



Wincanton
Town Council



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DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON MONDAY 29TH JULY 2024 AT 7.00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL

MEMBERS PRESENT: Cllrs H Ellard (Chairman), E Hix, T Howe, D Old, T Power, C Rodgers, P Rodgers, D Smith, C Wallis & S Wing

PROPER OFFICERS IN ATTENDANCE: Emma Curtis – Town Clerk

MEMBERS OF THE PUBLIC PRESENT: 0

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

SOMERSET COUNCIL COUNCILLORS: Cllr L Trimnell and Cllr T Power

PUBLIC PARTICIPATION:

There were no members of the public in attendance. Cllr P Rodgers spoke regarding vandalism at the church and dumping of led at Cale Park Recreation Ground. Cllr Hix queried why the Park Run application was declined at the last meeting and requested this be reconsidered. **The meeting opened at 7:10pm.**

WTC056 APOLOGIES FOR ABSENCE

Received from Cllrs K Hearne and J Packer

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

WTC057 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Received from Cllr T Power, Somerset Council Cllr, *Member of Planning Committee*

WTC058 TOWN COUNCIL MINUTES 24TH JUNE 2024

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. Cllrs Power and Wing abstained as absent from the meeting, Cllr Hix voted against approval.

WTC059 TO RECEIVE REPORTS FROM:

(i) the Town Mayor: Cllr Ellard reported that since the last meeting he had attended a Community Plan meeting, Brains Farm site visit with Cllr Rodgers and Cllr Wallis, met with some possible developers with the Clerk, attended a meeting with the Clerk at Rutter & Rutter Solicitors regarding the Cemetery Land Transfer, attended a Cricket Club meeting and the official opening of the Dancing Green development.

(ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community: Cllr Power stated he would be producing a joint report to cover July and August as currently there was not much to state. Cllr Trimmell provided a report about the state of affairs and issues at Somerset Council and Highways issues in Wincanton.

(iii) Town Clerk: The Clerk referred Cllrs to the report circulated prior to the meeting. No queries were raised. Cllr Old passed on her thanks to the Works and Maintenance team for working in extreme heat. The Clerk stated due to comments made earlier in the meeting the response regarding the Park Run grant would be forwarded to all Cllrs for transparency. Cllr Rodgers stated the bus timetable at West Hill was out of date.

(iii) local organisations, Town Councillor representatives, and partners: Cllr Old stated that the report figures received in the police reports are not clear and required clarification on those that are charged. The Clerk had queried this with the police and been told that a Freedom of Information request would need to be made to access statistics showing crimes reported, crimes investigated, and crimes convicted. All Cllrs agreed that it would be beneficial for the Town Council to meet with the new PCC and the Clerk was tasked with arranging this meeting. The Clerk referred Cllrs to the first report from Youth Connect South West providing information about the first few months delivering the youth project in Wincanton. Cllr Howe reported he had attended the Wincanton Chamber of Commerce breakfast meeting and stated the Chamber were keen to work together to reengage with High Street businesses and seek future funding opportunities.

WTC060 ACTION LIST

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

Cllrs noted circulation of the Actions from Meeting list. No queries raised.

WTC061 HOOK VALLEY FARM PLANNING APPLICATION

To note concern within the town regarding this planning application and resolve to arrange a public meeting for residents and agree date and time of meeting:

Cllrs noted concern from residents within the town and comments on social media. The Clerk stated an extension had been received from Somerset Council for observations from the Town Council until 27th September and suggested a public meeting would be a good idea to allow residents to voice concerns and for questions to be responded to by Somerset Council Planning Department and the developers of the site. It was agreed to host the meeting on Wednesday 11th September at 7pm at Wincanton Sports Ground and to ask the developer to pay for the cost of the venue.

RESOLVED: It was proposed and unanimously agreed to host a public meeting on Wednesday 11th September at 7pm and to ask the developer to pay for the hire of the venue.

Action: 290424/1 Town Clerk

WTC062 PLANNING

A) THE FOLLOWING PLANNING APPLICATIONS WERE CONSIDERED:

Application Number	Address and description
24/01570/TCA (Notification Only)	Memorial Hall, High Street, Wincanton, Somerset, BA9 9JF Notification of intent to carry out tree surgery work to No.1 tree within a Conservation Area. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01570/TCA
24/01649/TPO (Notification Only)	4 Gennes Grove, Wincanton, Somerset Application to Fell No. 1 Tree as shown within the South Somerset District Council (WINC 1) 1984 Tree Preservation Order. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01649/TPO
24/01257/OUT (Extension agreed until 27/09/24)	Hook Valley Farm, Lawrence Hill, Wincanton, Somerset, BA9 8AD Outline application (with all matters reserved except for access) for the demolition of agricultural buildings and the development of up to 650 dwellings; up to 3.1 ha of mixed use comprising employment use class B2/B8/E(g), local centre use class E/class F, and care home; provision of primary school; pre-school/nursery; accesses from West Hill and Lawrence Hill; mobility infrastructure; new pedestrian/cycle route to the south of Lawrence Hill; open space and all associated infrastructure. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01257/OUT
RESOLVED: Application deferred until the September Town Council meeting after the public meeting.	
24/01522/S73A	Willow Farm, Moor Lane, Wincanton, Somerset, BA9 9QU S73A application for the removal of condition 04 (agricultural occupancy condition) relating to planning application 842037 dated 22.10.1984 for the erection of an agricultural workers dwellinghouse and garage. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01522/S73A
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
24/01445/FUL	Land Adjacent To Verrington Lodge, Verrington Lane, Wincanton, BA9 8BN Change of use of land from agricultural to residential and erection of a two storey dwelling with existing access off Dancing Lane https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01445/FUL
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	

24/01293/FUL	Petrol Filling Station, Morrisons, Southgate Road, Wincanton Demolition of the existing car wash and proposed single storey extension to the existing petrol filling station sales building, new bin store and associated works. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01293/FUL
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
24/01551/DOC1	Wassall House, Bayford Hill, Wincanton, Somerset, BA9 9LR Discharge of Condition No. 4 (Materials) of Planning Application 24/00288/HOU. Decision: Conditions Discharged https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01551/DOC1
24/01490/AGN	Suddon Grange Farm, West Hill, Wincanton, Somerset, BA9 8BP Notification of intent to erect Agricultural Storage Building (bedding, fodder, and agricultural machinery). Decision: Permission not required https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01490/AGN
23/01671/DOC1	Land Adjoining Verrington Hospital, Dancing Lane, Wincanton, Somerset Discharge of Conditions No. 1 (Access), No. 6 (Vehicular Access), No. 7 (Demarcation), No. 8 (Biodiversity), No. 9 (Estate Roads), No. 11 (CMP), No. 12 (Tree Protection) and No. 13 (Surface Water) of Planning Application 14/00838/OUT granted under appeal APP/R3325/A/14/2222697. Decision: Conditions Discharged https://ssdc.somerset.gov.uk/planningdocuments?ref_no=23/01671/DOC1
24/00942/FUL	3 Church Street, Wincanton, Somerset, BA9 9AA Installation of gas supply to front elevation for flats therein. Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/00942/FUL
24/01055/LBC	Old Manor Stable, South Street, Wincanton, Somerset, BA9 9DL Installation of an EV Charger Decision: Application Permitted with Conditions

	https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01055/LBC
24/01182/HOU	24 Kinklebury Street, Wincanton, Somerset, BA9 9FW Garage conversion, first floor side extension, insertion of skylights and solar panel into roof, internal alterations and all associated works Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=24/01182/HOU

C) CONSULTATION ON POTENTIAL LEISURE PLANNING OBLIGATIONS 24/01257/OUT
To consider information received from Somerset Council and resolve on appropriate response to suggested figures:

Cllrs considered the information, figures and report received from Somerset Council.

RESOLVED: It was proposed and agreed to support the report and suggested figures received from Somerset Council. Cllr Power abstained.

Action: 290724/2: Town Clerk

WTC063 FINANCE

a) **To receive income and expenditure report dated 30th June 2024:** The income and expenditure report was received. No queries raised. Cllrs also noted circulation of the Payments list with no queries raised. The Chairman signed the Payments list.

b) **To approve bank account reconciliation dated 30th June 2024:**
RESOLVED: It was proposed and unanimously agreed to approve the bank account reconciliation as presented. The Chairman signed the document.

c) **To receive balance sheet dated 30th June 2024:** The balance sheet was received. Cllr Smith queried an unknown payment for £38 and the Clerk stated she would consult with the RFO and report back.

d) **To receive virement report and approve recommendations as suggested:**
The virement report was received and suggested recommendations approved.

e) **To receive new Financial Regulations and resolve to adopt the document:**
The new Financial Regulations were received, no queries were raised.
RESOLVED: It was proposed and unanimously agreed to adopt the new Financial Regulations as received without amendment.

Action: 290724/3 RFO & Town Clerk

f) **To consider amending some Cemetery Fees:**
The Clerk provided reasoning for amending the Transfer Fees and Purchase Fees. Cllr Smith queried the time taken to process Transfers and Cllr Hix stated as the fees had been reviewed and readopted in April they couldn't be amended for six months.

RESOLVED: It was proposed and agreed to defer this item until the October meeting and for officers to note time taking processing Transfers.

Action: 290724/4 Town Clerk

g) **To consider quotes for War Memorial Cleaning:**
Cllrs considered the quotes received.

RESOLVED: It was proposed and unanimously agreed to proceed with Company D and include the repainting of letters in gold leaf at a total cost of £744 + VAT.

Action: 290724/5 Town Clerk

- h) **To consider quotes for Town Hall Cleaning:**
Cllrs considered quote received for the monthly cleaning of the Town Hall.
RESOLVED: It was proposed and agreed to proceed with Company A at the cost of £60 per month + VAT. Cllrs Wallis and Smith abstained.
Action: 290724/6 Town Clerk
- i) **To resolve to approve quote for remedial tree works following tree survey:**
Receipt of the tree survey was noted along with the quote for remedial works.
RESOLVED: It was proposed and unanimously agreed to approve the quote and proceed with the remedial tree works at £1,640.
Action: 290724/7 Town Clerk & Works and Maintenance Supervisor
- j) **To consider initial quote for refurbishment of Town Council owned toilets to be funded by CIL and resolve as to whether to proceed with project:** The Clerk reminded Cllrs of the CIL funds available and the requirement for monies to be spent within a five-year period before it could be clawed back by Somerset Council. The Clerk provided specification on the project and an initial quote showing the project will likely exceed the limit required to Tender via Contracts Finder. Cllr Hix suggested a water filler be added to the specification for the outside of the Cale Park toilet.
RESOLVED: It was proposed and unanimously agreed to proceed with the project and seek Tenders via Contracts Finder and add a water filler to the specification.
Action: 290724/8 Town Clerk & RFO

WTC064 TOWN COUNCIL VAN

- a) **To approve Terms of Lease for Electric Van and resolve to proceed:**
RESOLVED: It was proposed and unanimously agreed to approve the Terms of the Lease and proceed with the Electric Van lease.
- b) **To resolve, as per the Town Council's Asset Disposal Policy, to proceed with the disposal of the Town Council van via Tender process:**
RESOLVED: It was proposed and unanimously agreed to proceed with the disposal of the Town Council van via Tender process as per the Asset Disposal Policy.
Action: 290724/9 Town Clerk, RFO & Works and Maintenance Supervisor

WTC065 POLICIES

To resolve to adopt the following policies:

- CCTV Policy
- Banner and Advertisement Policy
- Employers Pensions Discretions Policy

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

Action: 290724/10 Town Clerk

WTC066 DOGS AT CALE PARK

To consider dogs at Cale Park and designated areas to be on leads:

Cllr C Rodgers reported that the Cricket Club were again having issues with dog fouling and dogs off leads on the cricket pitch. Cllrs discussed the issue in detail. Suggestions were made including to increase polite signage, stencils on the grass and pathways and dog waste bag dispensers. The Clerk was tasked with researching and to report back to Council. It was also agreed that a dog waste bin be relocated.

Action: 290724/11 Town Clerk

WTC067 COMMUNITY AWARDS

To consider Community Awards applications and confirm date and format of presentation evening: Cllrs considered all applications received. It was agreed that the presentation evening would take place on Wednesday 6th October at 7pm at the Town Hall with refreshments.

RESOLVED: It was proposed and unanimously agreed to award the Community Awards to The Friends of Wincanton Community Hospital, Wincanton Wombles and Wincanton Fire Cadets.

Action: 290724/12 Town Clerk

WTC068 OLD FAITHFUL WAR MEMORIAL, REMEMBRANCE DAY AND VE/VJ DAY

a) **To resolve to undertake maintenance of the Old Faithful War Memorial under the War Memorials (Local Authorities Powers) Act 1923:**

RESOLVED: It was unanimously agreed to undertake the maintenance of the Old Faithful War Memorial under the War Memorial (Local Authorities Powers) Act 1923

b) **To resolve the Town Council undertakes the administrative management of Remembrance Day Parades:**

RESOLVED: It was unanimously agreed that the Town Council undertakes the administrative management of Remembrance Day Parades moving forward.

c) **To resolve to form working group to arrange events to commemorate 80th anniversary of VE/VJ Day in 2025:**

RESOLVED: It was unanimously agreed to form a working group to look at events. Cllr Old, Cllr Ellard, Cllr Wing, Cllr Power, Cllr C Rodgers, the Clerk and Works and Maintenance Supervisor volunteered to form the group.

Action: 290724/13 Town Clerk

WTC069 SOMERSET COUNCIL SERVICE AND ASSETS DEVOLUTION

Motion to consider what services the Town Council should look at taking on from Somerset Council to make sure the funding we have allocated for this is used effectively: Motion requested by Cllr Hix who spoke on the matter. Cllr Ellard and the Clerk referred Cllr Hix to the February 2024 meeting where this was discussed. An update was provided in that the Town Council are still awaiting action from Somerset Council to move the project forward and this has been chased. The Clerk stated there had been a recent email received stating that bin emptying would be charged for from 2025.

WTC070 TOWN COUNCIL NEWSLETTER

To approve design of newsletter and resolve to proceed with a monthly e-bulletin:

Cllrs confirmed they were happy with the design and to commence with monthly e-bulletins.

RESOLVED: It was unanimously agreed to proceed with monthly e-bulletins.

Action: 290724/14 Town Clerk

WTC071 CEMETERY AND CALES REACH TRANSFER

To receive an update on the project, approve solicitors and search costs and resolve to approve documents as presented in order to proceed with exchange and completion of contracts upon receipt of satisfactory searches: Cllr Ellard and the Clerk provided an update on the project and referred Cllrs to papers circulated. The Clerk confirmed that searches needed to be conducted at £900 and legal fees were likely to be in the region of £2,000 but upon asking Abbey Manor had agreed to pay the Councils costs. The Clerk stated that the solicitor had suggested heading straight to completion once searches had been completed and a few outstanding matters remedied.

RESOLVED: It was proposed and unanimously agreed to proceed with conclusion of this project and move forward with completion of contracts following searches.

Action: 290724/15 Town Clerk

WTC072 TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

- (i) Correspondence: Email from MHA regarding Sponsored Walk: Noted
Email from Internal Auditor announcing retirement: Noted
- (ii) Training: SALC
- (iii) Meetings: None

WTC073 CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING:

It was proposed and unanimously agreed that the date of the next Full Town Council Meeting be confirmed as **Monday 16th September at 7.00pm** and for the August meeting to be cancelled. All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 6th September.**

The meeting closed at 8:51pm.