

WIVELISCOMBE TOWN COUNCIL

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

Dear Councillor

11th March 2026

You are hereby summoned to attend the meeting of the Wiveliscombe Town Council to be held **on Monday 16th March 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

25/304 Apologies for absence (LGA 1972 s85(1))

25/305 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.

25/306 To receive, approve and sign the minutes of the last Town Council meeting held on Monday 16th February 2026 as a true and accurate record (LGA 1972 sch 12 para 41 (1))

25/307 To Consider the report from Planning committee in relation to the following planning applications

25/307.1 Agree response to following planning applications/notifications

| | | |
|----|----------------|---|
| SC | 49/26/0009 | 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 |
| SC | 49/26/0010/HHN | Application to determine if prior approval is required for a proposed larger home extension at 7 Burges Lane, Wiveliscombe |
| SC | 49/26/0012 | Erection of a two storey extension to the side of Fernicaps Park Farm, Langford Budville Road, Wiveliscombe |

25/308 Finance:

25/308.1 Accounts for approval:

| | | |
|-------------------------------|--------------------------------------|----------|
| Sarah Towells | Payroll and expenses | £1178.33 |
| HMRC | PAYE | £373.11 |
| Octopus | Toilets | £19.76 |
| Wiveliscombe Community Centre | Hall Hire for January | £22.00 |
| MSMG | Jubilee Gardens - January | £86.60 |
| British Gas | Jubilee Gardens | £20.18 |
| SALC | Councillor training | £25.00 |
| SC | Dog bin emptying 2 nd Qrt | £280.80 |
| SC | Dog bin emptying 3 rd Qrt | £405.60 |

25/308.2 To consider current account analysis and agree Bank reconciliation for February 2026

25/308.3 To consider Budget monitoring

25/308.4 To agree PAYE figures for February 2026

25/309 Report from Community Centre

25/310 Verbal report from Somerset Councillor

25/311 Correspondence: To discuss and agree any necessary responses

25/311.1 Email from Laura Batcha for amendment of agreement to include updating the Community plan with the results from the 2024 Highways/traffic survey

25/312 Agree Volunteer for Saturday morning Cllr surgery during April 2026

- 25/313 To note a report from Cllr Surgery held in March and agree any actions (forwarded 09/03/26)
- 25/314 Agree Volunteer for the March Radio Show
- 25/315 Review of Risk Register: consider any updates
- 25/316 Update on new Town Council Website and emails
- 25/317 20mph zones in Wiveliscombe
 - 25/317.1 update on signs for residents
- 25/318 Toilets – verbal update
 - 25/318.1 Discuss if CCTV is required and agree to get quotes
- 25/319 Asset Register – updates and any repairs required
- 25/320 Management companies for housing developments in Wiveliscombe: update from Cllr Parker (forwarded 11.03.26)
- 25/321 Health and Wellbeing Grant – see responses from SALC and project worker and agree way forward (forwarded 09.03.26)
- 25/322 To note Library working group minutes from meeting held on 16th February 2026 (forwarded 09.03.26)
- 25/323 To note Library working group minutes from meeting held on 26th February 2026 (forwarded 09.03.26)
- 25/324 To note Library working group minutes from meeting held on 11th March 2026 (forwarded 11.03.26)
- 25/325 Report from LCN Highway Group
- 25/326 Report from the Square group on parking
- 25/327 Crime Report (forwarded 10.03.26)
- 25/328 Adopt Strategic plan (forwarded 09.03.26)
- 25/329 Adopt I T Policy
- 25/330 Items for next meeting
- 25/331 To exclude press and public from the remainder of the meeting due to items of a confidential nature
- 25/332 Discuss and agree one year Library contract between Somerset Council, Town Hall Trust and WTC (forwarded 10.03.26)
- 25/333 Discuss and agree 7 year Library funding contract between Town Hall Trust and WTC (forwarded 11.03.26)
- 25/334 Agree the Library Working Group will officially disband once the contracts have been signed
- 25/335 Agree to pay THT funding out of this current years S137 budget
- 25/336 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 25/306](#)

WIVELISCOMBE TOWN COUNCIL

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

Attendees

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

Clerk: Mrs Sarah Towells

Other: Nick Harvey (In the Mix) and Dave Mansell (SC)

Apologies

Councillors: P Berman, P Martin, A Woollaston, S Shopland.

Other: None

Councillors absent without apology: P Doherty

25/277 To note apologies for absence: As noted above.

25/278 Any New Declarations of Interest or dispensation: Cllrs Kyle, Schofield and Green all declared an interest regarding item 25/295.

25/279 Minutes of the meeting held on Monday 19th January 2026: It was **resolved** to approve the minutes, and the Chairman would sign them.

25/280 Minutes of the extra-ordinary meeting held on Wednesday 28th January 2026: It was **resolved** to approve the minutes, and the Chairman would sign them.

25/281 Co-option of new councillors: It was resolved to co-opt Paul Green and Logan Schofield onto the Council who both signed their declaration of office and would take part in the remainder of the meeting.

25/282 To consider the Planning group's report: It was **resolved** to accept the report and submit the responses to planning department.

25/282.1 Agreed responses in the table below.

| | | | |
|----|------------|--|---|
| SC | 49/25/0039 | Formation of porous surface to enable car parking in the winter at the Recreation Ground, Culverhay Lane, Wiveliscombe | It was resolved to support this application with the comment that the colour of the consolidated stone surfacing is selected to be appropriate for the surroundings. |
| SC | 49/25/0051 | Erection of stable building at Yeo Farm, Waterrow Road, Wiveliscombe | It was resolved to support this application. |
| 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 at Marsh Cottage, Langley Marsh Road, Wiveliscombe | It was resolved to support this application. |

25/283 Finance:

25/283.1 Accounts for approval: It was **resolved** to pay the accounts below.

| | | |
|-------------------------------|---|-----------|
| Sarah Towells | Payroll and expenses | £1160.03 |
| HMRC | PAYE | £372.91 |
| Octopus | Toilets | £82.61 |
| Wiveliscombe Community Centre | Hall Hire for January | £35.00 |
| British Gas (DD) | Jubilee Gardens | £20.18 |
| MSMG | Jubilee Gardens - January | £84.00 |
| WAP | Room hire and storage | £50.00 |
| Tindle Newspapers | Advert for toilet tender | £172.80 |
| Wiveliscombe Town Hall Trust | Winding clock | £100.00 |
| SCF Forecourts Ltd | Toilets | £28454.40 |
| Town Hall Trust | CIL payment for ceiling repairs(first instalment) | £7885.92 |
| Somerset Council | Library staff | £11890.34 |
| Wivey Pool | CIL payment for new toilet | £24660.41 |

25/283.2 Current account analysis and Bank reconciliation for January 2026: It was **resolved** to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

25/283.3 Budget monitoring: It was **resolved** to note, and Cllr B Wilson would sign this.

25/283.4 PAYE figures for January: It was **resolved** to note the figures, and Cllr R Wilson would sign them. A payment of £372.91 would be sent by cheque to HMRC.

25/283.5 To receive draft minutes from the Finance Committee held on 9th February 2026: It was **resolved** to note the draft minutes and approve recommendations for the following grants:

Wivey Kick Around S137 grant of £600.00

In the Mix S137 grant of £400.00

Citizens Advice Somerset £349.00

WAP for Street market £600.00

St Lukes Community Building CIL grant of £25,000 but this must be match funded.

25/284 Report from Community Centre: It was **resolved** to note there was no report.

25/285 Report from Somerset Councillor: Cllr Mansell reported that the 26 and 27 buses would continue as is and the 25 would start 10 minutes earlier from Dulverton.

Planning application for Greenway Farm and Langley House would be looked at by the planning committee next week.

Central Government turned down the request to increase the Council tax by more than 4.99%.

The Council have a £33 million budget gap, but this will need to be covered by capitalization to set the budget which would be agreed on 4th March. There will be a Somerset Council election in 2027.

25/286 Correspondence:

25/286.1 Variation of premise licence for Tanners Stores, 8 West Street, Wiveliscombe: It was **resolved** to support the application.

25/286.2 Dog bin emptying quote: It was resolved to agree to the quote from Somerset Council to empty the dog bins.

25/286.3 Email from Roy Hayes regarding finger post in Challick Lane: It was **resolved** to submit the application to CPRE to help to restore the finger post.

25/286.4 Email from Karen McDonald for grant application for Crimestoppers South west. It was **resolved** not to give them a grant.

25/287 Saturday mornings Cllr Surgery in March: It was **resolved** Cllr Blaker would do the March session.

25/288 Report from Cllr Surgery held in February: It was **resolved** to note there was no report.

25/289 Agree Volunteer for the February Radio show: It was **resolved** Cllr R Wilson would do the February Radio show.

25/290 Review of Risk Register: It was **resolved** to note there was no updates.

25/291 New Town Council Website/online mapping and emails in line with new legislation: It was **resolved** to note that 'Parish Online' had started work on this and the domain name would be Wiveliscombetowncouncil.gov.uk

25/292 20mph zones in Wiveliscombe:

25/292.1 Update on Signs for residents: It was **resolved** to defer this to the next meeting.

25/293 Toilets- Verbal update: Cllr R Wilson reported the two cubicles were finished and would be open as soon as the approved cleaning contractor could start.

25/293.1 Quotes for area of old gents toilets: It was **resolved** to accept the quote of £6826.00 with an additional £949.00 for a door into the service area. It was further resolved to ask for additional power points and a timed heater.

25/293.2 Storage racking: It was **resolved** to get storage racking to store boxes of files and other items within the new storage area.

25/293.3 Wiveliscombe Public toilet sign: It was **resolved** to replace the sign like for like.

25/293.4 Discuss and agree tender for toilet cleaning contract: It was resolved to note 3 quotes had been received and it was **resolved** to award the contract to MSMG at £565.00 per calendar month and further resolved to write to Claires Cleaning to thank her for the work she had done the previous 7 years.

25/294 Asset Register: It was **resolved** to note there were no updates.

25/295 Management companies for housing developments in Wiveliscombe: Discuss possible ways forward: Discussions took place and it was **resolved** Cllr Parker would put a proposal together for the March meeting.

25/296 Health and Wellbeing Grant – request for extension to 31st August 2026 and agree terms: It was **resolved** the Clerk would write and ask for an extension to the grant time to enable taster sessions to run through drier months.

25/297 Library update: The Clerk reported that Somerset Council had circulated draft contracts and the Library Working Group were waiting to hear back from them before submitting them for Full Council approval. The Library Working group are meeting following this meeting to look at the draft funding agreement between The Town Council and The Town Hall Trust. It was **resolved** the Town Council were happy for the Library Working Group to work with the Town Hall Trust to get a draft funding agreement in place to submit to Full Council at the March meeting.

25/298 Report from LCN Highways group: It was **resolved** to note the draft minutes that had been circulated.

25/299 To adopt development and training policy: It was **resolved** to adopt the policy.

25/300 Crime Report: It was resolved to note the report. It was further **resolved** the Clerk would write and ask for attendance at our Council meetings if possible.

25/301 To form a Highway Working group to do consultation with business's: It was **resolved** that Cllrs Berman, Schofield, B Wilson and Woollaston would form the group. The group would be known as The Square Working Group.

25/302 Items for the next meeting to be held on Monday 16th March 2026:

Report from Square Working group

Library contracts

Proposal from Cllr Parker regarding management companies for housing developments

25/303 Close meeting: Meeting Closed 20.23

[Agenda number 25/322](#)

LIBRARY WORKING GROUP MEETING MINUTES
Held at Community Centre, Wiveliscombe
Monday 16th February at the rising of the Full Council meeting

MEMBERS PRESENT: Cllr T Parker (Chair) Cllr B Wilson, and Cllr R Wilson

CLERK: Mrs Sarah Towells

OTHER: None

APOLOGIES: Cllr P Martin

Meeting started at 20.37

25/46LWG Apologies: As noted above

25/47LWG Declarations of interest: There were none.

25/48LWG Minutes from meeting held on 11th November 2025: It was resolved to approve the minutes.

25/49LWG Approve draft funding contract between WTC and WTHT: It was resolved to note full council had given the go ahead for the LWG to draft a funding contract to put to WTHT in its meeting held prior to this meeting. Cllr Parker had drafted a contract which the LWG read through. It was agreed that the words 'no more than 50% of S137 money' should be added. Cllr Parker would update the contract and agreed and circulate to LWG and WTHT in the morning.

25/50LWG Next Steps: LWG would meet with THT to finalise the draft funding contract prior to it being submitted to Full Council for their approval.

25/51LWG Date for meeting: TBC

There were no recommendations to Full Council .

Meeting closed at 21.17

[Agenda number 25/323](#)

LIBRARY WORKING GROUP MEETING MINUTES **Thursday 26th February at 2pm held at Orchard House, Hartswell, Wiveliscombe**

MEMBERS PRESENT: Cllr T Parker (Chair) Cllr B Wilson, and Cllr R Wilson

CLERK: Mrs Sarah Towells

OTHER: Nicky Saunter – Trustee WTHT

APOLOGIES: Cllr P Martin

25/52LWG Apologies: As noted above

25/53LWG Declarations of interest: There were none.

25/54LWG Minutes from meeting held on 16th February 2026: It was resolved to approve the minutes.

25/55LWG Approve draft funding contract between WTC and WTHT: Nicky Saunter had concerns about the figures in the contract and would let the group have any feedback once the other trustees had given their thoughts. Other than the figures the WTHT were happy with the rest of the wording of the contract. The LWG would meet following any feedback from Nicky. If there was no feedback then the contract would be submitted to Full Council at the March meeting.

25/56LWG Date for meeting: TBC

There were no recommendations to Full Council .

Meeting closed at 3.25pm

[Agenda number 25/324](#)

LIBRARY WORKING GROUP MEETING MINUTES **Wednesday 11th March 2026 at 2pm to be held at 24a North Street, Wiveliscombe**

MEMBERS PRESENT: Cllr T Parker (Chair) Cllr B Wilson, and Cllr R Wilson

CLERK: Mrs Sarah Towells

OTHER: None

APOLOGIES: None

25/57LWG Apologies: As noted above

25/58LWG Declarations of interest: There were none.

25/59LWG Minutes from meeting held on 26th February 2026: It was resolved to approve the minutes.

25/60LWG Discuss Email from Nicky Saunter: The email was discussed relating to the 2 items below.

25/61LWG Amend draft budget for the Library to raise the admin budget line from £1000 back up to £2500: It was resolved to do this. Any money left at the end of the year could come off next year's grant.

25/62LWG Amend draft budget for the library to reduce the income prediction from £1000 to £500: It was resolved to amend this item resulting in a total grant to THT in year one of £10,450.

25/63LWG Clerk to update Grant funding agreement as resolved above and circulate to all. The Town Council would look at this in a confidential session at its meeting next week.

Meeting closed at 2.13pm