

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 September 2026

You are hereby summoned to attend the meeting of the Wiveliscombe Town Council to be held on **Monday 21st September 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

26/129 To note apologies for absence (LGA 1972 s85(1))

26/130 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.

26/131 To receive, approve and sign the minutes of the Town Council meeting held on Monday 17th August 2026 as a true and accurate record (LGA 1972 sch 12 para 41 (1))

26/132 To receive verbal report from the planning committee and agree any responses regarding the below planning applications:

SC	49/26/0033	installation of an above ground diesel tank at 17 West Street, Wiveliscombe
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26/132.2 To note last months' draft minutes from planning committee

26/133 Finance:

26/133.1 Accounts for approval:

Sarah Towells	Payroll and expenses	£1125.63
HMRC	PAYE	£ 240.32
Octopus (DD)	Toilets	£17.83
Wiveliscombe Community Centre	Hall Hire	£22.00
MSMG	Jubilee Gardens	£173.20
British Gas	Jubilee Gardens	£15.88
SALC	Councillor Training (07.09.26)	£25.00
SALC	Councillor Training (14.04.26)	£50.00
MSMG	Toilet cleaning	£565.00
MSMG	Bench repairs in Jubilee Gardens	£253.00
MSMG	Notice board	£253.48

26/133.2 To consider current account analysis and agree Bank reconciliation for August 2026

26/133.3 To consider Budget monitoring

26/133.4 To agree PAYE figures for August 2026

26/133.5 Email regarding CIL money from Recreation Ground

26/134 Verbal report from Somerset Councillor

26/135 Correspondence: To discuss and agree any necessary responses

26/135.1 Land for Sale at The Brewery Golden Hill

26/135.2 Email from Somerset Council regarding road marking – North Street

26/135.3 'Lets celebrate Towns' funding

- 26/136 Agree Volunteer for Saturday morning Cllr surgery during October 2026**
- 26/137 To note report from Cllr Surgery held in September and agree any actions**
- 26/138 Agree Volunteer for the September Radio Show**
- 26/139 Review of Risk Register**
- 26/140 Review of Asset Register**
- 26/141 Verbal report from Green Spaces working group**
- 26/142 Library Report (forwarded 11.09.26)**
- 26/143 Flood Alleviation – agree way forward**
- 26/144 Parking Review – any updates**
- 26/145 Agree to update Town Website**
- 26/146 Recruitment of new councillors – agree way forward**
- 26/147 Agree Solar Panels for SID's**
- 26/148 To adopt anti-harassment policy**
- 26/149 Items to report**
- 26/150 Items for next meeting**
- 26/151 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 26/131

WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 17th August 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, A Shopland, J Rowe and P Green

Clerk: Mrs Sarah Towells

Other: D Mansell (SC) Jenny Dutton, Sue Hannam, Tim Brook and Rah Cattell

Apologies

Councillors: None

Other: None

Councillors absent without apology: None

26/211 To note apologies for absence: As noted above.

26/212 Any New Declarations of Interest or dispensation: It was **resolved** to note there were none, but Cllr P Green declared an interest in planning application 49/26/0025/VSC as it was land behind his house.

26/113 Minutes of the meeting held on Monday 20th July 2026: It was **resolved** to approve the minutes, and the Chairman would sign them.

26/114 To Receive verbal report from the planning committee regarding the 2 application below:

SC	49/26/0032/LB	Various internal alterations at Wiveliscombe Town Hall, The Square, Wiveliscombe	It was resolved to support this application
SC	49/26/0025/VCS	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	It was resolved to note the council could not find the variation and the Clerk would ask for further details

26/115 Finance:

26/115.1 Accounts for approval: It was **resolved** to pay the accounts below.

Sarah Towells	Payroll and expenses	£1125.43
HMRC	PAYE	£240.52
Octopus	Toilets	£18.24
Wiveliscombe Community Centre	Hall Hire	£22.00
British Gas (DD)	Jubilee Gardens	£13.23
MSMG	Jubilee Gardens	£173.20
SALC	Councillor training	£40.00
Wiveliscombe Com centre	Seated exercise class	£22.00
SALC	Councillor training	£25.00
WAP	Grant for Street Fair	£600.00
MSMG	Toilet Cleaning	£565.00

26/115.2 Current account analysis and Bank reconciliation for July 2026: It was **resolved** to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

26/115.3 Budget monitoring: It was **resolved** to note, and Cllr B Wilson would sign this.

26/115.4 PAYE figures for July 2026: was **resolved** to note the figures, and Cllr Berman would sign them. A payment of £240.52 would be sent by cheque to HMRC.

26/115.5 Quote from Encore for festive light fitting: It was resolved to accept the quote and the Clerk would contact Encore with the festive switch on date.

26/116 Report from Somerset Councillor: Cllr Mansell reported that Somerset Council had been served a best value notice by central government as the council are not getting their finances sorted out and need to get a better grip on budgets, especially child services. A new financial officer is now in post and the Council has spent 31 million pounds overspend in the first quarter of this financial year. The Parking survey report has now been done and sent into Somerset Council. A formal consultation should follow the scrutiny and executive meetings in September.

26/117 Correspondence:

26/117.1 Email from J Ollerenshaw regarding hosepipes on the allotments: It was **resolved** to write to Mr Ollerenshaw pointing out that this is a rule placed by the Town Council and forms part of the tenancy agreement.

26/117.2 Email from Karen Collings from Wiveliscombe Library for £650.00 for literary festival: It was **resolved** the council would grant this amount if required for this years festival.

26/117.3 Email regarding use of Jubilee gardens for the Street fair: It was **resolved** the street fair could use the gardens. The Clerk would check who was using the electricity supply.

26/117.4 Emailed resignation from Logan Scofield: It was **resolved** to note the resignation from the Council from Logan Scofield.

26/118 Saturday mornings Cllr Surgery in September: It was **resolved** Cllrs Martin, Blaker and Rowe would do the September session.

26/119 To note report from Cllr Surgery held in August and agree any actions: It was **resolved** there was nothing to report.

26/120 Agree Volunteer for the August Radio show: It was **resolved** Cllr Berman would do the August Radio show.

26/121 Review of Risk Register: It was **resolved** to note there were no updates.

26/122 Review of Asset Register: It was **resolved** to add the new toilet mats to the register.

26/123 Verbal Report from Green Spaces Working Group: It was **resolved** to note they had not met so there was no report.

26/124 Health and Wellbeing – Discuss and agree way forward regarding request for more funding to continue the seated exercise class: It was **resolved** to pay for the room hire to enable 6 more sessions to be held.

26/125 Emergency Plan Report: It was **resolved** to note the report circulated by Cllr R Wilson, noting the meeting held on 30th July to update the emergency plan.

26/126 Items to report:

Karen the Librarian is retiring at the end of September

Reports that young adults have been starting fires – this has been reported to the police

Increased amounts of dog fouling

26/127 Items for the next meeting to be held on Monday 21st September 2026:

Flood alleviation

Parking review

Update town website

Recruitment of new cllrs

Solar panels for SID's

26/128 **Close meeting:** The Chairman closed the meeting at 20.12