

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

12th August 2026

You are hereby summoned to attend the meeting of the Wiveliscombe Town Council to be held on **Monday 17th August 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

26/111 To note apologies for absence (LGA 1972 s85(1))

26/112 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.

26/113 To receive, approve and sign the minutes of the Town Council meeting held on Monday 20th July 2026 as a true and accurate record (LGA 1972 sch 12 para 41 (1))

26/114 To receive verbal report from the planning committee and agree any responses regarding the below planning applications:

SC	49/26/0032/LB	Various internal alterations at Wiveliscombe Town Hall, The Square, Wiveliscombe
SC	49/26/0025/VSC	Variation to Section 106 agreement on application 49/18/0045 in regards to the planning obligations regarding land comprising of the 'Employment Land' referred to in the S106 Agreement on land south of Taunton Road, Wiveliscombe

26/115 Finance:

26/115.1 Accounts for approval:

Sarah Towells	Payroll and expenses	£1125.43
HMRC	PAYE	£ 240.52
Octopus	Toilets	£18.24
Wiveliscombe Community Centre	Hall Hire	£22.00
MSMG	Jubilee Gardens	£173.20
British Gas	Jubilee Gardens	£13.23
SALC	Councillor Training	£40.00
SALC	Councillor Training	£25.00
MSMG	Toilet cleaning	£565.00
WAP	Grant for Street fair	£600.00
Wiveliscombe community centre	Hire for siting exercises	£22.00

26/115.2 To consider current account analysis and agree Bank reconciliation for July 2026

26/115.3 To consider Budget monitoring

26/115.4 To agree PAYE figures for July 2026

26/115.5 Quote from Encore for Xmas lights (forwarded)

26/116 Verbal report from Somerset Councillor

26/117 Correspondence: To discuss and agree any necessary responses

26/117.1 Email from J Ollerenshaw regarding hose pipes on the allotments (forwarded)

26/117.2 Email request from Karen Collings from Wiveliscombe Library for £625 for literary festival (forwarded)

- 26/117.3 Email regarding use of Jubilee Gardens for Street fair
- 26/117.4 Emailed resignation from Logan Scofield
- 26/118 Agree Volunteer for Saturday morning Cllr surgery during September 2026**
- 26/119 To note report from Cllr Surgery held in August and agree any actions**
- 26/120 Agree Volunteer for the August Radio Show**
- 26/121 Review of Risk Register**
- 26/122 Review of Asset Register**
- 26/123 Verbal report from Green Spaces working group**
- 26/124 Health & Wellbeing – feedback from Clerk regarding more information on the seated exercise class**
- 26/125 Emergency Plan report (forwarded)**
- 26/126 Items to report**
- 26/127 Items for next meeting**
- 26/128 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 26/113](#)

WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 20th July 2026 in the Community Centre at 7.00pm

Attendees

Councillors: R Wilson (Chair), B Wilson, P Berman, P Martin, E Gaines, N Blaker, P Doherty, A Shopland, J Rowe and P Green

Clerk: Mrs Sarah Towells

Other: D Mansell (SC) Dennis Quick (Recreation Ground)

Apologies

Councillors: T Parker and L Scofield

Other: None

Councillors absent without apology: None

26/89 To note apologies for absence: As noted above.

26/90 Any New Declarations of Interest or dispensation: It was **resolved** to note there were none.

26/91 Minutes of the Extra-ordinary meeting held on Monday 22nd June 2026: It was **resolved** to approve the minutes, and the Chairman would sign them.

26/92 To Receive verbal report from the planning committee and note there were no planning applications to discuss: It was resolved to note the planning committee had met to discuss response regarding the local plan consultation. It was resolved the Clerk would respond to the consultation with the following points:

- The consultation asks which settlements have boundaries which can be reasonably defined and we think Wiveliscombe should be included in that category.
- We are anxious that affordable housing should be given priority.
- The lack of fairly frequent public transport to major Centres means that many occupants of new housing will use cars to get to work.
- Wiveliscombe is still defined as a Rural Centre which has been its status for many years. This has an effect on the need for adequate car parking.

26/93 Finance:

26/93.1 Accounts for approval: It was **resolved** to pay the accounts below. There was no amount on agenda for the British Gas Direct Debit which was £13.23.

Sarah Towells	Payroll and expenses	£1147.63
HMRC	PAYE	£240.32
Octopus	Toilets	£16.16
Wiveliscombe Community Centre	Hall Hire	£22.00
British Gas (DD)	Jubilee Gardens	£13.23
MSMG	Jubilee Gardens	£216.50
MSMG	Fix Toilet flush/baby change unit	£50.00
Wiveliscombe Com centre	Seated exercise class	£44.00
MSMG	Toilet Cleaning	£565.00

26/93.2 Current account analysis and Bank reconciliation for June 2026: It was **resolved** to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

26/93.3 Budget monitoring: It was **resolved** to note, and Cllr B Wilson would sign this.

26/93.4 PAYE figures for June 2026: was **resolved** to note the figures, and Cllr Berman would sign them. A payment of £240.32 would be sent by cheque to HMRC.

26/93.5 To note the minutes of the Finance Committee meeting held on 22nd June and agree any actions: It was resolved to note the draft minutes and agree with the recommendations made by the finance committee.

26/93.6 Hardship fund held by WAP: It was resolved to ask WAP to return the Hardship Fund money to the council to ring fence and manage ourselves now that the Community Office is no longer in use.

26/94 Report from Somerset Councillor: Cllr Mansell reported that a best value notice had been served by central government. A new Chief Finance Officer has been appointed. The Local Plan Scoping consultation is running until July 24th. A budget consultation is also underway.

Parking charging surveys will go live in the coming weeks to target shoppers and residents. They will consist of online surveys and paper copies can be collected from the Library and Secret Island. ANPR surveys have been done and the finding will be available late October.

West Road hedges need cutting and this has been reported, along with the verges towards Langley.

Highways will be patching the surface at the Milverton roundabout and the drains at Greenway Lane needs cleaning out as they are overgrown.

There is fifty million pounds available from Central Government in the form of a flood fund with some funding from the Somerset Rivers Authority.

26/95 Correspondence:

26/95.1 Press Release regarding lack of evening buses from Judith Blaker: It was resolved to note the press release and note that we support this.

26/95.2 Email resignation from Cheryl Kirk: It was resolved to note and the Clerk had written to Cheryl to thank her time at the Council.

26/95.3 Email from Wessex Water regarding become Watermark Town programme: It was resolved the Clerk would contact Wessex Water to invite them to the next meeting so we can learn more.

26/95.4 Email from In the Mix regarding health and wellbeing grant: It was resolved to note the response and pay the £1000.00

26/96 Saturday mornings Cllr Surgery in August: It was **resolved** Cllr Martin would do the August session.

26/97 To note report from Cllr Surgery held in June and agree any actions: It was **resolved** the only comment was that a window would be good in the bus shelter at Croford, so people could see when the buses were coming. It was **resolved** not to put a window in the bus shelter.

26/98 To note report from Cllr Surgery in July and agree any actions: It was **resolved** nothing was reported at the July session.

26/99 Agree Volunteer for the July Radio show: It was **resolved** Cllr Berman would do the July Radio show.

26/100 Review of Risk Register: It was **resolved** to note there were no updates.

26/101 Review of Asset Register: It was **resolved** to add the new toilet mats to the register.

26/102 Verbal Report from Green Spaces Working Group: It was **resolved** to note they had not met so there was no report.

26/103 Health and Wellbeing – Discuss and agree way forward regarding request for more funding to continue the seated exercise class: It was **resolved** The Clerk would find out more to see what is involved regarding the costs.

26/104 Flooding and Resilience Programme: It was resolved to support Cllr Parkers proposal regarding the funding.

26/105 Fill vacancy on Personnel Committee: It was **resolved** Cllr Doherty would join the personnel

Committee.

26/106 Fill vacancy on Xmas Committee: It was **resolved** Cllr Rowe would join the Xmas Committee.

26/107 To note Cllr R Wilsons notes recent LCN Transport Meeting: It was resolved to note Cllr R Wilsons notes from the LCN Transport Meeting.

26/108 Items to report:

Change in legislation: Cllr no longer have to have their addresses on the website or on the ROI forms

26/109 Items for the next meeting to be held on Monday 17th August 2026:

Report from Planning Committee

Report back from the seated exercise class

26/110 Close meeting: The Chairman closed the meeting at 19.59