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 14th October 2026

You are hereby summoned to attend the meeting of the Wiveliscombe Town Council to be held **on Monday 19th October 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

Prior to the start of the official meeting Wivey Link will address the council at 7pm

AGENDA

26/158 To note apologies for absence (LGA 1972 s85(1))
26/159 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.
26/160 To receive, approve and sign the minutes of the Town Council meeting held on Monday 21st September 2026 as a true and accurate record (LGA 1972 sch 12 para 41 (1))
26/161 To receive, approve and sign the minutes of the Extra-Ordinary meeting held on Monday 28th September as a true and accurate record (LGA 1972 sch 12 para 41(1))
26/162 Planning
26/162.1 To receive verbal report from the planning committee and agree any responses regarding the below planning applications:

SC	49/26/0038	Erection of a single storey outbuilding with three bays to include garaging and cold store at Bear Inn, 10 North Street, Wiveliscombe
SC	49/26/0036LEW	Application for a lawful development certificate for the existing erection of a single storey timber building for use as ancillary accommodation at Whitefield Cottage, Whitefield Rocks Wiveliscombe

26/162.2 To note September minutes from planning committee
26/162.3 To note the withdrawal of application 49/26/0033 – diesel tank at 17 West Street, Wiveliscombe
26/163 Finance:
26/163.1 Accounts for approval:

Sarah Towells	Payroll and expenses	£1177.19
HMRC	PAYE	£ 240.32
Octopus (DD)	Toilets	£19.16
Wiveliscombe Community Centre	Hall Hire	£22.00
MSMG	Jubilee Gardens	£173.20
British Gas (DD)	Jubilee Gardens	TBC
Elan City	Speed Devices	£5158.80
Somerset Council	Library staffing	£5553.13
MSMG	Toilet cleaning	£565.00
PKF Little John PPL	Audit	£756.00
Somerset Council	Dog Bin emptying	£436.80
Wiveliscombe Community Centre	Hall Hire for Exercise class	£22.00
MSMG	Footpaths	£120.00

26/163.2 To consider current account analysis and agree Bank reconciliation for September 2026

26/163.3 To consider Budget monitoring
26/163.4 To agree PAYE figures for September 2026
26/163.5 To note Conclusion of Audit 25/26 and agree way forward regarding comments on AGAR 3
26/163.7 Agree costings for solar panels for SID's
26/163.8 Agree Clerks annual pay increase

26/164 Verbal report from Somerset Councillor

26/165 Correspondence: To discuss and agree any necessary responses

26/165.1 Email regarding Finger post from Marian Mann
26/165.2 Letter of Engagement from Independent Internal Auditor
26/165.3 Email regarding finger post and papers to be sent to Somerset Council
26/165.4 Email from Somerset Council regarding Heritage at Risk register
26/165.5 Email from Somerset Council regarding S106 money
26/165.6 Email from Wivey Link
26/165.7 Letter from local resident regarding cycle path around the rec

26/166 Agree Volunteer for Saturday morning Cllr surgery during October 2026
26/167 To note report from Cllr Surgery held in September and agree any actions
26/168 Agree Volunteer for the October Radio Show
26/169 Review of Risk Register
26/170 Review of Asset Register
26/171 Verbal report from Green Spaces working group
26/172 To form a Parking Group
26/173 Flood Alleviation – any updates
26/174 Xmas Switch on
26/175 Fireworks at Recreation Ground on 6th November
26/176 To note the draft emergency plan minutes from meeting held on 30th September and agree any recommendations
26/177 December meeting – community centre double booked – agree where to hold meeting or change of time
26/178 To note the draft finance committee minutes from 28th September
26/179 Items to report
26/180 Items for next meeting

Report from Community Centre

26/181 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 26/160

WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 21st September 2026 in the Community Centre at 7.00pm

Attendees

Councillors: R Wilson (Chair), B Wilson, P Berman, P Martin, E Gaines, N Blaker, T Parker, P Doherty, J Rowe
Clerk: Mrs Sarah Towells