storey extension to the rear and erection of detached car port/garage at Yeo Farm, Waterrow Road, Wiveliscombe	It was <b>resolved</b> to support his application.

## 25/256 Finance:

25/256.1 Accounts for approval: It was **resolved** to pay the accounts below.

Sarah Towells	Payroll and expenses	£1143.83
HMRC	PAYE	£373.11
Octopus	Toilets	£31.90
Wiveliscombe Community Centre	Hall Hire for December	£22.00
British Gas (DD)	Jubilee Gardens	£20.18
MSMG	Jubilee Gardens - December	£84.00
WAP	Room hire and storage	£50.00

25/256.2 Current account analysis and Bank reconciliation for December 2025: It was **resolved** to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

25/256.3 Budget monitoring: It was **resolved** to note, and Cllr B Wilson would sign this.

25/256.4 PAYE figures for December: It was **resolved** to note the figures and Cllr Woollaston would sign them. A payment of £373.11 would be sent by cheque to HMRC.

25/256.5 To receive draft minutes from the Finance Committee held on 15<sup>th</sup> December 2025: It was **resolved** to note the draft minutes.

25/256.6 Agree budget: It was **resolved** to agree the attached draft budget.

25/256.7 Agree Precept: It was **resolved** to increase the precept by £3000.00 to £85,000.00.

**25/257 Report from Community Centre:** It was **resolved** to note there was no report.

**25/258 Report from Somerset Councillor:** Cllr Mansell reported that he had sent further comments to Highways from communications he had received from Parishioners regarding parking in the Square.

Budget setting at Somerset Council was ongoing.

The blocked drains at Plain pond had been cleared so there should be no more flooding.

The parking policy guidelines are now in place so parking charges will be looked at in the future.

Kingsmead School should hopefully open facilities to the community.

I am trying to escalate the situation regarding soil dumping at Sandys Moor.

**25/259 Crime Report:** It was **resolved** to note the report but surprised there was no mention of the break in at the Guns Shop in the Square.

## 25/260 Correspondence:

25/260.1 Email from F Higginson regarding updates on parking in the Square: It was **resolved** to note F Higginson addressed the Council prior to the official start of the meeting as noted above.

25/260.2 Email from A Kyle regarding management company of Willow Mead Estate: Cllr Kyle was concerned about the pump blocking at the pond as it is getting very overgrown and full of weeds and willows. As this is not a Town Council matter the only advice was to contact the management company that is registered with Companies House.

**25/261 Saturday mornings Cllr Surgery in February:** It was **resolved** Cllr Martin would do the February session.

**25/262 Report from Cllr Surgery held in December and January:** It was **resolved** to note the report circulated by Cllr Blaker regarding the December session and Cllr Martin had nothing to report from the January session as it was very quiet.

**25/263 Agree Volunteer for the January Radio show:** It was **resolved** Cllr R Wilson would do the January Radio show.

**25/264 Review of Risk Register:** It was **resolved** to note there was no updates.

**25/265 New Town Council Website/on line mapping and emails in line with new legislation:** It was **resolved** to note that 'Parish Online' had started work on this.

**25/266 20mph zones in Wiveliscombe:**

25/266.1 Update on Signs for residents: Cllr Woollaston had not yet been able to contact Seddons but would try in the coming weeks.

**25/267 Toilets:** Cllr R Wilson reported the two cubicles are almost finished and the advert for the cleaning contractor had been put in the notice boards and was going into this week's Free Press and Wellington Weekly.

25/267.1 Way forward with area of old gents toilets: It was **resolved** to defer this to the next meeting.

**25/268 Asset Register:** It was **resolved** to add the two new benches and to note one of the pub plaques in Church Street was broken. It was **resolved** not to replace this.

**25/269 Community Plan – agree way forward:** It was **resolved** to note the community plan group would hold a meeting in February.

**25/270 Items for the next meeting to be held on Monday 19<sup>th</sup> January 2026:**

Minutes from Finance committee

Minutes from Community plan group

Parking in the Square

Library update

Report from LCN Highways group

Correspondence form Wivey kick about

**25/271 Clerks Annual Leave:** It was resolved to note the Clerk would be on annual leave 26<sup>th</sup> – 30<sup>th</sup> January.

**25/272 Close meeting:** Meeting Closed 20.29

[Agenda number 25/280](#)

## **WIVELISCOMBE TOWN COUNCIL**

DRAFT MINUTES OF THE TOWN COUNCIL EXTRA-ORDINARY MEETING HELD ON Wednesday 28<sup>th</sup> January 2026 in the Community Centre at 7.00pm

### **Attendees**

**Councillors:** R Wilson (Chair), B Wilson, P Martin, A Woollaston, T Parker, A Kyle, N Blaker, C Kirk, E Gaines, and S Shopland,

**Clerk:** Mrs Sarah Towells

**Other:** Dave Mansell (SC), Fodo Higginson and Keith Beale

### **Apologies**

**Councillors:** P Berman

**Other:** None

**Councillors absent without apology:** P Doherty

Prior to the start of the meeting David Mansell gave a presentation with the proposals that have been put forward to Somerset Council to date. This was then followed by Fodo Higginson and Keith Beale speaking for 3 minutes each regarding the proposals for parking in the Square.

Official meeting started at 19.27

**25/273 To note apologies for absence:** As noted above.

**25/274 Any New Declarations of Interest or dispensation:** There were none.

**25/275 Parking restrictions in the Square:**

25/275.1 Re visit parking restrictions in the Square: Further discussions took place regarding how things could progress with parking in the Square. Cllr B Wilson proposed that double yellow blips should go along the double yellow lines on the northside and double yellow blips on the co-op side either side of a loading bay. This proposal was carried with one abstention and 3 votes against. It was further resolved that loading times would need to be stated once they had been agreed.

25/275.2 Discuss Email from Member of the Public regarding restricting parking in the Square: The email was discussed, and it was thought that the above proposal would address the issues raised.

25/275.3 Agree a response regarding parking restrictions in the Square to be sent to Somerset Council: it was resolved to form a working group at the February Town Council meeting to do a consultation with businesses regarding the above prior to submitting a formal response to Somerset Council.

**25/276 Close meeting:** Meeting Closed 20.07

[Agenda number 25/283.5](#)

WIVELISCOMBE TOWN COUNCIL  
DRAFT MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON Monday 09<sup>th</sup> February 2025 at  
11.00am  
In the Wiveliscombe Community Office

**Attendees**

**Councillors:** B Wilson, E Gaines & T Parker

**Clerk:** Mrs Sarah Towells

**Other:** Nick Harvey

**Apologies**

**Councillors:** S Shopland

**Other:** None

**25/26FC Apologies:** As noted above

**25/27FC Any declarations of interest:** It was resolved to note there were no declarations of interest.

**25/28FC Minutes of the last meeting held on 15<sup>th</sup> December 2025:** It was resolved to approve the minutes.

**25/29FC Discuss and agree recommendation to Full Council regarding grant application from Wivey Kick Around:** It was resolved to recommend to Full Council to award £600.00 which would come out of S137 money.

**25/30FC Discuss and agree recommendation to Full Council regarding grant application from In the Mix:** It was resolved to recommend to Full Council to award £400.00 which would come from S137 money.

**25/31FC Discuss and agree recommendation to Full Council regarding grant application from Citizens Advice Somerset:** It was resolved to recommend to Full Council to award £349.00.

**25/32FC Discuss and agree recommendation to Full Council regarding grant application from the Wiveliscombe Area Partnership:** It was resolved to award £600.00 which would be paid following the Street Market.

**25/33FC Discuss and agree recommendation to Full Council regarding CIL application from St Lukes Community Group:** It was resolved to recommend to Full Council to award match funding up to the value of £25,000.

**25/34FC Date/time next meeting:** TBC

Meeting closed 12.15pm.

[Agenda number 25/296](#)

For Council Consideration

### **1. Changes to the project from the original application**

Since grant approval, the core aims of the project remain unchanged:

- updating evidence on local health and wellbeing need, particularly from under-represented demographics; and
- trialling a range of health and wellbeing activities to test demand and viability.

However, delivery has been sequenced more deliberately than originally anticipated to ensure that pilots and future recommendations are informed by robust, targeted data rather than assumptions. In particular:

- Targeted surveys have been developed to address gaps in previous consultation (notably under-40s and young people), rather than re-issuing a full Community Plan survey.
- Delivery of some physical activity pilots (e.g. skateboarding and walking football) has been aligned with seasonal and weather considerations to maximise participation and value.
- The originally proposed walking and cycling buddy scheme has been deprioritised at this stage as it is not considered an appropriate use of funding within the scope and timescales of this project. Implementing a scheme of this nature would require considered planning, coordination, and ongoing support beyond the capacity of the current grant. Should targeted survey feedback identify this as a priority need within the community, the option to revisit this at Full Council will be considered.

These changes are intended to strengthen outcomes, not alter the project's purpose.

### **2. Delivery of project outcomes with an extension to 31 August 2026**

With an extension to 31 September 2026, the project will be delivered as follows:

#### **Consultation & Evidence**

- Targeted Health & Wellbeing survey launched February 2026, running for six weeks.
- Active outreach to under-represented groups, including:
  - young people (via schools, youth provision, In The Mix);
  - parents and under-40s (via mums & tots groups, community venues, Facebook promotion);
  - paper-based surveys in key community locations.
- Analysis of survey findings alongside previous consultation data (2022 and 2024) to identify gaps, priorities and trends.

#### **Pilot Delivery**

- Completion and evaluation of:
  - Arts & craft taster sessions for young people (completed)
  - Outdoor skateboarding sessions (planned May–June 2026)
  - Walking football pilot (planned spring/summer 2026)
  - Seated exercise / low-impact activity pilot (subject to provider confirmation)

#### **Evaluation & Reporting**

- Standardised feedback templates used for all providers.

- Case studies and participation data collected.
- Final evaluation report and recommendations presented to Full Council.
- Final grant monitoring return submitted by 30 September 2026.

### **3. Confirmation of the Project Development Worker's role**

The Project Development Worker is responsible for:

- Designing and delivering targeted consultation activity;
- Liaising with providers, confirming logistics, safeguarding, insurance and promotion;
- Providing evaluation templates and collating feedback;
- Analysing quantitative and qualitative data;
- Producing interim and final reports for Council and SALC;
- Making evidence-based recommendations to inform future Health & Wellbeing investment.

The role is delivery-focused, time-limited, and aligned to the outcomes set out in the original grant application.

### **4. Councillor involvement in steering the project going forward**

Councillor involvement will continue through:

- Officer updates provided by the Project Development Worker to the Town Clerk;
- Information and progress updates presented to Full Council;
- Input from nominated councillor representatives linked to Health & Wellbeing. (Eddie Gaines, Andrew Kyle)

As the project moves into considered decision-making on future investment, councillor involvement will focus on:

- reviewing evaluation findings;
- agreeing priorities for Health & Wellbeing spend;
- determining how pilots may be sustained, adapted or concluded.

This ensures democratic oversight while allowing evidence to shape decisions.

### **5. Proposed use of the £5,000 Health & Wellbeing budget (2025/26)**

The £5,000 Health & Wellbeing allocation will be used flexibly to support outcomes identified through pilot delivery and targeted community consultation. Any use of these funds will be informed by evaluation findings, participation data, and feedback gathered through the targeted survey process.

Potential uses may include supporting the continuation of successful pilot activity where there is clear evidence of demand and delivery partners demonstrate the capacity to sustain provision, as well as enabling costs that remove barriers to participation or strengthen accessibility. This may include modest revenue support, equipment, or other enabling elements that support longer-term community benefit.

Final recommendations on the use of this funding will be presented to Full Council following completion of pilot evaluations and analysis of targeted survey findings, ensuring that decisions are holistic, proportionate, and grounded in robust evidence.