



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 ON MONDAY 24TH MARCH 2025 AT 7:00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL

PRESENT: H Ellard (Chairman), K Hearne, T Howe, T Power, C Rogers, P Rodgers, D Smith, A Waistell, C Wallis & S Wing

PROPER OFFICER IN ATTENDANCE: Emma Curtis: Town Clerk

MEMBERS OF THE PUBLIC PRESENT: 2

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

SOMERSET COUNCIL COUNCILLORS: Cllr T Power and Cllr L Trimnell

PUBLIC PARTICIPATION

There were two members of the public in attendance. One spoke regarding a grant application and provided supporting information. The other was invited to speak under agenda item WTC175. Cllr P Rodgers spoke as a member of the public regarding complaints about parking along Station Road at school drop off and pick up times. Cllr C Rodgers spoke as a member of the public regarding the poor state of the road at Balsam Fields. Cllr Power stated that Cllr Trimnell would be arriving late.

The meeting opened 7:12pm

WTC170 APOLOGIES FOR ABSENCE

Received from Cllrs D Old, J Packer and N Anderson

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

WTC171 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Received from Cllr Waistell, agenda item WTC176 Pine House, *Pecuniary Interest*

Received from Cllr Power, agenda items WTC176 and WTC177c, *Somerset Cllr and School Governor*

WTC172 TOWN COUNCIL MINUTES 24th FEBRUARY 2025

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

WTC173 LCN YOUTH CONTRACT

To receive information following meeting with Youth Connect South West:

The Clerk provided an update on the meeting held with YCSW with herself and the Mayor present and referred members to the latest report. A representative from YCSW provided a verbal report on recent attendance and activities. Cllr Smith stated he was concerned about registration numbers.

WTC174 TO RECEIVE REPORTS FROM:

(i) the Town Mayor: The Mayor reported since the last meeting he had attended the Youth Connect update meeting, attended the VE/VJ working group, attended a Wincanton United Charities meeting, attended the meeting with Avon & Somerset Police and witnessed the opening of tenders for the refurbishment of the public toilets.

(ii) Town Clerk: The Clerk referred Cllrs to the report circulated prior to the meeting.

(iii) 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 the meeting and stated he had attended the recent budget meeting and had been involved in car park discussions. Cllr Power stated that devolution of assets had currently gone quiet.

(iiii) local organisations, Town Councillor representatives, and partners: None received.

WTC175 ACTION LIST

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

Cllrs noted the circulation of the Action List and discussed ongoing parking concerns outside the primary school.

WTC176 PLANNING

a) THE FOLLOWING PLANNING APPLICATIONS WERE CONSIDERED:

Application Number	Address and description
25/00379/P3GPA (Amended)	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 and the use of First Floor Storage Area into a No. 3 Bed Flat. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00379/P3GPA
<u>RESOLVED:</u> It was proposed and agreed to recommend approval of this application. Cllrs Power and Waistell abstained.	

25/00562/LBC	Pine House, High Street, Wincanton Internal works only to convert the ground floor into a beer and bottle craft beer saloon with installation of toilets. Conversion of first and second floor storage areas to create two flats (part implemented) https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00562/LBC
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllrs Power and Waistell abstained.	
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 https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00165/FUL
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/00406/TPO (Notification Only)	Verrington Hospital, Dancing Lane, Wincanton, Somerset, BA9 9DQ Application of intent to reduce limb by 3m in height and spread and reducing neighbouring stems to same canopy line and shape of No 1 tree as shown by the South Somerset District Council (WINC 3) 2005 Tree Preservation Order. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00406/TPO
Noted	

b) TO FOLLOWING RECENT PLANNING DECISIONS WERE NOTED:

Application Number	Address and description
25/00039/ADV	The Radstock Co- Operative Society, Dykes Way, Wincanton Business Park, Wincanton, Somerset, BA9 9FQ Display of 1 no. internally illuminated totem sign, 2 no. externally illuminated fascia signs and vinyl signage to the windows. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00039/ADV
24/02933/FUL	Flat 8 Churchfields House, Churchfield, Wincanton, Somerset, BA9 9AJ Replace a window with a door within an existing stone surround on the south elevation Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/02933/FUL

24/02888/COU	Ground Floor Flat, 6 High Street, Wincanton, Somerset, BA9 9JP Change the use of the existing Ground Floor Flat from Class C3 (dwelling one bed flat) to Class E (Commercial, Business and Service) Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/02888/COU
24/01031/DOC1	Land To The Rear Of The Dolphin Hotel, High Street, Wincanton, Somerset Discharge of Conditions No. 3 (WSI), No. 5 (CEMP), No.6 (Pruning), No. 7 (Landscaping), No. 8 (Boundary Wall), No. 9 (Parking spaces), No. 10 (Windows), No. 11 (EVCP), No. 12 (Surface Water), No. 14 (Cycle Storage) and No. 18 (Gas/Electric Boxes) of Planning Application 23/00600/S73. Decision: Conditions Discharged https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01031/DOC1

WTC177 FINANCE

- a) **To receive and sign the payments list dated 28th February 2025 for Unity Bank Current Account and Multipay Card Account:** Cllrs received the payments list dated 31st August 2024 for the Current Account. The document was signed by the Chairman with no questions asked. It was noted the Multipay Card Account was not yet available.
- b) **To review the grant monitoring form and supporting documents and approve the reclaiming of funds from Wincanton History Society:** Cllrs viewed and discussed the grant monitoring form and supporting documentation.
RESOLVED: It was proposed and unanimously agreed to authorise the Clerk to reclaim the grant which has been incorrectly spent (not including the noticeboard if relevant evidence submitted) and veto any further grant applications.
Action: 240325/1 Town Clerk
- c) **To consider grant application form from DoFE Somerset:** Cllrs considered the grant application, supporting documents and information provided during Public Participation.
RESOLVED: It was proposed and agreed to refuse the grant application as presented due to insufficient information on students from Wincanton benefitting and costs included not falling within the grants criteria. Cllrs Power, Hearne and Wallis abstained.
Action: 240325/2 Town Clerk
- d) **To review Cemetery Fees from 1st April 2025:** Fees and criteria for resident and non-resident fees were reviewed.
RESOLVED: It was proposed and unanimously agreed to keep the fees the same and approve the criteria for resident and non-resident fees.
- e) **To review Allotment Fees from for October 2026:** Allotment fees were reviewed.
RESOLVED: It was proposed and unanimously agreed for the allotment fees to remain the same for 2026.
- f) **To receive and approve updated Assets Register:** The Asset Register was reviewed and it was noted a few minor amendments were required.
RESOLVED: The Assets Register was received and approved pending minor amendments.

Action: 240325/3 Deputy Clerk/RFO

- g) **To receive and approve updated Risk Assessment:** The Risk Assessment was reviewed.

RESOLVED: The Risk Assessment was received and approved.

- h) **To approve and sign letter to Unity Trust Bank as per banking mandate to change password on multipayment card:** Cllrs Ellard and Wing volunteered to sign the letter.

RESOLVED: It was agreed and approved to sign the letter. Cllrs Ellard and Wing duly signed the letter.

Action: 240325/4: Town Clerk

- i) **To approve for any unspent funds from Cost Centre 400/Cost Code 4825 Surfacing to be transferred to an earmarked reserve at the end of the financial year:**

RESOLVED: It was proposed and unanimously agreed to transfer unspent funds to an earmarked reserve at the end of the financial year.

- j) **To consider quotation received for reindeer at this years Christmas Light Switch On:** Cllrs considered the quote for three hours too expensive.

RESOLVED: It was proposed and agreed to gain a quotation for reindeer for two hours. Cllrs Smith and Power abstained.

Action: 240325/5: Town Clerk

- k) **To consider quotes for boulders for Cale Park to restrict vehicle access:** Cllrs considered the quotes received and Cllr Smith reminded all that bollards were required in one area to maintain Council access to the grounds.

RESOLVED: It was proposed and unanimously agreed to proceed with the boulders for Cale Park with boulders for access. Company A was agreed.

Action: 240325/6: Town Clerk & Works and Maintenance Supervisor

- l) **To consider quote for repair of wall at Wrixons View:** Cllrs considered the quote received. The Clerk stated it had been difficult to gain further quotes.

RESOLVED: It was approved and agreed to proceed with the quote received and repair the wall at Wrixons View. Cllrs P Rodgers, C Rodgers and T Howe abstained from the vote.

Action: 240325/7: Town Clerk

WTC178 WAR MEMORIALS

To consider motion for small repairs and options to keep wreaths in place:

Cllrs considered the motion received from Cllr Old.

RESOLVED: It was proposed and unanimously agreed to authorise the Clerk and Works and Maintenance Supervisor to gain quotes to present to an upcoming meeting.

Action: 240325/8: Town Clerk & Works and Maintenance Supervisor

WTC179 PLINTH REPLACEMENT AT MARKET PLACE

To consider and resolve upon options for replacement of the plinth at the Market Place:

Cllrs considered the quotes received for the installation of a flagpole in replacement of the plinth.

RESOLVED: It was proposed and agreed to proceed with the original quotation from Crestmoor and to obtain a flagpole for installation. Cllrs Smith and Wing abstained.

Action: 240325/8: Town Clerk & Works and Maintenance Supervisor

WTC180 SALC HEALTH AND WELLBEING GRANT

- a) **To approve grant application to SALC for a Health and Wellbeing Grant in conjunction with Wincanton Cares:** **Item cancelled as grant application not accepted.**

- b) **To elect a Cllr Health and Wellbeing representative:** **It was proposed and agreed to**

elect Cllr Power as the Health and Wellbeing representative.

- c) To consider funding for the project: **Item cancelled as grant application not accepted.**

WTC181 CALE PARK EVENTS

- a) To consider request to host a Family Fun Day at Cale Park on 26th July 2025:
RESOLVED: It was proposed and unanimously agreed to approve this request dependent on Cricket fixtures.
- b) To consider request to host inflatable sessions during the Easter Holidays on Wednesday 9th April 2025, Friday 11th April 2025 and Wednesday 16th April 2025
RESOLVED: It was proposed and unanimously agreed to approve these dates for inflatable sessions.

Action: 240325/9: Town Clerk

WTC182 COMMUNITY PLAN

To note receipt of the Community Plan Report and Executive Summary and receive information on the next stage: Receipt of the Community Plan Report and Executive Summary was noted. The Clerk explained the next stages.

WTC183 TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

- (i) **Correspondence:** To consider request to allow market traders at the Market Place on Wincanton History Day: Agreed providing insurance supplied.
- (ii) **Training:** SALC
- (iii) **Meetings:** None

WTC184 TO CONSIDER AN EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, to consider a resolution to exclude the non-committee members, the press and public from the meeting for the following reason: **Confidential HR Matters**

RESOLVED: It was proposed and unanimously agreed to exclude the public and press and enter into confidential session. Cllr Trimnell left the meeting.

- To receive a staffing update from the Town Clerk:
RESOLVED: A response to an informal matter was proposed and unanimously agreed by Council.
- To resolve to terminate use of locum:
RESOLVED: It was proposed and unanimously agreed to cease use of locum services.

WTC185 CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING:

The date of the next Full Town Council Meeting was confirmed as **Monday 14th April 2025 at 7pm.** All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 4th April 2025.**

The meeting closed 8:43pm