



Wincanton
Town Council



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**DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD AT 7PM ON MONDAY 23RD
OCTOBER 2023 IN THE COUNCIL CHAMBER, TOWN HALL, WINCANTON**

MMEBERS PRESENT: Cllrs H Ellard (Chairman), T Child, E Hix, T Howe, P McLarnon, T Power, D Old, P Rodgers, & S Wing

PROPER OFFICERS IN ATTENDANCE: Emma Curtis – Town Clerk
Tracy Lamb – Deputy Clerk/RFO

MEMBERS OF THE PUBLIC PRESENT: 0

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

SOMERSET COUNCIL COUNCILLORS: Cllr Lucy Trimmell and Cllr Tom Power

PUBLIC PARTICIPATION

There were no members of the public in attendance

The meeting commenced at 7:00pm

Cllr Child and Cllr Trimmell arrived at 7:05pm

1. APOLOGIES FOR ABSENCE:

Received from Cllrs D Smith, L Ralph, C Rodgers, D Caines, N Anderson and K Hearne

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 Power, agenda item 6, *Somerset Council Cllr*

3. TOWN COUNCIL MINUTES 2nd OCTOBER 2023:

RESOLVED: It was proposed and agreed to approve the minutes as a true and accurate record of the meeting. Cllr McClarnon and Cllr Power abstained as absent from the meeting. The Chairman duly signed the minutes.

4. TO RECEIVE REPORTS FROM

(i) the Town Mayor: The Mayor reported that along with the Clerk he had attended several meetings with The Anonymous Travelling Market and Events Crew, the Balsam Centre and Somerset Highways. Cllr Ellard had also attended the launch of the 2023 Poppy Appeal.

(ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community: Cllr Power referred members to the report circulated prior to meeting and provided feedback on a Somerset Bus Partnership meeting he had attended. Cllr Power provided information about a regeneration meeting he had attended in Chard. Cllr Trimnell reported that Somerset Councils finances were in dire straits with extreme cuts required and that future spending outside of statutory duties was highly unlikely with murmurings of a Section 114 Notice.

(iii) Town Clerk: No report received.

(iii) local organisations, Town Councillor representatives, police and partners:

Cllr Hix reported she had attended a meeting with the police held at the Town Hall and there were about 16 members of the public in attendance. Cllr Hix provided feedback on issues discussed at the meeting. Cllr Hix stated she had attended the recent LCN event with Cllr Ralph and Cllr Child. Cllr Ellard confirmed that the next LCN event would be taking place on Wednesday 6th December at Wincanton Sports Ground.

5. ACTION LIST

To note circulation of the Actions from Meeting list and discuss any matters arising: The Actions from Meetings list was noted. No queries raised.

6. PLANNING

6a) THE FOLLOWING PLANNING APPLICATIONS WERE CONSIDERED:

Application Number	Address and description
23/01390/FUL Additional Information	Bridge Motors Ltd, Silver Street, Wincanton, Somerset, BA9 9AN The change of use from 'Sui Generis' use class (Motor Vehicle Workshop & Vehicle Sales), to Use class E(a) (Retail Sale of Goods), including alterations to the elevations and glazing, and the installation of new plant to the left side elevation. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01390/FUL
RESOLVED: It was proposed and agreed to recommend refusal of this planning application on the grounds on insufficient highways and pedestrian issues. Cllr Power abstained from the vote.	
23/02540/ADV	Bridge Motors Ltd, Silver Street, Wincanton, Somerset, BA9 9AN Installation of 1No. externally illuminated Fascia sign and 4No. other non-illuminated signs to include Window Vinyl's, ACM Panels, Poster Cases and Car Park Sign. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/02540/ADV
RESOLVED: It was proposed and agreed to recommend refusal of this planning application due to the concerns raised in application number 23/01390/FUL. Cllr Power abstained from the vote.	

23/00077/FUL	Unit 21 Bennetts Field Trading Estate, Wincanton, Somerset Proposed extension to warehouse building. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/00077/FUL
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained from the vote.	
23/02486/FUL	Verrington Hospital, Dancing Lane, Wincanton, Somerset, BA9 9DQ Proposed removal of switch room, generator, oil tank and storage container and erection/siting of replacement single storey switch room, oil tank and generator on south side of access road in addition to the installation of palisade fence. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/02486/FUL
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained from the vote.	
23/02574/FUL	The Balsam Centre, Balsam Park, Wincanton, Somerset, BA9 9HB Demolition of two small extensions and erection of a single storey extension. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/02574/FUL
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained from the vote.	

6b) THE FOLLOWING RECENT PLANNING DECISIONS WERE NOTED:

Application Number	Address and description
23/01924/LBC	7 High Street, Wincanton, Somerset, BA9 9JN Installation of customer WC Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01924/LBC
23/01911/HOU	30 Church Street, Wincanton, Somerset, BA9 9AF Single storey, ground floor extension to rear of property and internal alterations. Replacement of all windows. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01911/HOU

7. FINANCE

- a) To receive payments list dated 30th Sep 2023:** The payments list dated 30th Sep 2023 was received and noted. No queries raised. The Chairman signed the list.
- b) To receive balance sheet dated 30th Sep 2023:** The balance sheet dated 30th Sep 2023 was received and noted. No queries raised.
- c) To receive income and expenditure report dated 30th Sep 2023:** The income and expenditure report dated 30th Sep 2023 was received and noted. No queries raised.

d) To approve bank account reconciliation dated 30th Sep 2023:

RESOLVED: It was proposed and unanimously agreed to approve the bank account reconciliation as presented. The Chairman signed the document.

e) To receive Virements Report and approve recommendations:

RESOLVED: It was proposed and unanimously agreed to approve the recommended suggestions.

f) To consider quote to purchase RIALTAS Asset Inventory Software:

The quote received was considered by Cllrs.

RESOLVED: It was proposed and unanimously agreed to accept the quote and purchase the RIALTAS Asset Inventory Software.

Action: 231023/1 Town Clerk

g) To consider quote to upgrade Cemetery Management Software:

The paper circulated with pricing information was considered by Cllrs and the Clerk provided a verbal report regarding the requirement for upgrade of Cemetery Management Software and Mapping.

RESOLVED: It was proposed and unanimously agreed to accept the quote to upgrade the Cemetery Management Software and Mapping.

Action: 231023/2 Town Clerk

8. BUDGET 2024/25

To consider preliminary budget and report for the 2024/25 financial year:

The Deputy Clerk/RFO stated that the main purpose for discussion was to decide on members suggested items for inclusion in the budget. The Deputy Clerk/RFO reminded members that the budget must be set first prior to the precept. It was agreed that the following items would be included or amended within the 2024/25 budget and figures would be presented at an upcoming meeting:

- Electric Vehicle
- Equipment for live streaming of council meetings
- Increased CAT Bus funding
- Reduction of grants budget
- War Memorial maintenance following process of adoption
- Increased Events budget
- Bramble removal at the cemetery

Action: 231023/3 Deputy Clerk/RFO

9. INSURANCE

a) **To consider quotes for annual Town Council insurance and resolve on best option:** The Town Clerk reported a review of the Town Councils insurance and its adequacy had been conducted. Cllrs considered the quotes provided.

RESOLVED: It was proposed and unanimously agreed to proceed with Option C on a three-year term at £3480.77 per annum.

Action: 231023/4 Town Clerk

b) **To consider quotes for Town Council assets insurance reinstatement**

review: The Town Clerk and Deputy Clerk/RFO explained the requirement for accurate insurance reinstatement figures for Town Council assets and the need for assessment every few years. The Clerk provided information on quotes received and recommend, due to the expense, the item be added to the 2024/25 budget and for further quotations to be sought.

RESOLVED: It was proposed and unanimously agreed to put £10,000 in the 2024/25 budget for this project with the Clerk given delegated authority to proceed as appropriate.

Action: 231023/5 Town Clerk

10. COMMUNITY PLAN

To note responses from stakeholders and confirm members of the Community Plan Steering Group: The Clerk provided information from stakeholders who had confirmed they would like to be part of the Community Plan Steering Group, comprising of:

- Wincanton Police
- The Balsam Centre
- 1 Army Air Corps
- CAT Bus
- One Planet Wincanton
- King Arthurs School
- Wincanton Memorial Hall
- CATCH
- St Peter and St Paul Church

It was agreed that the Town Clerk would be a member of the Steering Group along with five members of the Council: Cllr Howe, Cllr Old, Cllr Ellard, Cllr Hix and Cllr Ralph.

RESOLVED: It was resolved and unanimously agreed that the Community Plan Steering Group would be formed with 15 members including the Town Clerk and five Cllrs.

Action: 231023/6 Town Clerk

11. REMEMBRANCE DAY

To note formal invitation to Remembrance Day ceremonies and confirm Town Council Representatives: Cllrs noted the formal invitation to the Remembrance Day ceremonies. It was agreed that Cllr R Rodgers would carry the standard with Cllr Ellard doing a reading. All Cllrs are invited to attend.

12. CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL

MEETING: The date of the next Full Town Council Meeting was confirmed as **Monday 27th November 2023 at 7pm**. All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 17th November**.

The meeting closed at 8:31pm