

WIVELISCOMBE TOWN COUNCIL

Chairman: Cllr R Wilson 01984 623195 Chair@wiveliscombetowncouncil.gov.uk

Clerk: Mrs Sarah Towells 01984 631914 townclerk@wiveliscombetowncouncil.gov.uk

Dear Councillor

13th May 2026

You are hereby summoned to attend the meeting of the Wiveliscombe Town Council to be held **on Monday 18th May 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

26/01 Election of Chairman and acceptance of office

26/02 Election of Vice Chairman

26/03 To note apologies for absence (LGA 1972 s85(1))

26/04 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.

26/05 To receive, approve and sign the minutes of the last Town Council meeting held on Monday 20th April 2026 as a true and accurate record (LGA 1972 sch 12 para 41 (1))

26/06 Review of delegation arrangements to committees, working group, staff and other local authorities

26/07 Review of terms of reference for committees and working groups

26/07.1 Personnel/Staffing Committee

26/07.2 Grievance Committee

26/07.3 Disciplinary Committee

26/07.4 Appeal Panel

26/07.5 Finance Committee

26/07.6 Toilet Committee

26/07.7 Community Plan Committee

26/07.8 Planning and housing group

26/07.9 Emergency Plan Group

26/07.10 Health & Wellbeing group

26/07.11 Governance group

26/07.12 Xmas Committee

26/07.13 Strategic plan working group

26/08 Appointment of councillors to existing committees and groups

26/08.1 Personnel/Staffing Committee

26/08.2 Grievance Committee

26/08.3 disciplinary Committee

26/08.4 Appeal Panel

26/08.5 Finance Committee

26/08.6 Toilet Committee

26/08.7 Community Plan Committee

26/08.8 Planning and housing group

26/08.9 Emergency Plan Group

26/08.10 Health & Wellbeing group

26/08.11 Governance group

26/08.12 Xmas Committee

26/08.13 Strategic plan working group

26/09 Appointment of councillors as representatives to outside bodies and agree arrangements for reporting back

26/09.1 Community Centre Representative

26/09.2 Consolidated Charities Representative

26/09.3 Recreation Ground Representative

26/09.4 Allotment Representative

26/09.5 LCN Representatives

26/10 Appointment of any new committees in accordance with standing order 4

26/11 Review of subscriptions to outside bodies

26/12 Review of Standing Orders

26/13 Review of Financial Regulations

26/14 Review of Code of Conduct

26/15 Review of arrangements with MSMG for toilets and Jubilee Gardens

26/16 To Consider the report from Planning committee in relation to the following planning applications

26/16.1 Agree response to following planning applications/notifications

SC	49/26/0023/LB	Replacement of damaged front porch at The Croft Residential Home, West Street, Wiveliscombe
SC	49/26/0024/T	Notification to fell two cypress trees within Wiveliscombe Conservation Area at 8 West Street, Wiveliscombe
SC	49/25/0038	Application for outline planning with all matters reserved, except for access, for the erection of up to 100 No. dwellings, public open space, pedestrian, cycle and access connections onto the B3227, landscaping and associated works on land to the west of Manor Farm, Wiveliscombe Road, Wiveliscombe

26/17 Finance:

26/17.1 Accounts for approval:

Sarah Towells	Payroll and expenses	£1158.51
HMRC	PAYE	£240.32
Octopus	Toilets	£16.89
Wiveliscombe Community Centre	Hall Hire	£44.75
MSMG	Jubilee Gardens	£173.20
British Gas	Jubilee Gardens	£16.59
Tammy Roper	Internal Audit	£288.00
Laura Batcha	Health & Wellbeing	£2025.00
MSMG	Toilet cleaning	£565.00
MSMG	Storage Rack	£455.00
Plain Pond allotment Association	Annual grant for 2 years	£60.00

26/17.2 To consider current account analysis and agree Bank reconciliation for April 2026

26/17.3 To consider Budget monitoring

26/17.4 To agree PAYE figures for April 2026

26/18 Report from Community Centre

26/19 Verbal report from Somerset Councillor

26/20 Correspondence: To discuss and agree any necessary responses

26/21.1 Application from Stirling for off licence – discuss and agree response

26/21 Agree Volunteer for Saturday morning Cllr surgery during June 2026

26/22 To note a report from Cllr Surgery held in May and agree any actions

26/23 Agree Volunteer for the May Radio Show

- 26/24 Review of Risk Register
- 26/25 Review of Asset Register
- 26/26 Review of Complaints Procedure
- 26/27 Review of Press and Media Policy
- 26/28 Review of Grievance and Disciplinary Policy
- 26/29 Review of General Privacy Notice
- 26/30 Review of Data Protection Policy
- 26/31 Review of Social Media Policy
- 26/32 Review of Recording Council Meeting Protocol
- 26/33 Review of Retention and Disposal Policy
- 26/34 Review of Biodiversity Policy
- 26/35 Review of Investment Strategy
- 26/36 Review of Publication Scheme
- 26/37 Review of Management of Transferable Data Policy
- 26/38 Review of Equal Opportunity Policy
- 26/39 Review of staff Absence Policy
- 26/40 Review of Annual Leave policy
- 26/41 Review of Flexible working policy
- 26/42 Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- 26/43 Verbal Report from Green Spaces working group
- 26/44 Crime Report
- 26/45 Parish Assembly – 26th May Community Centre at 7pm
- 26/46 Approve Clerks Study leave 27-29th May
- 26/47 Confirmation of arrangements for insurance cover and insurance renewal
- 26/48 Toilets – replace broken baby change and update on repairs
- 26/49 Items to report
- 26/50 Items for next meeting
- 26/51 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 26/05](#)

WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 15th April 2026 in the Community Centre at 7.00pm

Attendees

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

Clerk: Mrs Sarah Towells

Other: D Mansell (SC)

Apologies

Councillors: S Shopland, C Kirk, P Doherty

Other: None

Councillors absent without apology: None

25/337 **To note apologies for absence:** As noted above.

25/338 Any New Declarations of Interest or dispensation: Cllrs Schofield, Kyle and Green declared an interest regarding item 25/350.

25/339 Minutes of the meeting held on Monday 16th March 2026: It was **resolved** to approve the minutes, and the Chairman would sign them.

25/340 To consider the Planning group's report: It was **resolved** to accept the report and submit the responses to planning department.

25/340.1 Agreed responses in the table below.

SC	49/26/0016/CQ	Application for Prior Approval for proposed change of use from agricultural building into 2 dwelling house (ClassC3) and associated buildings operations at Westbrook Farm, Frys Lane, Wiveliscombe	It was resolved not to submit any comments
SC	49/26/0017 & 49/26/0018/LB	Erection of a single storey infill extension with various alterations at Woodvale, Croford Hill, Wiveliscombe	It was resolved to support this application
SC	49/26/0019/LB	Replacement of roof on like for like basis at 2 Church Street, Wiveliscombe (retention of works already undertaken)	It was resolved to support this application
SC	49/26/0020	Conversion of former bakery and store into 1 dwelling at 35 Golden Hill, Wiveliscombe	It was resolved to support this application

25/341 Finance:

25/341.1 Accounts for approval: It was **resolved** to pay the accounts below.

Sarah Towells	Payroll and expenses	£1159.63
HMRC	PAYE	£240.32
Octopus	Toilets	£17.20
Wiveliscombe Community Centre	Hall Hire for March	£22.00
British Gas (DD)	Jubilee Gardens	£20.18
MSMG	Jubilee Gardens	£216.50
Wivey Pool	CIL Grant	£5339.59
MRJ Civils Ltd	Christmas Tree erection and removal	£420.00
SC	Dog bin emptying 4 th Quarter	£405.60
Gliddons	Toilet signs (card Payment)	£4.50
Post Office	Post Library Contract (Card Payment)	£9.25
SCF Forecourts Ltd	Refurb Gents toilet area	£9330.00
Wivey and the Hill Magazine	Adverts and reports	£100.00
R Wilson	Toilets	£132.85
Hendy Digital	Community Website	£168.00
MSMG	Toilet Cleaning	£350.00
Amazon (card)	Kettle	£9.49

25/342.2 Current account analysis and Bank reconciliation for March 2026: It was **resolved** to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

25/342.3 Budget monitoring: It was **resolved** to note, and Cllr B Wilson would sign this.

25/342.4 PAYE figures for March: It was **resolved** to note the figures, and Cllr Berman would sign them. A payment of £240.32 would be sent by cheque to HMRC.

25/342 Report from Community Centre: It was reported the new secretary is settling in well and bookings are up. The Finance man has resigned so looking for a replacement. Looking for a volunteer to do some painting.

25/343 Report from Somerset Councillor: Cllr Mansell reported work on the Square would be deferred as The Council would be doing surveys on on-street parking as well as car parks. When the works are carried out the disabled bay from West Street would move up to outside the Post Office.

There is still no permanent Finance Officer so the interim Finance Officer will stay in post for this financial year.

There is extra money in the Highways budget for gully emptying, vegetation clearance and cleaning road signs.

25/344 Correspondence:

25/344.1 Email from Adrian Woollaston resigning from the Council due to work commitments: It was **resolved** to note that Cllr B Wilson had spoken with Adrian and advised the Council could grant 6 months off. It was **resolved** the Clerk would write to thank Adrian for all his input to the Council over the years and offer him 6 months off rather than him resigning.

25/345 Saturday mornings Cllr Surgery in May: It was **resolved** Cllrs Scofield and Blaker would do the May session.

25/346 Report from Cllr Surgery held in April: It was **resolved** to note Cllr Martin would circulate the report following this meeting.

25/347 Agree Volunteer for the April Radio show: It was **resolved** Cllr Berman would do the April Radio show.

25/348 Review of Risk Register: It was **resolved** to note there was no updates.

25/349 Asset Register: It was **resolved** to note there were no updates but to ask the gardener to repair the seats and benches in Jubilee Gardens.

25/350 Green Spaces working group: It was **resolved** following advice from SLCC that Cllrs Gaines and Martin would look into the green spaces. Cllr Mansell was happy to work with them.

25/351 Health and Wellbeing: It was **resolved** to note that skateboarding sessions would be held at the Rec over a six-week period.

25/352 Library Update: It was **resolved** to note the Town Hall Trust are now formally running the library.

25/353 Town Councillor report regarding parking in the Square: The following was sent in by Cllrs B Wilson and P Berman:

We were asked to discuss the proposals presented previously to Council with both our Somerset Councillor and local shopkeepers. As a result, some minor changes are proposed. There would be no loading restrictions on the north side of the Square. There should be an additional restriction to reinforce that the bay is to be used for shop deliveries/loading only in the morning and restricted parking from 12 noon in the afternoon and evening. In the afternoon and evening the restricted bay parking should be limited to 20 minutes. Various points have been raised by both Councillors and others. Cllr Mansell has discussed these with officers of Somerset Council as follows.

a) Restrictions on parking cannot exclude the standard observation periods to check for loading by traffic wardens.

b) Blue Badge holders will be allowed to park in the restricted bay and signage will say that parking is limited to 20 minutes but blue badge holders will have up to their normal three hours.

c)The officers have suggested that, during the period when parking is allowed in the bay, there should be no return within one hour.

d)There may be a problem with the timing for the introduction of this scheme because of the County wide review of parking charges which will take some months.

It was **resolved** to note the report.

25/354 Crime report: It was **resolved** to note there was no report.

25/355 Date for Parish Assembly: It was **resolved** to note the Parish Assembly would be held on Tuesday 26th May at the community Centre at 7pm.

25/356 Items for the next meeting to be held on Monday 18th May 2026: There were none but It was **resolved** to note that John Hellier from In the Mix passed away at the end of February.
Report from Green spaces working group.

25/357 Close meeting: Meeting Closed 20.06