



Wincanton
Town Council



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EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit.
and proceed downstairs to outside of the Bear Inn.

DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD AT 7PM ON MONDAY 2nd OCTOBER 2023 IN THE COUNCIL CHAMBER, TOWN HALL, WINCANTON

MEMBERS PRESENT: Cllrs H Ellard (Chairman), N Anderson, D Caines, T Child, E Hix, T Howe, D Old, L Ralph, P Rodgers, D Smith & S Wing

PROPER OFFICER IN ATTENDANCE: Emma Curtis – Town Clerk

MEMBERS OF THE PUBLIC PRESENT: 6

MEMBERS OF AVON AND SOMERSET POLICE PRESENT: 2

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

SOMERSET COUNCIL COUNCILLORS: 0

PUBLIC PARTICIPATION

Information was provided regarding the planning application for Clementina along with information about the future of the site. Further queries were raised regarding highways and speeding in the town, ongoing antisocial behaviour by youths and an apparent lack of police presence and action.

The meeting opened at 7:23pm

1. APOLOGIES FOR ABSENCE:

Received from Cllrs T Power, C Rodgers, P McClarnon 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

None received.

3. TOWN COUNCIL MINUTES 21st AUGUST 2023

RESOLVED: It was proposed and unanimously agreed to approve the minutes as a true and accurate record of the meeting. The Chairman duly signed the minutes.

The Chairman suspended Standing Orders and moved agenda item 6 to agenda item 4 to enable discussion with members of the public.

4. ANTISOCIAL BEHAVIOUR

To discuss recent antisocial behaviour within the town, receive feedback from the police and consider preventative measures:

Ian Cromey-Hawke from Avon and Somerset Police provided information on crime statistics for Wincanton and explained the process of reporting crime and sanctions available. Members of the public expressed their concern for safety within the town and recent crime.

RESOLVED: It was proposed and unanimously agreed to arrange a public meeting for the police to address concerns within the town from residents regarding antisocial behaviour.

Action: 031023/1 Town Clerk

5. TO RECEIVE REPORTS FROM

(i) the Town Mayor: The Mayor reported he was working with the Clerk and reviewing legal documents relating to property and land. He stated that Cllr Anderson was now trained as a fellow Town Hall clock winder and that he had attended a Wincanton United Charities meeting.

(ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community: No Somerset Cllrs were present. Cllr Power had circulated a report prior to the meeting

(iii) Town Clerk: The Clerk referred members to the written report circulated prior to the meeting. There were no queries or questions.

(iiii) local organisations, Town Councillor representatives, police and partners: Cllr Ralph reported she would be attending the AGM for the Memorial Hall and stated new Trustees were required. Cllr Hix stated she had attended some LCN meetings regarding the Youth Contract and a Community Plan meeting with the Clerk. Cllr P Rodgers and Cllr Anderson discussed the location for the CAT Bus parking.

5. ACTION LIST

To note circulation of the Actions from Meeting list and discuss any matters arising: The Action from Meetings list was noted. Cllr Hix queried the progress of the Community Growing project, and the Clerk provided an update.

7. PLANNING

7a) THE FOLLOWING PLANNING APPLICATIONS WERE CONSIDERED:

Application Number	Address and description
23/01841/HOU	Coylton House, Bayford Hill, Wincanton Demolition of rear extension, internal alterations to rooms (Retrospective application) https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01841/HOU
RESOLVED: It was proposed and unanimously agreed to recommend this application for approval.	
23/01842/LBC	Coylton House, Bayford Hill, Wincanton Demolition of rear extension, internal alterations to rooms (Implemented) https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01842/LBC
RESOLVED: It was proposed and unanimously agreed to recommend this application for approval.	
23/02113/LBC	Marsh Court, Marsh Lane, Wincanton, Somerset, BA9 9QZ Repair and renewal of windows on the south elevation, unblocking and reinstatement of first floor window on west elevation, installation of secondary glazing to all windows and various minor internal alterations (part-implemented) https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/02113/LBC
RESOLVED: It was proposed and unanimously agreed to recommend this application for approval.	
23/01924/LBC	7 High Street, Wincanton, Somerset, BA9 9JN Installation of customer WC https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01924/LBC
RESOLVED: It was proposed and unanimously agreed to recommend this application for approval.	
22/02519/S73A	Solar Site At Sutor Farm, Moor Lane, Wincanton, Somerset Construction of a 9.3 hectare solar park with associated works. S73A application to amend condition 2 of approval 14/05472/FUL (as varied by 16/03675/S73A) to remove the time limiting element for the solar site of 30 years from the approval date and to allow the permitted solar installation to continue until 10th November 2071 https://ssdc.somerset.gov.uk/planningdocuments?ref_no=22/02519/S73A
RESOLVED: It was proposed and unanimously agreed to recommend this application for approval.	

23/01958/FUL	New Barns Farm, West Hill, Wincanton, Somerset, BA9 9BU Formation of five new parking spaces and associated access works https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01958/FUL
RESOLVED: It was proposed and unanimously agreed to recommend this application for approval.	
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. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01911/HOU
RESOLVED: It was proposed and unanimously agreed to recommend this application for approval.	
23/02210/S73A	Churchfields House, Churchfield, Wincanton, Somerset, BA9 9AG S73A Application to vary Condition 02 (electric supply) & remove Condition 06 (obscure glazing) relating to planning consent 22/01991/P3MA; Prior approval for proposed change of use from Commerical, Business & Service Class E to dwellinghouses Class C3 to create 15 residential dwelling units https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/02210/S73A
RESOLVED: It was proposed and unanimously agreed to recommend this application is refused.	

7b) THE FOLLOWING RECENT PLANNING DECISIONS WERE NOTED:

Application Number	Address and description
23/01603/HOU	Wassall House, Bayford Hill, Wincanton, Somerset, BA9 9LR Removal of the current additions at the rear and rear-west corner of the property, subsequent erection of two-storey extension across the rear width of the original house, and one-storey extension at the rear-west corner of the property. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01603/HOU
23/01563/HOU 23/01564/LBC	Verrington Barn, Verrington Lane, Charlton Musgrove, Somerset BA9 8BN The erection of a garden office outbuilding and a single storey sun room extension to dwelling, replacement roof lights to south and north elevations and new roof lights to north elevation, new oak timber doors to south elevation and alteration of window to timber doors on west elevation of the dwelling. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01563/HOU

23/01567/LBC	5-7 High Street, Wincanton, Somerset, BA9 9JN Internal alterations to include creation of storage area; installation of WC; and food preparation areas. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01567/LBC
23/00710/FUL	2 Alfreds Way, Wincanton Business Park, Wincanton, Somerset Erection of a two-storey extension with single-storey link structure to side of existing office building for storage and office uses Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/00710/FUL
23/01744/HOU	Iona, Flingers Lane, Wincanton, Somerset, BA9 9LE Erection of a two storey extension to rear of dwelling Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01744/HOU

8. FINANCE

a) To receive payments list dated 31st August 2023:

The payments list dated 31st Aug 2023 was received and noted. No queries raised.

b) To receive balance sheet dated 31st August 2023:

The balance sheet dated 31st Aug 2023 was received and noted. No queries raised.

c) To receive income and expenditure report dated 31st August 2023:

The income and expenditure report dated 31st Aug 2023 was received and noted. No queries raised.

d) To approve bank account reconciliation dated 31st August:

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 note completion of the Annual Governance and Accountability Return

2022/23 and note display of the Notice of Conclusion of Audit: Successful completion of the Annual Governance and Accountability Return was noted and the Town Clerk and Deputy Clerk/RFO praised for their efforts.

g) To consider quotes for resurfacing of Cale Park Car Park:

Quotations received were considered by Cllrs.

RESOLVED: It was proposed and unanimously agreed to proceed with a quote received at £15,200 + VAT.

Action: 021023/2 Town Clerk and Works and Maintenance Supervisor

h) To consider quotes for replacement bark at Penn View and Cale Park play areas: Quotations received were considered by Cllrs. It was noted that the bark needs to be budgeted for annually and the budget increased.

RESOLVED: It was proposed and unanimously approved to proceed with the quote received totalling £4,461.50 + VAT.

Action: 021023/3 Town Clerk and Works and Maintenance Supervisor

9. CHRISTMAS EVENTS

To receive an update on planning of Christmas Events and review budget:

The Clerk provided an update on the planning of the Christmas Lights Switch on and Market and Over 70's Christmas Lunch along with budget information for each event.

RESOLVED: It was proposed and agreed to proceed with the Christmas events as described, including reindeer and snow machine for the Christmas Lights Switch on and Market. Cllrs Child and Smith abstained.

Action: 021023/4 Town Clerk

10. PLINTH AND LAMP

To note receipt of insurance claim, consider quotations for repair and resolve

on the way forward: Cllr Ellard provided information on the history of the plinth and lamp. The Clerk reported that the insurance claim had been finalised but that only 33% of the value had been received due to inadequate insurance cover at the time of the incident. The Clerk stated if the Council wished to replace the plinth and lamp then it would require funding from reserves. Cllrs considered other opportunities for the area including a flagpole and moveable street furniture.

RESOLVED: It was proposed and agreed that the plinth isn't replaced that the Clerk seek quotes for removing the remainder of the plinth, gain a quotation for a flagpole, get ideas for the Market Place and look at moveable street furniture.

Action: 021023/5 Town Clerk

11. PROPERTIES WORKING GROUP

To consider the formation of a working group to discuss possible usage of

vacant properties within the town: Cllr Old suggested that the Town Council form a working group to look at options for the Town Hall and other properties in the town.

RESOLVED: It was proposed and unanimously agreed to form a working group. Cllrs Ellard, Old, Ralph, Howe, Wing and Smith volunteered to form the group.

Action: 021023/6 Town Clerk

12. COMMUNITY PLAN

To resolve to set up a Steering Group, agree Terms of Reference, approve and sign agreement and agree timescales:

The Clerk provided an update following the meeting with The Community Council for Somerset and referred Cllrs to the documents circulated prior to the meeting.

RESOLVED: It was proposed and unanimously agreed to set up a Steering Group, approve the Terms of Reference, sign the agreement and agree to proposed timescales.

Action: 021023/7 Town Clerk

13. OPEN SPACES COMMITTEE MEETING

To confirm a date for the November Open Spaces Committee meeting:

RESOLVED: It was proposed and agreed that the November Open Spaces Committee meeting be moved to Monday 6th November.

Action: 021023/8 Town Clerk

14. LCN Youth Contract

To receive an update on the LCN Youth Contract and Memorandum of Understanding and consider future long-term funding for the project:

Cllrs received an update on the LCN Youth Contract from Cllr Hix and the Clerk. It was noted that the Clerk had some outstanding queries regarding the contract and MOU. Cllr Ellard stated the Clerk was conducting due diligence on behalf of the Council prior to signing the documentation and has the authority to sign agreements on

behalf of the Council. The Council agreed to fund £10,000 per annum for the youth project for three years on the basis the Clerk is happy with the final legal documents prior to signing.

RESOLVED: It was proposed and agreed that upon completion of due the Clerk sign the contract on behalf of the Council and £10,000 be budgeted for the next three years.

Action: 021023/9 Town Clerk

15. TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

(i) Correspondence: Email regarding Yarlington Manor Farm Development:

To be circulated

Email regarding Somerset Council Roundabout Scheme:

Noted.

(ii) Training: SALC

(iii) Meetings: LCN Meeting 4th October 2023 7pm

16. EXCLUSION OF PRESS AND PUBLIC

To consider resolution to exclude press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information relating to HR/Personnel matters:

RESOLVED: It was proposed and unanimously agreed to exclude the public and press for the remainder of the meeting.

a) To receive an update on the recruitment of an Administration Officer

The Clerk provided a verbal report on the recruitment of an Administration Officer.

17. CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING: The date of the next Full Town Council Meeting was confirmed as **Monday 23rd October 2023 at 7pm.** All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 13th October.**

The meeting closed at 8:48pm