



Wincanton
Town Council



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**DRAFT MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON MONDAY 03rd August
2026 AT 7:00PM IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL**

MEMBERS PRESENT:

H Ellard (Chairman), N Anderson, A Armstrong, K Hearne, J Macfarlane, C Lovegrove
Cllr J Eadington C Rodgers, P Rodgers, & C Wallis

MEMBERS OF THE PUBLIC PRESENT: 5 members of the public including Cllr Old who attended as a member of the public and did not take part in the meeting or sit at the tables reserved for Councillors.

SOMERSET COUNCILLORS PRESENT: Cllr T Power

PROPER OFFICER: Tracy Dunn - Deputy Town Clerk/Responsible Finance Officer

PUBLIC PARTICIPATION

None

01. 08/26 APOLOGIES FOR ABSENCE

To receive and note apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies to the Town Clerk by email or telephone by 5pm of the day of the meeting.

Cllr D Smith absent.

02. 08/26 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

For Members to declare any interests they may have on items on the agenda and agree any dispensations to stay (Wincanton Town Council Code of Conduct 2022).

Declarations: none



03. 08/26 TOWN COUNCIL MINUTES 06th July 2026

To receive the minutes of the previous meeting of Full Council on Monday 06th July 2026 as a correct record and signed by the Town Mayor (Local Government Act 1972 Sch 12) (Appendix 1)

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.

2 Abstentions due to being absent from the meeting.

04. 08/26 TO NOTE THE MINUTES OF COMMITTEE MEETINGS:

Open spaces Committee meeting 06th July 2026 (Appendix 2)

Personnel Committee meeting 09th July 2026 (Appendix 3)

Noted

05. 08/26 TO RECEIVE REPORTS FROM:

(i) the Town Mayor, none

(ii) Somerset Councillors representing Wincanton on matters of interest to the town and the local community, Somerset Councillor: Tom Power updated members on planning systems at Somerset Council

(iii) Deputy Town Clerk/RFO referred to the written report previously circulated confirming there were no finance reports due to the current workloads, thanked the team for their contribution during challenging times and advised members of the use of emergency spend due to the chemicals involved in the fire set by vandals in the Skate park.

Councillors asked the Deputy Town Clerk/RFO to investigate the possibility of re-imbursement from the suspected source of the chemicals.

(iii) local organisations, Town Councillor representatives and Youth Connect Southwest
Cllr Wallis passed on the thanks of the History museum for the grant awarded at the previous meeting.

06. 08/26 ACTION LIST

To note circulation of the Actions from Meeting list and discuss any matters arising (Appendix 4)

Noted

07. 08/26 PLANNING

A) TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS:

Application Number	Address and description
26/01478/FUL	The Bridles Dykes Way Wincanton Somerset BA9 9FQ Installation of solar photovoltaic panels to the roof and installation of an external battery storage unit at ground level. https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=TH72W5OWKP200&activeTab=summary



Resolved: to recommend approval	
26/01597/COU	Unit 25 Bennetts Field Trading Estate Wincanton Somerset BA9 9DT Applicant: Jessica Lloyd Change of use of the building to Class B2 use. https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=THYVEPOWKVI00
Resolved: to recommend approval	
26/01527/HOU	30 Balsam Fields Wincanton Somerset BA9 9HF Demolition of single storey building and erect two storey extension. https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?keyVal=THJNMEOWKRL00&activeTab=summary
Resolved: to recommend approval but to remind Somerset Council that a neighbour has raised an issue	

08. 08/26. BRAMM (British Register of Accredited Memorial Masons) Cemetery of the Year Awards

Wincanton Town Council are the winner of the Best New Entry Award (Parish, Town and Community Council). To consider BRAMMS's request for two representatives of the Council to attend the CYA presentation in Kenilworth on 29th September 2026

The Deputy Town Clerk/RFO confirmed that staff had been offered the opportunity but were unable to attend. No Councillors wished to accept the invitation.

09. 08/26. AUTHORISED SIGNATORIES

To consider and approve authorised bank signatories.

RESOLVED: To approve Councillor signatories as Cllrs Ellard, Anderson, Macfarlane, Armstrong, Old and Hearne.

Unanimous

10. 08/26. WORLD POLIO DAY

To consider the suggestion to light the Town Hall up purple for World Polio Day

Resolved: to approve the request to light up the Town Hall

Unanimous

11. 08/26. DECLARING COUNCILLOR VACANCIES

To declare three vacancies, as per the Council's casual Vacancy Policy, due to the following resignations:



Cllr Tom Power due to increasing workload at Somerset Council
Cllr Alan Waistell due to workload
Cllr Jarno Packer due to professional workload

Resolved: to declare three vacancies, as per the Council's Casual Vacancy Policy
Unanimous

12. 08/26 EXCLUSION OF PRESS AND PUBLIC

To resolve that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the remainder of the meeting due to the confidential nature of **Confidential/Exempt Personnel Matters.**

Resolved: to exclude the press and public from the remainder of the meeting due to its confidential nature.
Unanimous

7:22 pm All members of the public, including Cllr Old, left the meeting.

13. 07/26 CONFIDENTIAL/EXEMPT PERSONNEL MATTERS

- a. To consider and approve the recommendation in the Staffing review report (confidential appendix 5)

The Deputy Town Clerk/RFO advised members that she would leave the meeting for the discussion and resolution relating to 4. 4 in the report. Council nominated Cllr Macfarlane to take the minutes while the Deputy Town Clerk/RFO was not in the meeting.

The Chairman facilitated a discussion of issues not on the agenda, against the advice of the Deputy Town clerk/RFO.

Cllr C Rodgers declared his resignation from the Personnel Committee.

Cllr Ellard announced that a vote would be taken stating it to be a "non-binding resolution" that Cllr Anderson was no longer to be chair of the personnel committee.

Vote for: 4, votes against: 1, Abstentions: 5

The Deputy Town Clerk/RFO advised this decision to be unlawful and subsequently open to challenge.

Cllr H Ellard declared his resignation from the role of chairman of the Council.

Discussion returned to the agenda items

Resolved: To approve recommendation 1 with the 3-point spread from 20 to 23, with the starting point as per Section C example.



Unanimous

The Deputy Town Clerk left the meeting, minutes were taken by Cllr Macfarlane

Resolved: It was noted that the council appreciates the additional hard work the Deputy Clerk has put in during this time.

It was proposed that the figure in the report, Section d, other matter, should be awarded as take-home pay, after tax/Nl.

Therefore, the amount awarded in pay should be calculated with tax/Nl on top of this.

Unanimous

The Deputy Town Clerk/RFO returned to the meeting.

- b. To consider and approve Suitably qualified External support including the Scope of work.

Resolved:

- a. That the Council appoints CHRGS as the suitably qualified expertise to support the Council with Human resources and code of conduct issues taking into account that Council have to work to strict timelines.
- b. That delegated authority is given to the Deputy Town Clerk, in consultation with the chair of Personnel, to appoint any other standard support e.g. admin temp or locum for clerking meeting if thought necessary.
- c. With costs for a. and b. to come from general reserves

Unanimous

14. 07/26 CLOSE OF MEETING AND CONFIRM DATE OF NEXT TOWN COUNCIL MEETING

To confirm the date of the next Full Town Council Meeting as **Monday 7th September 2026 at 7pm**. All items for inclusion on the agenda must be submitted to the Clerk by **9.00am Thursday 27th August 2026**.

There being no further agenda items to discuss the meeting closed at 20:13



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**Draft MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD AT 6:00PM ON
MONDAY 06th July 2026 IN THE COUNCIL CHAMBER, WINCANTON TOWN HALL**

MEMBERS PRESENT: Cllr N Anderson, Cllr A Armstrong, Cllr J Eadington, Cllr D Smith and Cllr C Wallis

OFFICERS PRESENT: Tracy Dunn: Deputy Town Clerk/RFO
Steve Lee: Works and Maintenance Supervisor

PUBLIC PARTICIPATION There were no members of the public in attendance.

The meeting commenced at 6:00pm

1. ELECTION OF CHAIRMAN FOR THE 2026/27 YEAR

To elect a Chairman of the Open Spaces Committee for the 2026/27 municipal year

RESOLVED: It was proposed and unanimously agreed to elect Cllr N Anderson as the Chairman of the Open Spaces Committee for the 2026/27 Municipal year.
Unanimous

2. ELECTION OF VICE-CHAIRMAN FOR THE REAMINDER OF THE 2026/27 YEAR

To elect a Vice-Chairman for the Open Spaces Committee for the 2026/27 municipal year

RESOLVED: It was proposed and unanimously agreed to elect Cllr D Smith as the Vice-Chairman of the Open Spaces Committee for the 2026/27 Municipal year.
Unanimous

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence and to approve reasons given (LGA 1972 s85 (1))

None received

Cllr C Rodgers: absent

4. DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Wincanton Town Councils Code of Conduct

None received



LOCAL COUNCIL
AWARD SCHEME
BRONZE

5. MINUTES OF THE PREVIOUS MEETING

To approve the minutes of the Open Spaces Committee meeting held on 2nd February 2026 as a correct record and to be signed by the Chairman (Appendix 1)

RESOLVED: It was resolved and agreed to approve the minutes as a true and accurate record of the meeting. The Chairman duly signed the minutes.

2 abstentions – not present at the February meeting

6. WORKS AND MAINTENANCE SUPERVISORS REPORT

To receive Works and Maintenance Supervisors Report and consider any matters arising (Appendix 2)

Resolved: To note the report and thank the Works and Maintenance Supervisor

7. EQUISETUM ARVENSE (COMMON HORSETAIL), invasive perennial

To Consider and approve the method of removal.

Resolved: To approve whichever method is thought to be most effective
Unanimous

8. CEMETERY

To receive any update on cemetery operations and resolve on any business items

There were no updates. Councillors noted how well the cleared area looks and thanked the team

9. ALLOTMENTS

To receive any update on allotment operations and resolve on any business items

Resolved: To review the inspection process and confirm monthly inspections are taking place.

Unanimous

10. CALE PARK

To receive any update on Cale Park operations and resolve on any business items including barrier closure during the summer

Cllr Wallis offered his help in opening/closing

Resolved: to seek current costs for automatic barriers, to be put to Full Town Council

Unanimous

11. TOWN COUNCIL TOILETS

To receive an update on the reopening of the Town Council toilets

Resolved: to note the update which included that new doors were in situ, with Cale Park opening outwards to help against vandalism and the fitting of baby changing and a handrail.

Unanimous

12. CLOSE OF MEETING

To close the meeting and confirm the date of the next Open Spaces Committee meeting as **Monday 1st February 2027 at 6.30pm.**

There being no further agenda items to discuss, the meeting closed at 6:33pm



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MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY
3rd August 2026 at 6:00pm IN WINCANTON TOWN HALL

MEMBERS PRESENT: Cllrs N Anderson (Chair), J Eadington, K Hearne (Vice-Chair),
C Rodgers and C Wallis

PROPER OFFICER IN ATTENDANCE : Tracy Dunn – Deputy Town Clerk/RFO

PUBLIC PARTICIPATION : There were no members of the public present

None

1. 08/26 APOLOGIES FOR ABSENCE

To receive any apologies for absence and to approve the reasons given (LGA 1972 s85(1)).

None

2. 08/26 DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Wincanton Town Councils Code of Conduct.

Resolved : None

3. 08/26 MINUTES OF THE PREVIOUS MEETING

To adopt the minutes of the Personnel Committee meeting held on 07th July 2026 as a correct record and to be signed by the Chairman (Appendix 1)

Resolved: To adopt the minutes of the Personnel Committee meeting held on 07th July 2026 as a correct record. The Chairman signed the minutes

2 Abstentions

4. 08/26 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: **To discuss confidential staffing matters.**

Resolved: to exclude the non-committee members, the press and public from the meeting for the following reason: To discuss confidential staffing matters

1 Abstention

CONFIDENTIAL

5. 08/26 INVESTIGATION

To consider the Review of Governance Process and Grievance Outcome report and approve recommendations

Councillors were updated on a GDPR issue.

Resolved: To approve all of the recommendations in the report and to seek advice regarding circulation of a redacted report to be issued to all councillors

2 Abstentions

6. 08/26 DATE OF NEXT MEETING: To confirm the date of the next Personnel Committee Meeting

To be confirmed at a later date

Outstanding/ongoing					
Date of Meeting	Meeting	Ref	Action	Who	Completed
10.10.22	OSC	101022/5	Gain quotations for play area refurbishment	Clerk/ Works & Maintenance Supervisor	N
29.04.24	Full Council	290424/5	New signs for car park barrier, change closing time, social media	Clerk/Works & Maintenance Supervisor	N
29.04.24	Full Council	290424/7	Commence renewing allotment agreement with WRT	Clerk	Y
01.12.25	Full Council	011225/1	Sort out lease and increase rent for River Cale Café	Clerk	Y
12.01.26	Full Council	120126/2	Look at options for River Cale Café lease/sale and prepare paper	Clerk	N
12.01.26	Full Council	120126/3	Look at options for leasing Memorial Hall toilets and prepare paperwork	Clerk	N
02.02.26	OSC	OSC020226/1	Investigate options for green waste disposal	Clerk/Works & Maintenance Supervisor	N
02.02.26	Full Council	020226/1	Draft Terms of Reference for a Finance Committee	Clerk/Deputy Clerk & RFO	Y
02.03.26	Full Council	020326/3	Invite YCSW to annual meeting, research other providers	Clerk	N
02.03.26	Full Council	020326/5	Form Strategic Plan working group	Clerk	Y
13.04.26	Full Council	130426/1	Approve waste collection quote	Clerk	Y
13.04.26	Full Council	130426/2	Approve MUGA works and quote	Clerk/Works & Maintenance Supervisor	Y
13.04.26	Full Council	130426/3	Approve cemetery lane speed bumps and parking bays	Clerk/Works & Maintenance Supervisor	Y
13.04.26	Full Council	130426/4	Add summer barrier closing to next agenda	Clerk	N
13.04.26	Full Council	130426/5	Memorial Hall toilets research	Clerk	N
13.04.26	Full Council	130426/6	New toilet doors fitted	Clerk/Works & Maintenance Supervisor	N
13.04.26	Full Council	130426/7	Meet with highways at Bayford Hill	Clerk	N
13.04.26	Full Council	130426/8	Order bench from twinning association	Clerk	Y
13.04.26	Full Council	130426/9	Amend allotment waiting list document and publicise	Clerk	Y
13.04.26	Full Council	130426/10	Accept offer for information sign design	Cllr Armstrong	Y
13.04.26	Full Council	130426/11	Proceed with tree works	Clerk/Works & Maintenance Supervisor	Y

13.04.26	Full Council	130426/12	Proceed with GDPR requirements	Clerk	Y
11.05.26	Annual Town council	100526/19	To consider becoming a referral partner for Wincanton Food Bank - deferred		N
01.06.26	Full Council	010626/7	Councillor consent form cllrs to complete and return to the Clerk	Cllrs & Clerk	
01.06.26	Full Council	010626/13 I)	Review of insurance to be conducted during the financial year		N
06.07.26	Full council	060726/10 a	To confirm that the Council are still interest in talking about these areas (Devolution of Assets)	Clerk	N
06.07.26	Full Council	060726/10 b	Intended use and management of assets – deferred until clerk has returned	Clerk	N
06.07.26	Full Council	060726 14a, b, c	Delegated to Personnel – review of all job roles including hours, to under the review or appoint an external provider to undertake the review, to refer back to Full Council with recommendations as necessary as soon as possible	Deputy Town Clerk/RFO / Personnel	Y
06.07.26	Full Council	060726 11	To consider a vote of no confidence in Cllr Old (in confidential session) – deferred	Deputy Town Clerk/RFO/external support	N



1. Purpose of the Report

Full Town Council agenda item 05. 08/26 Report from Deputy Town Clerk/RFO
(additional appendix)

2. Main Body of the report

- a. There are no finance reports for this month due to being short staffed and the additional pressures of current non-standard issues.
- b. I wish to extend my thanks to the staff team for their huge contribution to the running of the Council's services during challenging times.
- c. I include a report from the Works and Maintenance Supervisor below. Due to the emergency nature of the event, I authorised the works needed using my spending powers as Deputy Town Clerk/RFO, contained in the Council's financial regulations,

5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

Wincanton Skatepark fire incident report 29th July 2026 - 30th July 2026

Wincanton Town Council Works & Maintenance Supervisor

Just before 8am on Thursday 30th July 2026 I was called by one of our grounds staff to be informed that overnight there had been another fire on the skatepark surface, unfortunately there have been several over the past two weeks.

On arrival at the skatepark it was evident to see that a large sheet of thick plastic had been burnt and there were three containers in and around the fire site. One was an unidentified substance which was empty, one was an empty Adblue and the third was identified as Isopropyl Alcohol. The third container was damaged, still contained a quantity of the liquid and had spilled out over the site.

The first course of action was to make the area safe, so it was cordoned off immediately. By the warning signs on the Isopropyl container, it was apparent that it was flammable. Once the site was cordoned off, I called the police on 101 to report the incident and to seek advice on the incident. With regards to the flammable liquid, I was advised to call the Fire Brigade on 999, which I did. After a short conversation I was informed that another member of the Fire Brigade team, who specialised in substances, would call me back shortly. After a few minutes I was called and advised to contact the local authority who would have a team to deal with the substance.

I then called Somerset County Council, explained the situation and was transferred through to what I believe was their environmental health team but unfortunately, they were unable to offer any help or advise. My next course of action was to find an appropriate contractor to remove and clean up the flammable liquid. By this point the spilt Isopropyl had started to evaporate but a quantity still remained in the container, and the Fire Brigade had said it needed to be disposed of in the correct manner.

I was able to find an appropriate contractor and after consulting with the Deputy Clerk I arranged for the removal and clean up of the third container. This was completed just before 2pm on the same day. The works maintenance team then cleared the remainder of the site and the skatepark was re-opened.

The Admin Officer also visited Wincanton Police Station just after 10am to report the incident. I also completed an Avon and Somerset online crime report at 17.20, on 30th July 2026. On a wider search of the area, I discovered the fence between the Recreation Ground and an engineering company on the industrial estate was almost down and stored against the outside of their wall was a collection of liquids, some labelled and others not, some had lids on, others did not. I believe one of the containers was the same as the third one found at the skatepark. I went into the company reception and discussed the matter with a member of staff.

The Environment Agency had also been contacted, and an officer also attended the premises to discuss the matter. I believe it was agreed that the liquids would be moved to a secured chemical store. A temporary repair to the fence was carried out and a replacement fencing panel is on order.