



Wincanton
Town Council



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**DRAFT MINUTES OF THE ANNUAL FULL TOWN COUNCIL MEETING HELD ON MONDAY
12TH MAY 2025 AT 7:00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL**

PRESENT: Cllrs H Ellard (Chairman), N Anderson, J Eadington, K Hearne, T Howe, J Macfarlane, J Packer, T Power, D Old, C Rodgers, P Rodgers, D Smith, A Waistell, C Wallis & S Wing

PROPER OFFICE IN ATTENDANCE: Emma Curtis – Town Clerk

MEMBERS OF THE PUBLIC PRESENT: 6

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

SOMERSET COUNCIL COUNCILLORS: Cllr T Power

PUBLIC PARTICIPATION:

Members of the public spoke to address their upset at the closure of the Memorial Hall toilets. Cllrs listened to concerns and Cllr Power said he would be challenging the decision at Somerset Council but stated it is a county wide issue.

The meeting opened at 7:10pm

1.05/25 ELECTION OF CHAIRMAN/TOWN MAYOR:

Cllr Old nominated Cllr Ellard, this was seconded by Cllr P Rodgers. There were no further nominations.

RESOLVED: It was proposed and unanimously agreed that Cllr Ellard be elected Town Council Chairman/Mayor for the municipal year 2025/26. Cllr Ellard duly signed his Declaration of Acceptance of Office.

2. 05/25 ELECTION OF DEPUTY CHAIRMAN/DEPUTY TOWN MAYOR:

Cllr P Rodgers nominated Cllr Old, this was seconded by Cllr Ellard. There were no further nominations.

RESOLVED: It was proposed and agreed that Cllr Old be elected Town Council Deputy Chairman/Deputy Mayor for the municipal year 2025/26. Cllr Anderson abstained from the vote. Cllr Old duly signed her Declaration of Acceptance of Office.

3. 05/25 CO-OPTION OF NEW COUNCILLORS

To consider applications received and resolve to co-opt new Cllrs:

Cllr Ellard referred Cllrs to the two applications which had been received for the two vacancies.

RESOLVED: It was proposed and unanimously agreed to co-opt both applicants as Cllrs.

Cllrs Macfarlane and Eadington duly signed their Declaration of Acceptance of Office, countersigned by the Town Clerk, and joined the meeting.

4. 05/25 APOLOGIES FOR ABSENCE

Received from Somerset Councillor L Trimmell

5. 05/25 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Received from Cllr Power, agenda item 16. 05/25, *Somerset Cllr*

6. 05/25 TOWN COUNCIL MINUTES 14TH APRIL 2025

RESOLVED: It was proposed and agreed to approve the minutes as a true and accurate record of the meeting. Cllrs Howe, Packer, Eadington and Macfarlane abstained as absent from the meeting. The Chairman duly signed the minutes.

7. 05/25 TO RECEIVE REPORTS FROM

(i) the Town Mayor: Cllr Ellard reported that since the last meeting he had attended a charity cake sale at One Stop, attended the Community Plan Steering Group, attended all VE Day 80 events and met with a resident regarding a community working group. Cllr Ellard also formally thanked the RBL and Town Council staff for their efforts with VE Day 80 events.

(ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community: Cllr Power referred members to his report circulated prior to the meeting and asked any queries to be addressed to him.

(iii) Town Clerk: The Clerk referred members to her report circulated prior to the meeting. No questions were asked.

(iii) local organisations, Town Councillor representatives, and partners: Cllr Ellard requested that a formal thanks be passed to Cllr C Rodgers for hosting the bar at the VE Day 80 event and suggested a small donation be made to the Cricket Club.

RESOLVED: It was proposed and agreed that a donation of £100 be made to the Cricket Club. Cllr C Rodgers abstained.

Action: 120525/1 Town Clerk

8. 05/25 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.

9. 05/25 GENERAL POWER OF COMPETENCE

To reconfirm that the Town Council meet the eligibility criteria for the General Power of Competence as set out in the Localism Act 2011; namely that it has/had a qualified Clerk and that at least two thirds of vacancies were filled at the last ordinary election and that the Council continues the power until the next ordinary election:

RESOLVED: It was proposed and unanimously agreed that at the last ordinary election the Town Council met the criteria for the General Power of Competence and continues with the Power until the next elections.

10. 05/25 MEETING DATES

To reconfirm dates of meetings for the 2025/26:

Cllrs reviewed the dates and removed the June 2025 Open Spaces Committee.

RESOLVED: It was resolved and unanimously agreed to reconfirm the dates of meetings for the 2025/26 year but cancel the June 2025 Open Spaces Committee meeting.

11. 05/25 APPOINTMENT OF COMMITTEE MEMBERS

To appoint members to the Town Council's Committees:

Committee membership and number of Cllrs for each committee was considered.

RESOLVED: It was proposed and unanimously agreed to appoint committee members for the 2025/26 municipal year as follows:

Committee	Membership
Open Spaces	Cllr Anderson Cllr Eadington Cllr Ellard Cllr C Rodgers Cllr Smith Cllr Wallis Cllr Wing
Personnel	Cllr Ellard Cllr Hearne Cllr Howe Cllr Old Cllr Packer Cllr Wing

12. 05/25 TERMS OF REFERENCE

To resolve to readopt the following Committee Terms of Reference:

- Open Spaces Committee – Eadington
- Personnel Committee
- Community Plan Steering Group

RESOLVED: It was proposed and unanimously agreed to readopt the Committee Terms of Reference without amendment.

13. 05/25 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

To agree councillor representatives to outside organisations/bodies:

Cllrs considered representatives to outside organisations/bodies.

RESOLVED: It was proposed and unanimously agreed to appoint representatives as follows:

- The Balsam Centre: Cllr Howe
- Citizens Advice Bureau: Cllr Ellard
- Ring and Ride CAT Bus: Cllr P Rodgers
- Friends of Wincanton Community Hospital: Town Clerk
- MHA South Somerset: Cllr Old
- Memorial Hall: Cllr Packer
- Local Community Network (LCN): Cllr Ellard and Cllr Old
- Tourist Information: Town Clerk
- Chamber of Commerce: Cllrs Hearne and Howe

- Wincanton Museum: Cllr Wallis
- Wincanton Schools: Cllr Hearne
- Wincanton Sports Ground: Cllr Wing
- Wincanton United Charities: N/A

Cllrs further noted that Cllr Power had stepped down from his role as Bus Champion.

14. 05/25 POLICIES AND PROCEDURES FOR COUNCIL'S GOVERNANCE YEAR 2024/2025

To resolve to readopt the following Town Council policies:

Cllrs amended the Grants and Donations Policy and removed the Donation amount limit. All other policies remained unchanged.

RESOLVED: It was proposed and unanimously agreed to readopt the following policies and procedures with slight amendment to the Grants and Donations Policy:

- Absence Management Policy
- Annual Leave Policy
- Anti-Bullying and Harassment Policy
- Assets Policy
- Banner and Advertising Policy
- Biodiversity Policy
- Cale Park Recreation Ground Rules and Regulations
- Capability Procedure
- Carers Leave Policy
- Casual Vacancy Policy
- CCTV Policy
- Cemetery Fees
- CIL Procedure
- Code of Conduct
- Compassionate Leave Policy
- Community Engagement Policy
- Compliments, Complaints and Comments Policy
- Data Protection Policy
- Dignity at Work Policy
- Disciplinary Procedure
- Display Screen Equipment User (DSE) Policy
- Document Retention Policy
- Emergency Dependents Leave Policy
- Employer Discretions Policy
- Equality, Inclusion and Diversity Policy
- Financial Reserves Policy
- Financial Risk Assessment
- Flexible Working Policy
- Freedom of Information Policy
- Freedom of the Town Policy
- General Duties of Representatives Appointed to Outside Bodies
- General Privacy Notice
- Grant Funding and Donations Policy (Amended)
- Grant Monitoring Form

- Grievance Procedure
- Investment Strategy
- Lone Working Policy
- Management and Safety of Memorials
- Maternity Leave Policy
- Model Publication Scheme Procedure
- Paternity Leave Policy
- Persistent and Vexatious Complaints and Correspondence Policy
- Performance Improvement Policy
- Policy on audio/visual recording and photography at Council meetings
- Pre-Election Policy
- Press & Media Policy
- Purchase Delegation Policy
- Officer/Cllr Protocol
- Recreation Ground Rules and Regulations
- Recruitment, Selection and Induction Policy
- Reserves Policy
- Training and Development Policy
- Social Media Policy
- Staff Expenses Policy
- Standing Orders
- Website Accessibility Statement
- Whistleblowing Policy

15. 05/25 POLICIES AND PROCEDURES FOR COUNCIL'S GOVERNANCE YEAR 2024/2025

To note amended or new policies and resolve to adopt:

- Cemetery Regulations
- Financial Regulations
- Grave Digging Requirements
- Health and Safety Staff Handbook
- Health and Safety Policy

RESOLVED: It was proposed and unanimously agreed to adopt the amended or new policies as presented.

16. 05/25

A) THE FOLLOWING PLANNING APPLICATIONS WERE CONSIDERED:

Application Number	Address and description
25/00834/REM	Plot 3, Land At Lawrence Hill, Wincanton, Somerset, BA9 9RT Reserved matters application for the approval of appearance, scale, layout and landscaping for the erection of 2,424sqm of commercial accommodation (Use Classes E, B2 and B8) pursuant to outline planning permission ref. 19/02245/OUT. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00834/REM

RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/00781/REM	Land OS 4600 4884 4812 And 7616, Lawrence Hill, Wincanton Reserved matters application for the approval of appearance, landscaping, layout and scale following approval 19/02245/OUT for Light Industrial (Use Class B1), general Industrial (Use Class B2), Storage & Distribution (Use Class B8) & Residential Development (Use Class C3) with associated works. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00781/REM
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/00918/REM	Plot 4 Land Adj To Lawrence Hill, Land OS 4600 4884 4812 And 7616, Wincanton Reserved matters application for the approval of appearance, landscaping, layout and scale for the erection of offices and a self-storage facility on Plot 4, pursuant to outline planning permission ref. 19/02245/OUT https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00918/REM
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/00901/HOU	29 Saunters Close, Wincanton, Somerset, BA9 9QB Installation of air source heat pump https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00901/HOU
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/00864/FUL	Plaza Cinema, South Street, Wincanton, Somerset, BA9 9DL Conversion of an existing community church to form a new three screen cinema with remodelling of rear element of the building with new external wall finish. Front facade roof remodelling and external wall treatment with new front canopy and external signage. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00864/FUL
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/00865/ADV	Plaza Cinema, South Street, Wincanton, Somerset, BA9 9DL Display of 2No non-illuminated hoarding boards, 2No internally illuminated signage units, and 2No digital screen displays. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00865/ADV
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	

25/00769/HOU	Up Top, Dancing Lane, Wincanton, Somerset, BA9 9DE Proposed partial demolition of existing Conservatory and reconfiguration and Two storey Rear Extension https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00769/HOU
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/00748/LBC	West Hill House, West Hill, Wincanton Replacement of 2no. concealed structurally defective hardwood first floor bearers with 2no. concealed structural steel first floor bearers. Removal and replacement of defective lath and plaster ground floor ceiling. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00748/LBC
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	

B) THE FOLLOWING RECENT PLANNING DECISIONS WERE NOTED:

Application Number	Address and description
25/00899/DOC1	Land Rear Of Council Offices, Churchfield, Wincanton, Somerset Discharge of Conditions No.07 (Surface Water) and No.12 (BEP) of planning application 22/03341/FUL (Allowed at Appeal APP/E3335/W/24/3342358 27.11.2024) Decision: Conditions Discharged https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00899/DOC1
25/00379/P3GPA	Pine House, High Street, Wincanton, Somerset, BA9 9JF Prior approval for proposed Change of use from Commercial, Business and Service use (Class E) to mixed use including up to two flats (Class C3); Ground floor change of use to a Beer and Bottle Craft Bar, the use of First Floor Storage Area into a No. 3 Bed Flat and the use of Second Floor Storage Area into a No. 1 Bed Flat. Decision: Application Refused https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00379/P3GPA
25/00165/FUL	Radstock Co-operative, 1 Dykes Way, Wincanton, Somerset, BA9 9FQ Installation of refrigeration plant in the form of 4 No. condensers to serve the retail units internal fridges and freezers Decision: Application Permitted with Conditions

	https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00165/FUL
24/01025/S73	Land To The Rear Of The Dolphin Hotel, High Street, Wincanton S73 Application to vary Condition 02 (Drawings) and information to discharge Conditions 3 (Details of parking/turning area), 4 (Drainage Scheme), 5 (Visibility Splays), 6 (Drainage Scheme), 10 (Landscape Management Plan), 11 (Lighting Strategy), 13 (Construction Management Plan), 14 (EV Charging Point Details), 15 (Lighting Strategy), 16 (Levels Details), 17 (Materials Schedule), 21 (Biodiversity Enhancement Plan) and 22 (Archaeological Works) on planning permission 22/03191/FUL. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01025/S73

17. 05/25 FINANCE

- a) **To receive and sign the payments lists dated 31st March 2025 for Unity Bank Account**
The payments list was received and signed by the Chairman. No queries raised.
- b) **To approve bank account reconciliations dated 31st March 2025:**
Bank account reconciliations were approved as presented.
- c) **To receive quarterly income and expenditure report dated 31st March 2025:**
The income and expenditure report was received and noted. No queries raised.
- d) **To reconfirm that assets and insurance have been reviewed during the past year:**
Cllrs reconfirmed that the Town Council assets and insurance have been reviewed. –
- e) **To note receipt of the 2024/25 CIL report:** Cllrs noted receipt of the CIL report and the Chairman and Clerk signed the report.
- f) **To note precept income of £458,896:** Precept income was noted.
- g) **To review and resolve to reconfirm subscriptions list:** Cllrs reviewed the list.
RESOLVED: It was proposed and agreed to reconfirm the subscriptions list as presented with no amendments.
- h) **To resolve to approve delegated authority to the Clerk and Deputy Clerk/RFO to approve new utility contracts:**
RESOLVED: It was proposed and agreed to approve delegated authority to the Clerk and Deputy Clerk/RFO to approve new utility contracts.
- i) **To approve and sign letter to Unity Trust Bank as per banking mandate, including new password, to change password on multipayment card:**
RESOLVED: It was proposed and agreed to approve and sign the letter
- j) **To reconsider quote for boulders at Cale Park:** Cllrs considered the amended quote for the boulders at Cale Park along with the cost of barriers.
RESOLVED: It was proposed and agreed to approve the cost of boulders at Cale Park at £5565.00
- k) **To reconsider quote for flagpole installation:** Cllrs considered the amended quote and increase in costs and discussed budget and insurance claim.
RESOLVED: It was proposed and agreed to proceed with amended quote and flagpole installation as presented.

18. 05/25 GRANTS

- a) **To consider grant request from Octagon Theatre & Westlands Entertainment Venue:**
Cllrs considered the grant requested but required more clarity.

RESOLVED: It was proposed and agreed to refuse the grant request at this time and seek further information from the applicant.

- b) To consider grant request from Wincanton Carnival Committee: Cllrs considered the grant request.

RESOLVED: It was resolved to donate £3,000 to the Wincanton Carnival Committee on the proviso that if the carnival doesn't proceed the money is returned and that the Town Council is marketed on carnival publicity.

Action: 120525/2 Town Clerk

19. 05/25 CALE PARK

- a) To consider request from Ronald McDonald House Charities to host a Family Fun Day on Sunday 17th August:

RESOLVED: It was proposed and unanimously agreed to allow the Family Fun Day

- b) To consider request to host inflatable sessions during May half term and summer holidays:

RESOLVED: It was proposed and unanimously agreed to allow the inflatable sessions

- c) **RESOLVED:** It was further proposed and unanimously agreed to allow a Bounce session on Bank Holiday Monday.

20. 05/25 MOTION FROM CLLR WALLIS

To review free car parking in Wincanton: Cllrs considered Cllr Wallis's motion.

RESOLVED: It was proposed and unanimously agreed that the Council does not review free car parking.

21. 05/15 MEMORIAL HALL CAR PARK TOILETS

To resolve to approve statement concerning Somerset Councils decision to close the Memorial Hall Car Park Toilets: Cllrs considered the need to release a statement regarding the toilets.

RESOLVED: It was proposed and unanimously agreed to release the statement with a slight amendment.

22. 05/25 TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

- (i) Correspondence: SALC information on Affiliation Fees: Noted
Letter requesting memorial bench at Cale Park: Approved
- (ii) Training: SALC
- (iii) Meetings: None

23. 05/25 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 June at 7pm.** All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 13th June.**

The meeting closed at 8:30pm