

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

16th June 2026

You are hereby summoned to attend the extra-ordinary meeting of the Wiveliscombe Town Council to be held **on Monday 22nd June 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

R Wilson

Roger Wilson
Chairman

AGENDA

26/73 To note apologies for absence (LGA 1972 s85(1))

26/74 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.

26/75 To receive, approve and sign the minutes of the last Town Council meeting held on Monday 18th May 2026 as a true and accurate record (LGA 1972 sch 12 para 41 (1))

26/76 To note the ordinary June meeting was not quorate so no minutes to sign

26/77 To co-op new councillor

26/78 Agree response to following planning applications/notifications and note withdrawal

SC	49/26/0028/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 Barn B, Highfield House, Langley Marsh Road, Wiveliscombe
SC	49/26/0030	Erection of a single storey extension to the rear of 37 Northgate, Wiveliscombe
SC	49/26/0026/LB	Withdrawal of application for installation of EV charger to garage at Cruwys Farm, Wiveliscombe

26/79 Finance:

26/79.1 Accounts for approval:

Sarah Towells	Payroll and expenses	£1165.00
HMRC	PAYE	£240.32
Octopus	Toilets	£14.73
Wiveliscombe Community Centre	Hall Hire	£22.00
MSMG	Jubilee Gardens	£173.20
British Gas	Jubilee Gardens	£16.59
MSMG	Footpath clearing	£120.00
MSMG	Toilet cleaning	£565.00
SALC	Councillor training	£40.00
Taun Tech	CCTV	£1185.37
Microsoft	Website and emails	£132.92

26/79.2 To consider current account analysis and agree Bank reconciliation for May 2026

26/79.3 To consider Budget monitoring

26/79.4 To agree PAYE figures for May 2026

26/79.5 To agree Internal Auditor for 26/27

26/79.6 To consider the findings of the Internal Review 25/26

26/79.7 To consider and approve the Annual Governance Statement

26/79.8 To consider and approve the Accounting Statements

- 26/79.9 Chairman to sign the Accounting Statements
- 26.79.10 To note the dates for the exercise of public rights 3rd June -14th July
- 26/80 Verbal report from Somerset Councillor to include Report on parking restrictions in the Square**
- 26/81 Correspondence: To discuss and agree any necessary responses**
- 26/81.1 Resignation from Andrew Kyle
- 26/81.2 Email from SALC regarding whole council training
- 26/81.3 Email from ILOS Energy regarding Solar Farm in Milverton
- 26/82 Agree Volunteer for Saturday morning Cllr surgery during July 2026**
- 26/83 Agree Volunteer for the June Radio Show**
- 26/84 Fill vacancy on Appeal Panel**
- 26/85 Fill vacancy on Planning Committee and possibly add another member to the committee**
- 26/86 Discuss and agree way forward for the Health & Welfare budget**
- 26/87 Items for next meeting**
- 26/88 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 26/75](#)

WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON Monday 18th May 2026 in the Community Centre at 7.00pm

Attendees

Councillors: R Wilson (Chair), B Wilson, T Parker, P Berman, P Martin, P Green, S Shopland, C Kirk, P Doherty, and N Blaker

Clerk: Mrs Sarah Towells

Other: None

Apologies

Councillors: A Kyle and E Gaines

Other: D Mansell (SC)

Councillors absent without apology: L Scofield

26/01 Election of Chairman and Acceptance of Office: It was unanimously **resolved** that Roger Wilson was elected as Chairman and he duly signed his acceptance of office.

26/02 Election of Vice Chairman: It was **resolved** Cllr B Wilson would be Vice Chair.

26/03 To note apologies for absence: As noted above.

26/04 Any New Declarations of Interest or dispensation: It was **resolved** to note there were none.

26/05 Minutes of the meeting held on Monday 20th April 2026: It was **resolved** to approve the minutes, and the Chairman would sign them.

26/06 Review of delegation arrangements to committees, working groups, staff and other local authorities: It was resolved to adopt the scheme of delegation and publish on the website.

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

26/07.1 Personnel/Staffing Committee: It was **resolved** to change the meeting room from Wivey House to the Town Council Meeting room where meetings are held. It was **resolved** to re-adopt the terms of reference following the amendment.

26/07.2 Grievance Committee: No amendments required so it was **resolved** to re-adopt the terms of reference.

26/07.3 Disciplinary Committee: No amendments required so it was **resolved** to re-adopt the terms of reference.

26/07.4 Appeal Panel: No amendments required so it was **resolved** to re-adopt the terms of reference.

26/07.5 Finance Committee: No amendments required so it was **resolved** to re-adopt the terms of reference.

26/07.6 Toilet Committee: It was **resolved** to amend the meeting room from Wivey House to the Town Council Meeting room where meetings are held. It was **resolved** to re-adopt the terms of reference following the amendment.

26/07.7 Community Plan Committee: It was **resolved** to merge this group with the strategic plan group using the strategic plan groups terms of reference.

26/07.8 Planning and Housing Group: It was **resolved** to note the change of name for this group to Planning Committee and update the terms of reference as this committee would be open to the public.

26/07.9 Emergency Plan Group: No amendments required so it was **resolved** to re-adopt the terms of reference.

26/07.10 Health & Wellbeing Group: No amendments required so it was **resolved** to re-adopt the terms of reference.

26/07.11 Governance Group: No amendments required so it was **resolved** to re-adopt the terms of reference.

26/01.12 Xmas Committee: No amendments required so it was **resolved** to re-adopt the terms of reference.

26/07.13 Strategic Plan Working Group: No amendments required so it was **resolved** to re-adopt the terms of reference.

26/08 Appointment of councillors to existing Committees and Groups

26/08.1 Personnel/Staffing Committee: It was **resolved** Cllrs Green, Berman, Kirk and R Wilson would form the staffing committee.

26/08.2 Grievance Committee: It was **resolved** Cllrs Gaines, Parker and Shopland would form the Grievance Committee.

26/08.3 Disciplinary Committee: It was **resolved** Cllrs Blaker Kirk and Martin would form the Disciplinary Panel.

26/08.4 Appeal Panel: It was **resolved** Cllrs Scofield, B Wilson and Kyle would form the Appeal Panel.

26/08.5 Finance Committee: It was **resolved** Cllrs Gaines, B Wilson, Shopland and Parker would form the Finance Committee.

26/08.6 Toilet Committee: It was **resolved** Cllrs R Wilson, B Wilson and P Martin would form the toilet committee with help from Heather Harvey and Mark Blaker.

26/08.7 Community Plan Committee: It was **resolved** to merge this group with the Strategic Plan Group.

26/08.8 Planning and Housing Group: It was **resolved** that Cllrs Parker, Kyle and Berman would form the Planning Committee.

26/08.9 Emergency Plan Group: It was **resolved** Cllrs R Wilson, B Wilson, Berman and Shopland would form the Emergency Plan Group.

26/08.10 Health & Wellbeing Group:

26/08.11 Governance Group: it was **resolved** that Cllrs Berman R Wilson and B Wilson would form the Governance Group.

26/08.12 Xmas Committee: It was **resolved** Cllrs Kirk, Martin and Gaines would form the Christmas Committee.

26/08.13 Strategic Plan Working Group: It was **resolved** Cllrs R Wilson, B Wilson, Gaines, Kirk and Parker would form this group which now incorporates the Community Plan Group.

It was **resolved** Cllrs Martin and Gaines would form the Green Spaces Working Group.

26/09 Appointment of councillors as representatives to outside bodies and agree arrangements for reporting back: It was **resolved** written reports would be sent if possible.

26/09.1 Community Centre Representative: It was **resolved** Cllr Martin would be the Community Centre representative.

26/09.2 Consolidated Charities Representative: It was **resolved** Cllr R Wilson would be the representative for the Consolidated Charities.

26/09.3 Recreation Ground Representative: It was **resolved** Cllr Gaines would be the representative for the Recreation Ground.

26/09.4 Allotment Representative: It was **resolved** Cllr B Wilson would be the allotment representative.

26/09.5 LCN Representatives: It was **resolved** Cllrs R Wilson, Parker and Berman would be the LCN representatives.

26/10 Appointment of any new committees in accordance with standing order 4: It was **resolved** to form a Bus Group consisting of Cllrs Martin, Blaker and Shopland.

26/11 Review of subscriptions to outside bodies: It was **resolved** to continue to subscribe to SALC for Cllr training.

26/12 Review of Standing Orders: It was **resolved** to re-adopt the standing orders.

26/13 Review of Financial Regulations: It was **resolved** to re-adopt the Financial regulations.

26/14 Review of Code of Conduct: It was **resolved** to re-adopt the code of conduct.

26/15 Review of arrangements with MSMG for toilets and Jubilee Gardens: It was **resolved** to continue with the current arrangements.

26/16 To consider the Planning group's report: It was **resolved** to accept the report and submit the responses to planning department.

26/16.1 Agreed responses in the table below.

SC	49/26/0023/LB	Replacement of damaged front porch at The Croft Residential Home, West Street, Wiveliscombe	It was resolved to support this application
SC	49/26/0024/T	Notification to fell two cypress trees within Wiveliscombe Conservation Area at 8 West Street, Wiveliscombe	It was resolved to support this application
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	It was resolved to object to this application reiterating the points made in our previous objections. The principal one is that, whether or not the Taunton Deane area has the requisite five year supply of housing land, there is an allocated site in the Taunton Deane Local Plan much nearer the centre of the Town which should be developed before any new sites. We support the objections made by the Highways Authority. In particular the amended application does not deal with the danger of a right turn out of the site onto the B3227 or the danger to pedestrians who will have to cross Ford Road at its junction with the B3227.
SC	49/26/0026/LB	Installation of EV charger to garage at Cruwys Farmhouse, Langley Road, Wiveliscombe	It was resolved to support this application

26/17 Finance:

26/17.1 Accounts for approval: It was **resolved** to pay the accounts below.

Sarah Towells	Payroll and expenses	£1158.51
HMRC	PAYE	£240.32
Octopus	Toilets	£16.89
Wiveliscombe Community Centre	Hall Hire for	£44.75
British Gas (DD)	Jubilee Gardens	£16.59
MSMG	Jubilee Gardens	£173.20

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
Albert Hockin	Skate Sessions	£650.00

26/17.2 Current account analysis and Bank reconciliation for April 2026: It was **resolved** to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

26/17.3 Budget monitoring: It was **resolved** to note, and Cllr B Wilson would sign this.

26/17.4 PAYE figures for April: 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.

26/18 Report from Community Centre: Cllr Martin reported that people were not leaving the hall as they should, lights left on, windows and doors left open, toilet rolls and washing up liquid being taken. More volunteers are needed.

26/19 Report from Somerset Councillor: it was **resolved** to note there was no report.

26/20 Correspondence:

26/20.1 Email from Sterling for off licence: It was **resolved** to object to the 24-hour licence application due to noise and nuisance.

26/20.2 Email from local residents concerned about empty house at Hartswell. It was **resolved** to send the email onto Cllr Dave Mansell to see if he could help in any way.

26/21 Saturday mornings Cllr Surgery in June: It was **resolved** Cllrs Martin and Blaker would do the June session.

26/22 Report from Cllr Surgery held in May: It was **resolved** to note the report circulated by Cllr Martin.

26/23 Agree Volunteer for the May Radio show: It was **resolved** Cllr Berman would do the May Radio show.

26/24 Review of Risk Register: It was **resolved** to note there was no updates and this was signed by the Chairman and the Clerk.

26/25 Review of Asset Register: It was **resolved** to note there were no updates.

26/26 Review of Complaints Procedure: It was **resolved** to re-adopt the policy.

26/27 Review of Press and media Policy: It was **resolved** to re-adopt the policy.

26/28 Review of Grievance and Disciplinary Policy: It was **resolved** to re-adopt the policy.

26/29 Review of General Privacy Notice: It was **resolved** to re-adopt the policy.

26/30 Review of Data Protection Policy: It was **resolved** to re-adopt the policy.

26/31 Review of Social Media Policy: It was **resolved** to re-adopt the policy.

26/32 Review of Recording Council Meeting Protocol: It was **resolved** to re-adopt the policy.

26/33 Review of Retention and Disposal Policy: It was **resolved** to re-adopt the policy.

26/34 Review of Biodiversity Policy: It was **resolved** to re-adopt the policy.

26/35 Review of Investment Strategy: It was **resolved** to re-adopt the policy.

- 26/36 Review of Publication Scheme:** It was **resolved** to re-adopt the policy.
- 26/37 Review of Management of Transferable Data Policy:** It was **resolved** to re-adopt the policy.
- 26/38 Review of Equal Opportunity Policy:** It was **resolved** to re-adopt the policy.
- 26/39 Review of Staff Absence Policy:** It was **resolved** to re-adopt the policy.
- 26/40 Review of Annual Leave Policy:** It was **resolved** to re-adopt the policy.
- 26/41 Review of Flexible Working Policy:** It was **resolved** to re-adopt the 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:** it was resolved to continue to hold meeting on the 3rd Monday of each month at 7pm in the Community Centre.
- 26/43 Green Spaces working group:** It was **resolved** to note there was no update.
- 26/44 Crime report:** It was **resolved** to note there was no report.
- 26/45 Parish Assembly:** It was **resolved** to note the Parish Assembly would be held on Tuesday 26th May at the community Centre at 7pm. It was further resolved to invite the MP and advertise on social media.
- 26/46 Approve Clerks Study leave:** It was **resolved** the Clerk would be on study leave to continue with the CiLCA Portfolio from 27-29th May.
- 26/47 Confirmation of arrangements for insurance cover and insurance renewal:** It was **resolved** to add the CCTV and renew the insurance with Clear Councils.
- 26/48 Toilets – replace broken baby change and update on repairs:** The Clerk reported that S C Forecourts had been back and replaced the broken floor tiles and repainted the doors that needed it. They also cleaned the skylights. It was **resolved** the Clerk could order a new baby change at a cost of no more than £140.00
- 26/49 Items to Report:** It was **resolved** there were none.
- 26/50 Items for the next meeting to be held on Monday 15th June 2026:** To discuss the Health and Wellbeing budget.
- 26/51 Close meeting:** The Chairman closed the meeting at 20.15