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 11th November 2026

You are hereby summoned to attend the meeting of the Wiveliscombe Town Council to be held **on Monday 16th November 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

26/182 To note apologies for absence (LGA 1972 s85(1))
26/183 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.
26/184 To receive, approve and sign the minutes of the Town Council meeting held on Monday 19th October 2026 as a true and accurate record (LGA 1972 sch 12 para 41 (1))
26/185 Planning: There are no planning applications to discuss
26/185.1 To note October minutes from planning committee
26/186 Finance:
26/186.1 Accounts for approval:

Sarah Towells	Payroll and expenses	£1375.90
HMRC	PAYE	£337.73
Octopus (DD)	Toilets	£18.17
Wiveliscombe Community Centre	Hall Hire	£22.00
MSMG	Jubilee Gardens	£173.20
British Gas (DD)	Jubilee Gardens	£12.84
Somerset Council	Library staffing 2nd qtr	£5672.59
MSMG	Toilet cleaning	£565.00

26/186.2 To consider current account analysis and agree Bank reconciliation for October 2026
26/186.3 To consider Budget monitoring
26/186.4 To agree PAYE figures for October 2026
26/186.5 Agree Clerks pay increase by one scale for becoming CiLCA qualified
26/187 Verbal report from Somerset Councillor
26/188 Correspondence: To discuss and agree any necessary responses
26/188.1 Police Report
26/188.2 Email regarding Artic Lorries struggling to manoeuvre -Old Brewery Road, Wivey
26/188.3 LDK group – Email regarding devolution of the Wivey Car Parks
26/189 Agree Volunteer for Saturday morning Cllr surgery during December 2026
26/190 To note report from Cllr Surgery held in November and agree any actions
26/191 Agree Volunteer for the November Radio Show
26/192 Review of Risk Register
26/193 Review of Asset Register
26/194 Verbal report from Green Spaces working group

26/195 **Flood Alleviation – any updates**
26/196 **Xmas Switch on**
26/197 **Agree quote for MSMG to clear the Square**
26/198 **To note the draft finance committee minutes from 13th November 2026**
26/199 **Finger posts – agree way forward**
26/200 **Report from Community Centre**
26/201 **In the Mix – Agree if any way to help**
26/202 **Items to report**
26/203 **Items for next meeting**
26/204 **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 26/184

WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 19th October 2026 in the Community Centre at 7.00pm

Attendees
Councillors: R Wilson (Chair), S Shopland, P Berman, P Green, E Gaines, N Blaker, T Parker, P Doherty, J Rowe
Clerk: Mrs Sarah Towells
Other: D Mansell (SC) Bec Briar and Alan Measures (Wivey Link)
Apologies
Councillors: B Wilson and P Martin
Other: None
Councillors absent without apology: None

Bec Briar and Alan Measures update the Council on how Wivey Link was progressing following the move to Ford.

26/158 **To note apologies for absence:** As noted above.

26/159 **Any New Declarations of Interest or dispensation:** It was **resolved** to note there were none, but Cllr N Blaker would not take part in discussions or vote on planning application 49/26/0038 as he lives directly behind.

26/160 **Minutes of the meeting held on Monday 21st September 2026:** It was **resolved** to approve the minutes, and the Chairman would sign them.

26/161 **Minutes of the Extra-Ordinary meeting held on Monday 28th September 2026:** It was **resolved** to approve the minutes, and the Chairman would sign them.

26/162 **Planning**
26/162.1 To Receive verbal report from the planning committee regarding the application below:

SC	49/26/0038	Erection of a single storey outbuilding with three bays to include garaging and cold store at The Beat Inn, 10 North Street, Wiveliscombe	It was **resolved** the Council had NO OBJECTIONS
SC	49/26/0036/LEW	Application for lawful Development Certificate	It was **resolved** to submit

		for the existing erection of a single storey timber building for use as ancillary accommodation at Whitefield Cottage, Whitefield Rocks, Wiveliscombe	NO COMMENTS

26/162.2 To note September's planning committee minutes: It was **resolved** to note the minutes.
26/162.3 To note the withdrawal of planning application 49/26/0033: It was **resolved** to note the application for a diesel tank had been withdrawn.

26/163 Finance:
26/163.1 Accounts for approval: It was **resolved** to pay the accounts below.

Sarah Towells	Payroll and expenses	£1177.19
HMRC	PAYE	£240.32
Octopus	Toilets	£19.16
Wiveliscombe Community Centre	Hall Hire	£22.00
MSMG	Jubilee Gardens	£173.20
British Gas (DD)	Jubilee Gardens	£
Elan City	Speed Indicator Devices	£5158.80
Somerset Council	Library Staffing	£5553.13
In the Mix	CIL Grant	£2750.00
PKF LittleJohn PPL	Audit	£756.00
MSMG	Footpath Clearing	£120.00
MSMG	Toilet Cleaning	£565.00
Wiveliscombe Community Centre	Room Hire for Exercise Class	£22.00
Somerset Council	Dog Bin emptying	£436.80

26/163.2 Current account analysis and Bank reconciliation for September 2026: It was **resolved** to note the current account analysis and bank reconciliation, and Cllr T Parker would sign these.
26/163.3 Budget monitoring: It was **resolved** to note, and Cllr T Parker would sign this.
26/163.4 PAYE figures for September 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.
26/163.5 To note Conclusion of Audit 25/26 and agree way forward regarding comments on AGAR 3: It was **resolved** to note the conclusion of audit. All relevant papers had been published on the website. The Council would ensure it would answer 'No' to Assertion 4 next year and ensure proper provision for the exercise of public rights. The letter of engagement from the independent auditor had been received and would be signed and returned following the appointment of Tammy Roper.
26/163.7 Agree Quote for solar panels for SID's: It was **resolved** to accept the quote of £848.46 for 2 solar panels.
26/163.8 Agree Clerks annual pay increase: It was **resolved** to approve the new pay scale as set out by the National Joint Council for Local Government Services and would be back dated to April 2026.

26/164 Report from Somerset Councillor: Cllr Mansell reported that that there were still finance issues at Somerset Council which had been in difficulty since 2023, with the main problem areas in children's care and adult social care. The Council are looking at 'Future Somerset' on how the council will do things differently, preventing issues by intervening early and local working.
Parking Charges – When the Executive Committee discussed this in early October, they made the decision to delay parking charges. However, there will be a 10% increase in parking charges all over Somerset in January 2027. The tiers will now not be introduced until Autumn 2027 along with Sunday Charging. The Engagement on Free Car Parks has also been delayed.
Planning applications – There will be fewer planning applications going to committee and will be determined by officers instead, so therefore submitting comments are important.

26/165 Correspondence: An email had been received from a local resident asking if they could hold a tombola stall at the Christmas Switch on event: It was **resolved** they could have a tombola to raise funds to help their son.

26/165.1 Email from Marian Mann regarding finger post restoration: It was **resolved** to look at costings to get the post repaired and painted.
26/165.2 Letter from Independent Internal Auditor: It was **resolved** to sign the letter of engagement following the consideration of the independence of the internal auditor upon appointment of Tammy Roper.
26/165.3 Email regarding the papers to be signed regarding the finger post at Challick Lane: It was **resolved** the Clerk would complete and return the form.
26/165.4 Email from Somerset Council regarding Heritage at Risk Register: It was **resolved** Cllr T Parker and the Clerk would look at this.
26/165.5 Email from Somerset Council regarding S106 money: It was **resolved** to forward the email to the Recreation Ground Committee.
26/165.6 Email from Wivey Link: It was **resolved** to write and thank Bec and Alan for the presentation and the Finance Committee would look at the grant application form in November.
26/165.7 Letter from Local resident requesting a cycle path around the Recreation Ground: It was **resolved** the Clerk would write back explaining that the Recreation Ground is independent of the Town Council and suggest the letter is sent directly to them.

26/166 Saturday mornings Cllr Surgery in November: It was **resolved** Cllr Blaker would do the November session.

26/167 To note report from Cllr Surgery held in October and agree any actions: It was **resolved** there was nothing to report.

26/168 Agree Volunteer for the October Radio show: It was **resolved** Cllr Berman would do the October Radio show.

26/169 Review of Risk Register: It was **resolved** to note there were no updates.

26/170 Review of Asset Register: It was **resolved** to note there were no updates.

26/171 Verbal Report from Green Spaces Working Group: It was **resolved** to note they had not met so there was no report.

26/172 To form a parking group: It was **resolved** to defer to the new Council in May following Cllr Mansell's earlier report.

26/173 Flood Alleviation: Cllr Parker had written to FWAG and asked them to look at the hot spots. Now waiting for their response.
Cllr Parker went on to report that the stream at Kingsmead is blocked with weed which could result in flooding.

26/174 Xmas Switch on: It was **resolved** to note the tree for the square would be provided free of charge by Langford Lakes and this would be collected by Malcolm Webber. The tree would be in place by 19th November so Encore could put up the lights on that day. The official switch on would be Friday 27th November at 6pm.

26/175 Fireworks at Recreation Ground on 6th November: Gates open at 5.30pm so volunteers should be at the Rugby Club for 5pm. Fireworks start at 7pm.

26/176 To note the draft emergency plan minutes from meeting held on 30th September and agree recommendations: It was **resolved** to note the draft minutes, and a list had been circulated for councillors to join the Whats App group if they would like.

27/177 December Full Council Meeting: As the Community Hall had been double booked for 21st December it was **resolved** to hold the Council meeting 30 minutes later to start at 7.30pm.

27/178 To note draft minutes from the Finance committee held on 28th September: It was **resolved** to note the minutes.

26/179 Items to report: It was **resolved** to note there were no items to report.

26/180 Items for the next meeting to be held on Monday 16th November 2026:
Report from Community Centre
Quote from MSMG for tidying up the square
Parking email received today

26/181 Close meeting: The Chairman closed the meeting at 20.15

Agenda number 26/185.1

WIVELISCOMBE TOWN COUNCIL

DRAFT MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON Monday 19th October 2026 in the Community Centre at 6.45pm

Attendees
Councillors: P Berman (Chair), T Parker and P Green
Clerk: Mrs Sarah Towells
Other: None
Apologies
Councillors: N Blaker
Other: None
Councillors absent without apology: None

26/20P To note apologies of absence: It was **resolved** to note the apologies as listed above.

26/21P Declarations of Interest: It was **resolved** to note there were none.

26/22P To receive, approve and sign minutes of the meeting held on 21st September 2026: It was **resolved** to approve and sign the minutes.

26/23P To discuss the following planning application and make recommendations to Full Council:

SC	49/26/0036LEW	Application for lawful development certificate for the existing erection of a single storey timber building for use as an ancillary accommodation at Whitefield Cottage, Whitefield Rocks, Wiveliscombe	It was **resolved** to recommend to Full Council that we submit NO COMMENTS.
SC	49/26/0038	Erection of a single storey outbuilding with three bays to include garaging and cold store at The Bear, 10 North Street, Wiveliscombe	It was **resolved** to recommend to Full Council that we have NO OBJECTIONS.

26/24P Any other planning issues: It was **resolved** to note the withdrawal of planning application 49/26/0033

26/25P Close Meeting: The Chairman closed the meeting at 6.55pm