



Wincanton
Town Council



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**DRAFT MINUTES OF THE ANNUAL FULL TOWN COUNCIL MEETING HELD ON MONDAY
20TH MAY 2024 AT 7:00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL**

MEMBERS PRESENT: Cllrs H Ellard (Chairman), K Hearne, E Hix, T Howe, J Packer, D Old, C Rodgers, C Wallis & S Wing

PROPER OFFICERS IN ATTENDANCE: Emma Curtis – Town Clerk

MEMBERS OF THE PUBLIC PRESENT: 3

MEMBERS OF THE LOCAL PRESEE IN ATTENDANCE: 0

SOMERSET COUNCIL COUNCILLORS: Cllr L Trimnell

PUBLIC PARTICIPATION

No queries raised. **The meeting opened at 7:01pm.**

WTC021 ELECTION OF CHAIRMAN/TOWN MAYOR:

Cllr Hearne proposed Cllr Ellard, this was seconded by Cllr C Rodgers. There were no further nominations.

RESOLVED: It was proposed and agreed that Cllr Ellard be elected Town Council Chairman/Mayor for the municipal year 2024/25. Cllr Ellard duly signed his Declaration of Acceptance of Office.

WTC022 ELECTION OF DEPUTY CHAIRMAN/DEPUTY TOWN MAYOR:

Cllr Hearne proposed Cllr Old, this was seconded by Cllr Wallis. There were no further nominations.

RESOLVED: It was proposed and agreed that Cllr Old be elected Town Council Deputy Chairman/Mayor for the municipal year 2024/25. Cllr Old duly signed her Declaration of Acceptance of Office.

WTC023 APOLOGIES FOR ABSENCE:

Received from Cllrs T Power, P Rodgers, P McClarnon and D Smith.

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

WTC024 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS:

Received from Cllr Hix, agenda item WTC036, *family members previous volunteers*

WTC025 TOWN COUNCIL MINUTES 29th APRIL 2024:

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.

WTC026 TO RECEIVE REPORTS FROM:

(i) the Town Mayor: No report received

(ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community: Cllr Trimnell reported that Somerset Council is in a crisis with no money and £100million blackhole. Cllr Trimnell stated that redundancies were being considered at the next Full Council meeting starting with voluntary redundancies with additional redundancies in due course. Cllr Trimnell expressed concern about the devolution of some highways services such as drainage and flood management and reported that the planning department were in a terrible position with applications being severely delayed. It was reported that no decision had yet been made on the closure of recycling centres.

(iii) Town Clerk: No report received

(iii) local organisations, Town Councillor representatives, and partners: Cllr Old reported she had met with 1AAC to finalise arrangements for the Old Faithful parade on 23rd June. Cllr Hix reported she had met with youth worker from Youth Connect South West and had attended a Community Review meeting to finalise survey questions.

WTC027 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. No queries raised.

WTC028 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 readopts the power until the next ordinary election: The Clerk provided information on the GPOC and new requirements from the internal and external auditor stating that evidence was now being requested to prove eligibility for the power.

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 readopts the power.

WTC029 MEETING DATES

To reconfirm dates of meetings for the 2024/25

RESOLVED: It was proposed and unanimously agreed to reconfirm the previously agreed meeting dates for the 2024/25 municipal year.

WTC030 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 2024/25 municipal year as follows:

Committee	Membership
Open Spaces - Quarterly	Cllr Anderson Cllr Ellard Cllr Hix Cllr C Rodgers Cllr Smith Cllr Wallis Cllr Wing
Personnel – As required	Cllr Ellard Cllr Hearne Cllr Howe Cllr Old Cllr Packer Cllr Wing

WTC031 TERMS OF REFERENCE

To review and resolve to readopt the following Committee Terms of Reference:

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

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

WTC032 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): Cllrs Ellard, Hix, Old and Wallis
- Deputy Cllr for Youth Project: Cllr Hix
- Tourist Information: Town Clerk
- Chamber of Commerce: Cllrs Hearne and Howe
- Wincanton Museum: Cllr Ellard
- Wincanton Schools: Cllr Hearne
- Wincanton Sports Ground: Cllr Wing
- Wincanton United Charities: Put in abeyance until next month

WTC033 POLICIES AND PROCEDURES FOR COUNCIL'S GOVERNANCE YEAR 2024/2025

To resolve to readopt the following Town Council policies: The Clerk stated that new Financial Regulations had been released and would be presented to Council in due course once considered by the RFO and adapted for Wincanton Town Council.

RESOLVED: It was proposed and unanimously agreed to readopt the following policies and procedures as presented without amendment:

- Absence Management Policy
- Assets Policy
- Biodiversity Policy
- Cale Park Recreation Ground Rules and Regulations
- Capability Procedure
- Cemetery Regulations
- Cemetery Fees
- Casual Vacancy Policy
- CIL Procedure
- Code of Conduct
- Community Engagement Policy
- Compliments, Complaints and Comments Policy
- Councillor/Officer Protocol
- Data Protection Policy
- Dignity at Work Policy
- Disciplinary Procedure
- Display Screen Equipment User (DSE) Policy
- Document Retention Policy
- Equality, Inclusion and Diversity Policy
- Financial Regulations
- Financial Reserves Policy
- Financial Risk Assessment
- Freedom of Information Policy
- General Duties of Representatives Appointed to Outside Bodies
- General Privacy Notice
- Grant Funding and Donations Policy
- Grant Monitoring Form
- Grievance Procedure
- Health and Safety Policy
- Lone Working Policy
- Model Publication Scheme Procedure
- Persistent and Vexatious Complaints and Correspondence Policy
- Performance Management Policy
- Policy on audio/visual recording and photography at Council meetings
- Pre-Election Policy
- Press & Media Policy
- Purchase Delegation Policy
- Recruitment, Selection and Induction Policy
- Training and Development Policy
- Social Media Policy
- Staff Expenses Policy

- Standing Orders
- Website Accessibility Statement
- Whistleblowing Policy

WTC034 CEMETERY EXTENSION AND CALES REACH

To receive an update on the transfer of the Cemetery Extension and Cales Reach and resolve to approve draft contract and commence exchange of contracts:

The Clerk reported that the Councils solicitor had raised a few queries regarding the transfer and exchange of contracts and recommended the item be deferred to a later meeting.

RESOLVED: It was proposed and unanimously agreed to defer this item to a later meeting.

WTC035 COMMUNITY AWARDS

To receive an update on the Community Awards and resolve on a date for awards

presentation: The Clerk provided a verbal update on the preparation for the Community Awards stating the closing date for nominations would be Friday 28th June. It was decided that the ceremony would take place in the Council Chamber on a Thursday in September.

Action: 200524/1 Town Clerk

WTC036 COMMUNITY FRIDGE

To receive an update on the Community Fridge, consider how to find new volunteers and resolve to write a letter of thanks to volunteers who have recently withdrawn their services:

The Clerk provided a verbal update on the Community Fridge and resignation of some volunteers due to personal reasons. stating that some new volunteers had come forward and the Level 2 Hygiene Certificate would be conducted by a staff member and new cleaning volunteer. The Clerk reported a motion had been requested to write a letter of thanks to volunteers who had recently withdrawn their services.

RESOLVED: It was proposed and unanimously agreed to write thank you letters to all volunteers who had withdrawn their services.

Action: 200524/2 Town Clerk

WTC037 PLANNING

A) THE FOLLOWING PLANNING APPLICATIONS WERE CONSIDERED:

Application Number	Address and description
24/00942/FUL	3 Church Street, Wincanton, Somerset Installation of gas supply to front elevation for flats therein. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/00942/FUL
<u>RESOLVED:</u> It was proposed and unanimously agreed to recommend approval of this application.	
24/00943/LBC	3 Church Street, Wincanton, Somerset Installation of gas supply to front elevation for flats therein. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/00943/LBC
<u>RESOLVED:</u> It was proposed and unanimously agreed to recommend approval of this application.	

24/01001/S73	Willow Farm, Moor Lane, Wincanton S73 Application to vary Condition 9 (occupancy restriction) to permit use as a dwelling house of planning consent number 98/00376/COU Conversion of barn to dwelling. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01001/S73
RESOLVED: It was proposed and unanimously agreed to recommend approval of this application.	

B) THE FOLLOWING PLANNING DECISIONS WERE NOTED:

Application Number	Address and description
24/00787/HOU	19 Cale Way, Wincanton, Somerset, BA9 9BS Proposed single storey rear extension. Proposed single storey, side extension. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/00787/HOU
24/00671/HOU	4 Ireson Close, Wincanton, Somerset, BA9 9LU Proposed single storey front extension to dwelling. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/00671/HOU
24/01122/DOC1	White Horse Hotel, 4 High Street, Wincanton, Somerset, BA9 9JP Discharge of Condition No. 17 (Archaeology) of Planning Application 20/03222/FUL Decision: Conditions Discharged https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01122/DOC1

WTC038 FINANCE

a) To reconfirm that assets and insurance have been reviewed during the past year:

Cllrs reconfirmed that the Council had thoroughly reviewed its assets and insurance during the past year.

b) To resolve to elect two new Cllrs as banking signatories:

RESOLVED: It was proposed and unanimously agreed that Cllrs Howe and Packer be added as Town Council banking signatories.

c) To note receipt of the 2023/24 CIL report: Cllrs noted receipt of the 2023/24 CIL report.

d) To note precept income of £442,352: Cllrs noted receipt of the 2024/25 precept of £442,352.

e) To consider quotes for 2024 Christmas trees: Cllrs considered the Christmas tree quotes as presented. The Clerk reported the quotes had come in under budget but reminded Cllrs there was no longer the grant which had been received in previous years from the former SSDC.

f) To review and resolve to reconfirm subscriptions list: Cllrs reviewed the subscriptions list.

RESOLVED: It was proposed and unanimously agreed to cancel the Councils subscription with Rural Services Partnership Ltd but to keep all other subscriptions as presented.

g) To review and resolve to reconfirm direct debits list: Cllrs reviewed the direct debits list.

RESOLVED: It was proposed and unanimously agreed to reconfirm the direct debits list as presented without amendment.

WTC039 TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

- (i) **Correspondence:** Somerset Council Parish Rights of Way: Clerk to respond
Email regarding facilities in Wincanton: Clerk to respond
- (ii) **Training:** SALC
- (iii) **Meetings:** None

WTC040 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 the press from the remainder of the meeting. Members of the public vacated the meeting.

The Clerk provided a verbal HR/Personnel matters update.

RESOLVED: It was proposed and unanimously agreed to gain quotes for cleaning of the Town Hall once per month. Cllrs considered a DSE Assessment Report and it was further unanimously agreed to approve all recommendations within the report and purchase new equipment.

WTC041 CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING:

The date of the next Full Town Council Meeting was confirmed as **Monday 24th June at 7pm.** All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 7th June.**

The meeting closed at 8:06pm.