



WINCANTON TOWN COUNCIL

DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD AT 7PM ON MONDAY 28TH NOVEMBER 2022 IN THE COUNCIL CHAMBER, TOWN HALL, WINCANTON

MEMBERS PRESENT: Councillors H Ellard (Chairman), D Caines, T Child, K Hearne, E Hix, D Old, C Rodgers, P Rodgers, D Smith, R Tudgay and L Walters

MEMBERS OF THE PUBLIC IN ATTENDANCE: 3

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

DISTRICT AND COUNTY COUNCILLORS: Cllr T Power

PROPER OFFICERS IN ATTENDANCE: Emma Curtis – Town Clerk

PUBLIC PARTICIPATION

There was one member of the public in attendance who commented on the Christmas Tree and allotments.

1. APOLOGIES FOR ABSENCE:

Received from Cllrs P McClarnon, L Ralph, and S Atherton. PCSO Louise Perry had also submitted her apologies. Cllr Ellard reported that Cllr Lumley had resigned, and vacancy procedures would commence in due course.

RESOLVED: It was proposed and unanimously agreed to approve the apologies for absence as presented.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS:

Received from Cllr T Child, agenda item 13, *previously used contractor*.

3. TOWN COUNCIL MINUTES 24TH OCTOBER 2022:

RESOLVED: It was proposed and agreed to adopt the minutes as a true and accurate record of the meeting. The Chairman duly signed the minutes. Cllr Old commented she appreciated the speed in which minutes were circulated.

4. TO RECEIVE ANY REPORTS FROM:

(i) the Town Mayor: Cllr Ellard reported he had attended several meetings including the recent Wincanton Regeneration meeting, Wincanton Sports Ground meeting, LCN event and working group meeting, Rocketbox meeting, Planning and Personnel Committee meetings and Remembrance Sunday parade and service. Along with the Town Clerk Cllr Ellard stated he had attended a meeting with the Chairman of the Chamber of Commerce and Chairman of the Personnel Committee.

(ii) Somerset County Council or District Councillors representing Wincanton on matters of interest to the town and the local community: Cllr T Power reported there is

a new Lord Lieutenant of Somerset and provided information on Covid boosters for the over 50's and information on a new travel website.

(iii) the Town Clerk: The Town Clerk provided a brief report on staffing, recruitment, Christmas, Community Fridge, policies and procedures and recent internal audit. The Clerk and Locum RFO were congratulated by Cllrs on the recent internal auditors report.

(iii) local organisations, Town Councillor representatives, police, and partners: Cllr Hix reported she had attended King Arthurs School to present an award on behalf of the Town Council and had also attended the recent LCN event. Cllr Hix provided information on the SSCAT Bus following conversations with their representative and queried how more usage of the facility could be encouraged via the Town Council. It was agreed to invite a SSCAT representative to speak at a forthcoming meeting to find out how the Town Council can assist them and for Cllr P Rodgers, as the Town Council representative to start discussions. The Town Clerk read out recent crime statistics on behalf of Wincanton Police.

Action: 281122/1 Town Clerk & Cllr P Rodgers

5. ACTION LIST:

To note circulation of the Actions from Meeting list and discuss any matters arising:

Circulation of the Actions from Meeting List was noted. It was commended that the majority of actions had been completed.

6. COMMITTEE MINUTES:

To formally receive and note committee minutes resolutions and recommendations:

a) Draft Planning Committee Minutes: The draft minutes were formally received and it was unanimously agreed to approve them at the next committee meeting.

b) Draft Personnel Committee Minutes: The draft minutes were formally received and all resolutions noted without query. It was unanimously agreed to approve the minutes at the next committee meeting.

7. COMMUNITY FRIDGE:

To receive an update on the Community Fridge:

The Town Clerk reported that the Community Fridge had been temporarily housed in the Clerks office in the Town Hall and would hopefully be reopen to the public within the next couple of weeks. It was agreed a meeting of the Working Group would be convened if required. The Clerk reported that Abbey Manor Group were also considering a location for a Community Fridge at their new development and were open to discussions. Cllr Hix requested that a letter of thanks be sent to Coles Yard on behalf of the Town Council for housing the Community Fridge.

Action: 281122/2: Town Clerk

8. CHRISTMAS EVENTS:

To receive an update on Christmas events:

The Town Clerk provided an update on the Lantern Parade, Christmas Lights Switch On and Over 70's Christmas Lunch. Cllr Ellard and Cllr Tudgay volunteered to assist with the

collection of food for the lunch. On behalf of Cllr Ralph the Town Clerk requested volunteers would be welcome to assist with the Lantern Parade. Cllr Hix suggested that the remainder of the Christmas grant from SSDC be requested in advance.

9. CEMETERY EXTENSION AND CALE PARK TRANSFER:

To resolve to approve the Cemetery Extension and Cale Park transfer including £15,000 maintenance contribution:

Cllr Ellard and Cllr Tudgay provided a verbal report following a meeting with Abbey Manor Group. Cllr Ellard provided background information on the s106 agreement which included the provision of a cemetery extension to be gifted to the Town Council. Along with the extension it had further been agreed to gift some land at Cale Park including a £15,000 maintenance contribution. It was reported that Abbey Manor Group were now keen to discharge their conditions within the s106 agreement and transfer to the Town Council. Cllr Ellard stated that the drainage and fencing appeared to all be in order and a map of the drainage was being prepared. Cllrs queried the ownership of the footpaths. It was noted that the footpaths were currently under the ownership of Abbey Manor Group. Once transfer had taken place those footpaths within the plans would fall under the management of the Town Council and other footpaths adopted by Somerset County Council. It would be requested that all footpaths be in reasonable condition prior to final transfer.

RESOLVED: It was proposed and unanimously agreed to approve the Cemetery Extension and Cale Park transfer including £15,000 maintenance contribution providing the footpaths are in reasonable condition upon transfer. It was further agreed to earmark the £15,000 maintenance contribution and add a new budget line for maintenance.

Action: 281122/3: Town Clerk & RFO

10. TOWN COUNCIL EMAIL, IT SYSTEM AND WEBSITE:

To consider quotations and proposals for new email and IT system and Town Council website:

RESOLVED: It was proposed and agreed to defer this item to the January 2023 meeting.

Action: 281122/4: Town Clerk

11. TOWN HALL OFFICE REFURBISHMENT:

To consider quotations received for the Town Hall Office refurbishment:

RESOLVED: It was proposed and unanimously agreed to award the contract for the Town Hall refurbishment to Company A at £11,848.67 + VAT.

Action: 281122/5: Town Clerk

12. CALE PARK CAFÉ DOOR:

To consider quote received for replacement door at Cale Park Café:

RESOLVED: It was proposed and unanimously agreed to accept the quote for the replacement door at Cale Park Café at £1,130 but request that hook and eye retainers be put on the door and that these be used at all times. It was further agreed to

inform the tenants that if the door breaks, or retainers aren't used appropriately it will be their responsibility to repair it.

Action: 281122/6: Town Clerk & Works and Maintenance Supervisor

13. DRY STONE WALL CARRINGTON WAY:

To consider quote received for repair of the dry-stone wall at Carrington Way:

RESOLVED: It was proposed and agreed to accept the quotation received at £2,950. Cllr Child abstained from the vote.

Action: 281122/7: Town Clerk & Works and Maintenance Supervisor

14. CRICKET CLUB LEASE FEES:

To review the Cricket Club lease fees and consider backdated payment:

RESOLVED: It was proposed and unanimously agreed to keep the fees within the lease the same and to issue a backdated invoice for the two years missed.

Action: 281122/8: RFO

15. WELCOME BACK FUND

To receive feedback following meeting with designer and consider final design for the project as per the SLA: Cllr Ellard provided information following a meeting with Rocketbox and Cllrs considered the designs and information supplied by Cllr McClarnon. It was noted that a decision was required to claim the money back from SSDC before April 2023.

RESOLVED: It was proposed and agreed to move forward with design Option 2. Cllrs Old, Hearne and Smith abstained from the vote.

Action: 281122/9: Town Clerk

16. WARM SPACES/COST OF LIVING CRISIS

To consider locations for Warm Spaces within Wincanton and assistance with the Cost of Living Crisis: Cllrs noted that the Balsam Centre were offering a Warm Space fortnightly on a Monday and that Wincanton Library was another Warm Space open most days. Cllrs agreed to keep the situation under review and publicise the Warm Space areas within the town.

17. MILITARY EVENTS

To receive information on Freedom of the Town event in February 2023 and consider an event to mark the 80th anniversary of the crash of "Old Faithful" in June 2024:

Cllr Old reported that the Army Air Corps wished to exercise their Freedom of the Town on Thursday 23rd February which would include a parade, inspection, church service, lunch and evening dinner. It was noted that the timing was critical as the unit was deploying for a couple of years. Cllrs considered funding for the event and budgeting. It was further noted that in June 2024 an event to mark the 80th anniversary of the crash of "Old Faithful" would need to be arranged.

RESOLVED: It was proposed and unanimously agreed to support the Freedom of

the Town event and provide a budget of £2,000 to be taken from the Mayors Allowance and Events budget.

Action: 281122/10: Cllr Old, Town Clerk & RFO

18. FINANCE

- a) **To receive receipts and payments list October 2022:** Received and noted.
- b) **To receive balance sheet dated 30th October 2022:** Received and noted.
- c) **To receive income and expenditure report dated October 2022:** Received and noted
- d) **To approve bank account reconciliation dated 30th October 2022:**
RESOLVED: It was proposed and unanimously agreed to approve the bank reconciliation as presented.
- e) **To consider a grant application from Wincanton Town Festival:**
Cllr Ellard invited representatives from Wincanton Town Festival to present their grant application and provide further detail about the event. Cllrs asked questions about the event and its financing. It was felt by some Cllrs that more detail surrounding the costing of the event was required in order for the grant application to be considered fairly. Wincanton Town Festival were invited to submit further information to the Council regarding accounts and a breakdown of costs and the item was deferred until the December meeting.

19. CORRESPONDENCE, TRAINING AND FORTHCOMING MEETINGS:

- (i) **Correspondence:** The following items of Correspondence were considered:
Somerset Local Authorities' Civil Contingencies Unit email: Cllrs Ellard and Tudgay volunteered to become local contacts. Cllr Old suggested a contingency plan be required for when the A303 shuts.
Somerset Bus Partnership email: The Town Clerk volunteered to become the representative and attend meetings.
Letter from Leader of Somerset County Council email: Noted.
Email from SSDC regarding Local Cycling and Walking Infrastructure Plans (LCWIPs): Add as an agenda item at the next meeting for further discussion.
- (ii) **Training:** None
- (iii) **Meetings:** None

- 20. Close of meeting and confirm date of next Town Council meeting as Monday 12th December 2022:** The date of the next Full Town Council meeting was confirmed as Monday 12th December 2022.

The meeting closed at 8:44pm.