



Wincanton
Town Council



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**DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON MONDAY 23RD
JUNE 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, T Power, C Rodgers, P Rodgers, C Wallis & S Wing

PROPER OFFICER IN ATTENDANCE: Emma Curtis – Town Clerk

MEMBERS OF THE PUBLIC PRESENT: 10

MEMBERS OF THE LOCAL PRESS IN ATTENDANCE: 0

SOMERSET COUNCIL COUNCILLORS: Cllr T Power

PUBLIC PARTICIPATION

One member of the public spoke regarding a Sunday market returning to the town in 2026. Support from the Town Council was being sought. A meeting was agreed to take place with the Chairman and Clerk on Tuesday 8th July to discuss.

A gentleman spoke about the Eastfield Road Action Group and provisions which should be provided with the planning consent. The gentleman requested support from the Town Council to upgrade the road crossing to a zebra crossing. It was agreed this would be added to the July agenda.

The meeting opened at 7:12pm

1.06/25 APOLOGIES FOR ABSENCE

Received from Town Cllrs Smith, Waistell, Old and Packer and Somerset Cllr Lucy Trimnell.

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

2.06/25 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Received from Cllr Power, agenda items 6. 06/25, Somerset Cllr and agenda item 8. 06/25, King Arthurs School Governor

3.06/25 TOWN COUNCIL MINUTES 12TH MAY 2025

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

4.06/25 TO RECEIVE REPORTS FROM:

(i) **the Town Mayor:** No report received

(ii) **Town Clerk:** The Chairman referred Cllrs to the Clerks report circulated prior to the meeting. No questions were asked.

(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 stating that he had received queries which he was in the process of dealing with. Cllr Power reported the Somerset Council were currently dealing with a large number of planning applications and backlog of planning enforcements. Cllr Power reported he had recently been elected as the Opposition Lead Member for Communities, Housing Revenue Account, Culture, Equalities and Diversity

(iiii) **local organisations, Town Councillor representatives, and partners:** No reports received

5.06/25 ACTION LIST

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

Circulation of the Action List noted. No queries raised.

6. 06/25 PLANNING

a) THE FOLLOWING PLANNING APPLICATIONS WERE NOTED:

Application Number	Address and description
25/01137/ADV	Morrisons, Southgate Road, Wincanton Installation of new 7m internally illuminated pole sign https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01137/ADV
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/01353/ADV	K F C, Lawrence Hill, Wincanton Installation of 1No. 9m tall internally illuminated totem sign https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01353/ADV
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/01379/ADV	K F C, Lawrence Hill, Wincanton Installation of illuminated advertisements associated with the Starbucks drive-thru to comprise two directional signs, one height restrictor bar, two menu boards, one order canopy, one totem sign and five fascia signs. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01379/ADV
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/01146/FUL	K F C, Lawrence Hill, Wincanton External alterations to the building, construction of a canopy over the collection

	window and alterations to the drive through lane. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01146/FUL
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/01198/FUL	Charles Endirect Ltd, Wessex Way, Wincanton Business Park Erection of ancillary surface-mounted storage building anchored to existing hardstanding and removal of existing building. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01198/FUL
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/01191/COU	Pine House, High Street, Wincanton Change of Use of building from retail and ancillary storage (Class E) to mixed use as beer and bottle craft bar (Sui Generis) on Ground Floor (PART RETROSPECTIVE). https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01191/COU
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
SCC/4109/2024/NMA	Brains Farm, Moor Lane, Wincanton, BA9 9RA Non-material amendment of planning permission SCC/4109/2024 https://planning.somerset.gov.uk/Planning/Display?applicationNumber=SCC%2F4109%2F2024%2FNMA
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/01136/LBC	10 Market Place, Wincanton, Somerset Alterations to shop fronts and interior of shop at the Ground Floor Lock up Shop https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01136/LBC
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/01214/HOU	7 South Street, Wincanton, Somerset Proposed Alterations and conversion of outbuilding https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01214/HOU
Approved – TP abstained	
25/01382/TCA (Notification Only)	Wincanton Primary School, Station Road, Wincanton, Somerset, BA9 9EL Notification of intent to fell No. 1 tree within a Conservation Area. https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01382/TCA
Noted	

25/01334/TPO (Notification Only)	8 Gennes Grove, Wincanton, Somerset, BA9 9NU Application to carry out tree surgery works to No.01 tree within the South Somerset District Council (WINC 1) 1984 Tree Preservation Order https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01334/TPO
Noted	
25/01406/HOU	3 Greyhound Close, Market Place, Wincanton Alterations to the ground floor doors and windows on the west facing elevation, and internal revisions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01406/HOU
RESOLVED: It was proposed and agreed to recommend approval of this application. Cllr Power abstained.	
25/01424/LBC	3 Greyhound Close, Market Place, Wincanton Alterations to the ground floor doors and windows on the west facing elevation, and internal revisions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01424/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
25/00864/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. Decision: Application Withdrawn https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00864/FUL
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. Decision: Application Withdrawn https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00865/ADV

25/00769/HOU	Up Top, Dancing Lane, Wincanton, Somerset, BA9 9DE Proposed partial demolition of existing Conservatory and reconfiguration and Two storey Rear Extension Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00769/HOU
25/01169/AGN	Suddon Grange Farm, West Hill, Wincanton, Somerset, BA9 8BP Notification of intent to construct an earth banked slurry storage lagoon Decision: Permission Not Required https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/01169/AGN
25/00901/HOU	29 Saunters Close Wincanton Somerset BA9 9QB Installation of air source heat pump Decision: Application Permitted with Conditions https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00901/HOU
25/00749/COL	Petrol Filling Station, Morrisons, Southgate Road, Wincanton, Somerset Application for Certificate of Lawfulness for proposed 24 hour opening of Morrisons Wincanton Service Station. Decision: Application Permitted https://ssdc.somerset.gov.uk/planningdocuments?ref_no=25/00749/COL

Noted

7. 06/25 FINANCE

- a) **To receive the final income and expenditure report for the 2024/25 financial year:**
Report received and noted. No queries raised.
- b) **To receive the final statutory balance sheet for the 2024/25 financial year:**
Report received and noted. No queries raised. The Chairman signed the document.
- c) **To receive the final earmarked reserves report for the 2024/25 financial year:**
Report received and noted. No queries raised.
- d) **To confirm receipt of the Internal Auditor's report for the 2024/25 financial year and note any recommendations made within the report:** Receipt of the Internal Auditors report was noted. No recommendations were made. Cllrs congratulated the Clerk and Deputy Clerk/RFO on their efforts. Cllrs noted the report produced by the RFO.
- e) **To approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2024/25:**
RESOLVED: It was proposed and unanimously agreed to approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2024/25. The Chairman and Town Clerk duly signed the document.

- f) To approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statements 2024/25:
RESOLVED: It was proposed and unanimously agreed to approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statement 2024/25. The Chairman duly signed the document.
- g) To note the explanation of differences between boxes 7&8 on the 2024/25 AGAR:
Cllrs noted the explanation of differences between boxes 7&8. Cllr Ellard queried where the disposal of the old works van was allocated.
- h) To note the explanation of significant variances, including a confidential report, on the 2024/25 AGAR: Cllrs noted the explanation of variances including the confidential report. No queries were raised.
- i) To confirm the date of the Exercise of Public Rights for the 2024/25 Annual Governance and Accountability Return: The dates of the Exercise of Public Rights were confirmed as Thursday 26th June 2025 to Wednesday 6th August 2025.
RESOLVED: It was resolved an unanimously agreed the dates of the Exercise of Public Rights be Thursday 26th June 2025 to Wednesday 6th August 2025.
Action: 230625/1 Clerk & Deputy Clerk/RFO
- j) To resolve to approve quotation for the 2025 Christmas Trees:
RESOLVED: It was proposed and unanimously agreed to approve the quotation for the 2025 Christmas Trees at £3783.50
Action: 230625/2 Clerk
- k) To resolve to approve quotation for an asbestos survey: Cllrs considered the two quotes provided.
RESOLVED: It was proposed and unanimously agreed to proceed with the cheaper quote at £450.00
Action: 230625/3 Clerk
- l) To note Clerks delegated authority to approve toilet seats from steel to porcelain: Cllrs noted the Clerks use of delegated authority.
- m) To review banking signatories: The Clerk stated that following discussion with the Deputy Clerk/RFO that the banking signatories required review. It was agreed to removed Cllrs Hearne and Packer and add Cllrs Anderson, Power and McFarlane.
RESOLVED: It was proposed and unanimously agreed to make the above amendments to the Councils banking signatories.
Action: 230625/4 Deputy Clerk/RFO

8. 06/25 GRANT DONATION APPLICATIONS

To consider and resolve upon the following grant and donation application forms:

- a) **Stoke Lane Riding Stables:**
Cllrs considered the donation application and supporting documentation
RESOLVED: It was proposed and unanimously agreed to donate £900
- b) **The Growing Space:**
Cllrs considered the grant application and supporting documentation including Grant Monitoring Form.
RESOLVED: It was proposed and unanimously agreed to grant £1,100.
- c) **King Arthurs School**
Cllrs considered the donation application
RESOLVED: It was proposed and agreed to donate £300. Cllr Power abstained.
Action: 230625/5 Clerk & Deputy Clerk/RFO

9. 06/25 POLICIES

To resolve to adopt the following policies:

- Standing Orders
- Stress Management Policy
- Stress Management Risk Assessment
- Legionella Risk Assessment and Guidelines
- Menopause Policy

RESOLVED: It was proposed and unanimously agreed to adopt all the policies as presented without amendment.

Action: 230625/6 Clerk

10. 06/25 VALUATION REPORT

To note receipt of Insurance Valuation Report for Council Chamber:

Cllrs noted receipt of the updated Insurance Valuation Report and value of Council Chamber items.

Action: 230625/7 Deputy Clerk/RFO

11. 06/25 WINCANTON VOLUNTEER COMMUNITY GROUP

To consider Town Council involvement in new Volunteer Community Group:

Cllrs considered involvement in the new Volunteer Community Group and offered their support in principle pending further investigation including insurance, Terms of Reference and training. It was further agreed to set up a Council working group to support the venture. The flyer prepared was approved with a few amendments suggested.

RESOLVED: It was proposed and unanimously agreed to offer support in principle pending the issues listed. It was further agreed to form a working group consisting of Cllrs Power, Wallis, Ellard and Howe.

Action: 230625/8 Clerk

12. 06/25 BUS PARTNERSHIP & WINCANTON CARNIVAL REPRESENTATIVES

To elect Town Council representatives for Somerset Bus Partnership and Wincanton Carnival: Cllrs considered representatives for both.

RESOLVED: It was resolved and unanimously agreed to elect Cllr Power as representative for Somerset Bus Partnership and Cllr Macfarlane as representative for Wincanton Carnival.

13. 06/25 LOCAL GOVERNMENT BOUNDARY DIVISIONS

To consider proposals for Somerset division boundaries:

Cllrs noted these proposals for division boundaries.

14. 06/25 CALE PARK RECREATION GROUND APPLICATION FORM

To consider application to allow Birds of Prey at the recreation ground with inflatable sessions: Cllrs considered this application and it was agreed providing agreement had been sought with the inflatable company.

15. 06/25 COMMUNITY AWARDS

To resolve on format and a date for the 2025 Community Awards presentation:

Cllrs considered the awards and it was agreed to follow the same process as the 2024 Community Awards.

RESOLVED: It was proposed and unanimously agreed to follow the same format as the 2024 Community Awards and to delegate full authority to the Clerk to proceed with arrangements.

Action: 230625/9 Clerk

16. 06/25 CHRISTMAS 2025

To receive an update on the arrangement of Christmas events and resolve to give delegated authority to the Clerk and team to continue with arrangements:

The dates of the Christmas events were confirmed as Friday 28th November for the Christmas Light Switch On and Market and Saturday 6th December for the Over 70's Christmas Lunch.

RESOLVED: It was proposed and unanimously agreed to follow the same format as the 2024 Christmas events and to delegate full authority to the Clerk to proceed with arrangements.

Action: 230625/10 Clerk

17. 06/25 WORKNEST

To note receipt of General Risk Assessment and receive report from the Clerk:

The General Risk Assessment document was received and noted.

18. 06/25 TRAINING, CONSULTATIONS, AND FORTHCOMING MEETINGS:

- (i) **Correspondence: Email requesting bench at cemetery:** Cllrs considered the email and it was unanimously agreed to refuse the request on the grounds that the Council could not pay towards its purchase.

Email from Somerset Council regarding housing options:

Noted

Email from Somerset Council regarding Festival of

Remembrance: Clerk was requested to find out further information

- (ii) **Training:** SALC

- (iii) **Meetings:** None

19. 06/25 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: HR Information – Team Building

RESOLVED: It was resolved and unanimously agreed to exclude the press and public for the remainder of the meeting to allow for confidential HR Information to be discussed.

The Clerk updated Cllrs on the arrangement of a Team Building event and budget was discussed.

RESOLVED: It was proposed and unanimously agreed to delegate full authority to the Clerk to deal with these matters and budget.

20. 06/25 CLOSE OF MEETING AND CONFIRM DATE OF NEXT MEETING:

The date of the next Full Town Council Meeting was confirmed as **Monday 7th July 2025 at 7pm.** All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Friday 27th June 2025.**

The meeting closed at 8:30pm

DRAFT