



## WELLINGTON TOWN COUNCIL

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### COUNCIL MEETING

You are summoned to attend a meeting of Wellington Town Council to be held remotely by ZOOM meeting on **Monday 5<sup>th</sup> OCTOBER** at 7.00 pm.

*Members of the public are cordially invited to join this meeting.*

Kathryn Hemensley, Town Clerk

07983 697740

[kathryn@wellingtontowncouncil.co.uk](mailto:kathryn@wellingtontowncouncil.co.uk)

25<sup>th</sup> September 2020

Due to Coronavirus (Covid-19) measures Wellington Town Council is conducting its meetings remotely until further notice using 'ZOOM' technology. Members of the press and public are welcome to join this meeting using these details:

Join Zoom Meeting

<https://us02web.zoom.us/j/86878636000?pwd=MkxRRGJ1bnVXMm1Ta2NsSVMzakNRUT09>

**Or**

Meeting ID: 868 7863 6000

Passcode: 788928

Members of the public who wish to have the opportunity to address the council will need to advise the Clerk in writing by no later than 12 noon on Thursday 1<sup>st</sup> October

**1. TO OFFER WELCOME AND INTRODUCTIONS**

**2. TO NOTE AND AGREE APOLOGIES FOR THE MEETING**

**3. DECLARATIONS OF INTEREST**

To receive declarations of personal or prejudicial interests, in accordance with the Code of Conduct. Standing declarations made by Councillors are set out at the end of the agenda.

**4. MINUTES**

To approve and formally adopt the minutes of the Planning and full Council meetings on 7<sup>th</sup> September (copies attached).

**5. TO RECEIVE A REPORT FROM THE MAYOR**

**6. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM**

A report has been requested for verbal presentation by the Chairman or Clerk to the meeting.

**7. TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES**

The report is attached to the agenda.

**8. TO APPROVE AND FORMALLY ADOPT A NEW 3-YEAR SERVICE LEVEL AGREEMENT WITH WELLINGTON COUNSELLING CIC (Community Interest Company)**

Following a meeting with a delegated panel of Councillors and Directors of WCC a Service Level Agreement has been drawn up and is now presented to Councillors for their formal adoption.

The final draft Agreement has been circulated to Councillors prior to the meeting.

**9. TO DISCUSS THE SOMERSET DISTRICT COUNCILS' *STRONGER SOMERSET* BUSINESS CASE FOR THE TRANSFORMATION INTO UNITARY STATUS**

The Leader of Somerset West and Taunton Council, Federica Smith-Roberts and her colleague Nick Bryant will present the District Councils' Business case for transformation, followed by a question and answer session.

The *Stronger Somerset* Business case proposal has been circulated to Councillors in advance of the meeting.

**10. IN LIEU OF PUBLIC SPEAKING TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**

In the absence of an in-person meeting, the usual public speaking session has temporarily been replaced with the presentation of any written submissions received from members of the public.

**11. TO REVIEW ELECTRONIC DECISIONS MADE BY COUNCILLORS**

At its emergency Coronavirus meeting on 19<sup>th</sup> March the Council made several proposals, subsequently approved by full Council. This included electronic voting for decisions about the Council's affairs. A summary report of electronic Council decisions since the Council meeting of 7<sup>th</sup> September is attached. Full details of all electronic voting are available on the Council's website.

## **12. COUNCIL ACCOUNTS**

**(a) TO NOTE AND APPROVE THE AUGUST BANK RECONCILIATION (attached)**

**(b) TO NOTE AND APPROVE INCOME AND EXPENDITURE FOR THE MONTH OF AUGUST (attached)**

**(c) TO NOTE AND APPROVE INCOME AND EXPENDITURE FOR THE YEAR TO DATE AS AT 31<sup>ST</sup> AUGUST 2020 (attached)**

## **13. TO NOTE CIL FINANCIAL POSITION**

The 2020 CIL (Community Infrastructure Levy) return has been submitted to Somerset West and Taunton Council and is attached for information purposes.

The Council's CIL balance is currently £22,105.41. Funds have to be spent within 5 years of receipt, or returned to the District Council. Of the total funds available £1,068.75 has to be spent before end of March 2023, £8,319.25 by March 2024 and £12,717.41 by March 2025.

## **14. TO CONSIDER LATEST INFORMATION CONCERNING A WELLINGTON TOWN POST OFFICE**

Councillors will discuss recent correspondence from the Post Office stating that with no potential retail candidates for taking on a Post Office service within the town, there are no plans in place for the reinstatement of this public facility, lost to the town in August 2019. Points suggested for consideration are:-

- a. To express concern to Rebecca Pow MP for Taunton Deane.
- b. To seek any guidance from Local Authority advisory bodies as to how the Council might positively respond to this challenge.
- c. To repeat concerns to the Post Office as previously expressed, also querying the validity of all the statements made in their recent correspondence.
- d. Consider a public appeal to local businesses who may be willing to incorporate a Post Office within their premises, and the possibility of a financial subsidy from the Council.
- e. Consider whether current empty premises around the town have a role to play in seeking to re-establish a Post Office.
- f. Review information received previously from a Town Council who had taken on the management of a Post Office (as recently re-circulated to Councillors).

## **15. APPLICATION TO THE SOMERSET CLIMATE EMERGENCY COMMUNITY FUND**

In February 2020, the Leader of Somerset County Council announced that £1 million would be made available for City, Town and Parish councils to support local communities. A new grant scheme is now available to help local communities take positive action to help Somerset become carbon neutral and mitigate the impacts of Climate Change. Bids are expected to be within a range of £5,000 - £75,000. Supporting documents are attached.

## **16. TO REVIEW COUNCIL OPERATIONS WITHIN THE CONTEXT OF CORONAVIRUS-RELATED WORKING ARRANGEMENTS**

*This is a standing agenda item to enable decisions about arrangements for Council Committee and Working Group meetings, and to agree any working arrangements*

A meeting of the Environment and Open Spaces Committee has been set up for 13<sup>th</sup> October. Consideration will be given to any other proposals for meetings from Councillors.

## **17. FEEDBACK FROM ALLOTMENTS COMMITTEE**

### **a. Allotments Committee Meeting**

The Allotments Committee met on Monday 21<sup>st</sup> September and Minutes of the meeting are attached. Councillor Lloyd will give a verbal update.

### **b. Longforth Farm Allotments**

Following the site meeting on the 18<sup>th</sup> September the Council has received expert advice that the land should be registered as a Statutory Allotment site. This will protect in perpetuity against the land being put to an alternative use. This proposal will need to come back to a future Council meeting once the land is in the ownership of the Council.

## **18. TOWN CENTRE WORKING GROUP AND TOWN CENTRE EMERGENCY FUND**

### **a. Working Group Status and Revised Terms of Reference**

Feedback from Somerset West and Taunton Council (SWTC) has been received concerning the constitution of the group. Changes are required in order to have the status required to take receipt of, and subsequently manage, the £100,000 Town Centre Emergency Fund awarded by SWTC. These include the need for the Working Party to become a fully-constituted Committee of the Council. A revised draft Terms of Reference for the group has been circulated to Councillors and this requires adoption by formal resolution. The establishment of the group as a Committee must also be approved by formal resolution.

### **b. Feedback from the Town Centre Working Group**

The group would be meeting on Wednesday 30<sup>th</sup> September to discuss feedback from SWTC about the first draft of the Indicative Plan. There would also be a review of planned activities to develop how each component of the Indicative Plan will be progressed.

Cllrs Lithgow and Lloyd will provide verbal updates to the meeting.

## **DECLARATIONS OF INTEREST**

### **Members of Somerset County Council:**

Councillor Andrew Govier  
Councillor James Hunt  
Councillor John Thorne

### **Members of Somerset West and Taunton Council:**

Councillor Janet Lloyd  
Councillor Andrew Govier  
Councillor Mark Lithgow  
Councillor Ross Henley  
Councillor Vivienne Stock-Williams  
Councillor Marcus Barr  
Councillor Chris Booth

Wellington Town Council Planning Meeting 7<sup>th</sup> September 2020

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL HELD  
ONLINE VIA ZOOM ON MONDAY 7<sup>TH</sup> SEPTEMBER 2020 AT 6.00PM**

**PRESENT:** Councillor Lloyd

Councillors J Hunt, J Thorne, V Stock-Williams, S Pringle-Kosikowsky, A Govier, M McGuffie, M Lithgow

Kathryn Hemensley (Town Clerk)

Annette Kirk (Deputy Clerk)

Alice Kendall (Assistant Clerk)

One member of the public and one member of the press in attendance.

**50. APOLOGIES**

Apologies were received and accepted from Councillors N Powell-Brace, N Smith, D Bradley, C Booth.

**51. DECLARATIONS OF INTEREST**

Councillor Lithgow declared an interest as a member of Somerset West and Taunton Council's Planning Committee and therefore reserved the right to vote differently at SWT's Planning Committee meeting as different facts could be placed before him.

Councillors Lloyd and Stock-Williams declared an interest as substitute members for SWT's Planning Committee, reserving the right to vote differently if attending SWT's Planning Committee meeting should different facts be placed before them.

Councillor Lloyd declared an interest in agenda item 5e, as she previously worked alongside Mark Neeson owner of the property - Case Ref: 43/20/0078

Councillor Thorne declared a personal interest in agenda item 5b as one of the objectors was an acquaintance, who had also signed his election nomination papers – Case Ref: 43/20/0068

**52. PUBLIC SPEAKING TIME**

No written representations had been received.

**53. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:**

The delegated agreement for determining decisions remained on hold so there were no applications for the Council's decision.

**54. TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET WEST AND TAUNTON COUNCIL OR SOMERSET COUNTY COUNCIL:**

- a) Case Ref: 43/20/0070 Proposal: Application for Outline Planning Permission with all matters reserved for the erection of 3 No. dwellings on land at Longforth Farm, Wellington (resubmission of 43/20/0040)

**RECOMMENDED** to support approval subject to the Planning Officer's recommendations but the council would like the following comments taken into consideration:

- 1) Concerns of the properties being built on a private road which would not ultimately be adopted by the council
- 2) Concerns over the possibility of vehicles reversing on to the larger carriageway.
- 3) Planning Portal detailed original application as 4 no. dwellings and the resubmission paperwork still showed 4 dwellings and not 3 no. dwellings
- 4) Concerns were raised over the reduced number of social housing from the original 25% of homes to 10%

- b) Case Ref: 43/20/0068 Proposal: Erection of 1 No. dwelling to be known as Lodge Bungalow, Lodge Close, Wellington (amended scheme to 43/16/0036) (retention of part works already undertaken)

**RECOMMENDED** strongly that SWTC refuse the application for the following reasons:

- 1) Over-development of what is a small site, originally for 1 no. dwelling but now for 2 bungalows
  - 2) Concerns over the quality of living space and the availability of parking.
  - 3) Building work appears to have started without planning permission, which can in some cases be used as a way for circumventing the planning regime.
- c) Case Ref: 43/20/0073/T Proposal: Application to fell one Ash tree and to carry out management works to one Ash tree included in Taunton Deane Borough (Wellington No.5) Tree Preservation Order 1987 at 1 Hoyles Close, Wellington (TD400)

**RECOMMENDED** to support approval this subject to the local Tree Officer's recommendations. The following comment was also made:

- 1) There were no details on what specimen tree they were going to put in its place, and it was felt this should become a condition of approval.

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- d) Case Ref: 43/20/0028 Proposal: Erection of a single storey extension to the rear of the garage with conversion into ancillary accommodation at 12 Blackmoor Road, Wellington – **see below moved to Point 6 on Agenda – See minute number 55 below.**

- e) Case Ref: 43/20/0078 Proposal: Subdivision of dwelling into 2 No. dwellings with ancillary works and the erection of a first-floor extension at Payton Cottage, Harpford Farm Lane, Payton, Wellington

**RECOMMENDED** to support approval subject to any Planning Officer's recommendations.

- f) Case Ref: 43/20/0082 Proposal: Erection of a single storey extension to the rear and side of 20 Dobree Park, Wellington

**RECOMMENDED** to support approval subject to any Planning Officer recommendations. The council would like to make the following comment:

- 1) Concerns were raised over the rear extension design, for example the cement fibre boarding detail on the wall and the potentially unsightly flat roof, as opposed to a pitched roof. The council felt the design detracted from what is currently an attractive property

- g) Case Ref: 43/20/0080 Proposal: Change of use of part of ground floor from retail to part residential and part retail at 25 Fore Street, Wellington

**RECOMMENDED** to support approval subject to any Planning Officer recommendations. The council felt this would make the marketing of both spaces more attractive.

- h) Case Ref: 43/20/0052 Proposal: Erection of wooden pigeon loft at 7 Rackfield, Wellington (retention of works already undertaken)

**RECOMMENDED** to support approval subject to the Planning Officer recommendations, but taking into account the following comments:

- 1) The height of the two gardens sheds and wooden pigeon loft dominate neighbouring gardens. Is it actually necessary for these structures to be 2.8m tall?

**55. AN APPEAL HAS BEEN LODGED WITH THE FIRST SECRETARY OF STATE AGAINST THE DECISION OF THE LOCAL PLANNING AUTHORITY TO REFUSE PLANNING PERMISSION FOR THE FOLLOWING APPLICATION:**

- i) Case Ref: 43/20/0028 Proposal: Erection of a single storey extension to the rear of the garage with conversion into ancillary accommodation at 12 Blackmoor Road, Wellington

The appeal has been **NOTED**

**56.** Proposal was made by Councillor Lloyd and seconded by Councillor Lithgow for the Council to renew the Agreement with Somerset West and Taunton Planning Department to make application decisions. It was agreed this would be put on the next planning meeting agenda scheduled to place on Monday 5<sup>th</sup> October 2020

**The meeting ended at 6.35pm**

.....  
Councillor Janet Lloyd  
Mayor



**Minutes of the meeting of Wellington Town Council held online via Zoom on Monday 7<sup>th</sup> September 2020 at 7.00 pm**

**PRESENT:** Councillor J Lloyd (Mayor),  
Councillors W Battishill, C Booth, A Govier, R Henley, J Hunt, M Lithgow, M McGuffie, N Powell-Brace, S Pringle-Kosikowsky, V Stock-Williams, J Thorne.

Kathryn Hemensley (Town Clerk)  
Annette Kirk (Deputy Clerk)  
Alice Kendall (Assistant Clerk)

There were 3 members of the public present and 3 members of the press. Sergeant Daniel Bishop and Dr Joanne O'Hara (Heritage at Risk Officer - Somerset West & Taunton Council) were also present.

### **57. WELCOME AND INTRODUCTIONS**

The Mayor opened the meeting and reminded Councillors to raise their hand when they wished to speak and to keep any mobile phones on silent.

### **58. APOLOGIES**

Apologies for non-attendance were given and accepted from Councillors D Bradley, and N Smith. Councillors N Powell-Brace and C Booth had contacted the Town Clerk to advise that they might be arriving late.

### **59. DECLARATIONS OF INTEREST**

Councillors Govier, Lithgow, Lloyd, and Stock-Williams declared personal interests as members of Somerset West and Taunton Council.

Councillors Thorne, Govier and Hunt declared personal interests as members of Somerset County Council.

Councillor Lloyd declared a personal interest relating to payments to MTMIT, being a former customer of MTMIT, the Council's IT consultant.

Councillor Thorne declared a personal interest relating to payments to MTMIT, being a customer and personal friend of MTMIT, the Council's IT consultant.

Councillor Pringle-Kosikowsky declared an interest in items 7 and 8 as he is employed by South West Heritage Trust, who may independently make comment on heritage-related topics.

Councillor McGuffie declared a personal interest in items 18 and 19 as he lives in the area affected.

### **60. MINUTES**

**RESOLVED** to approve and formally adopt the minutes of the Planning and full Council meetings held on 3<sup>rd</sup> August after removing the duplicated entries on item 36 of the Full Council minutes.

## 61. TOWN MAYOR'S REPORT

The Mayor reported that she had only attended one event since the last meeting; A small group of representatives from the Royal British Legion held a socially distanced wreath laying ceremony at the War Memorial to mark VJ Day on 15<sup>th</sup> August.

She further reported that she had regrettably accepted the resignation notice of the Town Clerk and Councillors were all in agreement when she said the Town Clerk would be sorely missed. Recruitment for a replacement was now underway with the Clerk's hours being increased to 37 per week. Shortlisting would take place on 24<sup>th</sup> September and interviews were scheduled for 1<sup>st</sup> October.

It was brought to Councillors' attention that there had been reports of haulage and construction vehicles taking a wrong turn into Bagley Road and causing disruption as they had difficulty turning. Bovis Homes had been contacted asking them to provide clearer directions to drivers and perhaps signage on the approach to the site.

Finally, it was reported that a meeting of the Town Centre Working Group was held on Wednesday 2<sup>nd</sup> September to discuss plans for the £100,000 Emergency High Street Fund. An updated indicative plan had been circulated to Councillors before the meeting. Approval was sought to submit the plan to Somerset West & Taunton Council and it was so **RESOLVED**.

## 62. POLICE REPORT

Sergeant Bishop reported that in the four weeks since the last meeting, he and his team continued to adapt to the changing Coronavirus guidelines. Reports of breaches of the guidelines had diminished. Those breaches that had been reported had been met with an explanation and education approach which had been well received. He was pleased to report that issues with youth anti-social behaviour had been low in the last 4 weeks. His team had increased patrols at Tonedale Mill and security patrols were also now in place. Recent police contact with neighbours had proved successful and was hoped would increase incident reporting.

In his previous report, it was stated that a number of alcohol nuisance and noise complaints had been received. He was pleased to inform Councillors that he had been working closely with the owner/landlord of the Vintage Inn, Fore Street, who had implemented a number of measures to reduce such complaints.

Crime figures remained around the same level as last reported with 74 crimes recorded in the past 4 weeks. There had been an increase in vehicular related crimes which his team were focusing on. There will be a social media campaign to raise awareness.

It was further reported that the first day in the Pop-Up shop had gone very well and they welcomed a number of visitors. The road safety team were also in the Town, displaying a car that had been involved in a fatal accident on the M5 after a driver using a mobile phone struck the stationary car. Working with the family of the person who lost their life, a campaign had been created to raise awareness of the dangers of using a mobile phone whilst driving. The team would hopefully visit the town again at the weekend. It was anticipated that the mounted team would visit the town this week and the rural team would

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also visit. The rural team would be providing details of the horse watch and farm watch schemes and providing item marking for theft deterrence.

Councillor Lithgow asked if there had been an increase in domestic violence reports throughout lockdown. Sargent Bishop responded to say that there has been a social media campaign addressing the issue. It was further reported that when he or his team attend any domestic incidents, a risk assessment is carried out and shared with internal and external partners to bring matters to their attention.

At this juncture, Councillor Battishill joined the meeting.

### **63. TONEDALE MILL**

Dr J O'Hara, the Heritage at Risk Officer from Somerset West & Taunton Council addressed the meeting. She thanked the Policing and Fire Brigade teams who had provided much needed support at the site both on the ground and behind the scenes. As previously reported, security at the site remained an ongoing issue and SWT were doing what they could to ensure the owners make the site safer. She informed Councillors that the relationship between the Council and the owners of the site had improved but it was very unfortunate that the accident involving a teenage girl happened just one day after considerable discussions had taken place. SWT have issued a number of Legal Planning Notices to the site owners obliging the owners to address the issues raised within a certain time frame. If this was not met, a more serious Legal Notice would be issued taking further steps. The Majority of the Legal Notices had been issued using legislation related to Listed Buildings. A security action plan was being put in place.

Sergeant Bishop said that his team had been patrolling the site more often and were working more closely with local residents who are helping to report issues.

Councillor McGuffie reported that he had visited the site in the past week and although security looked to have been improved, there was still work to be done in the North East corner of the site. He was concerned about an unprotected drop into the stream at the site and the weak perimeter fencing.

Councillor Govier thanked Dr O'Hara, Sergeant Bishop and their teams for all the work they had done.

Councillor Pringle-Kosikowsky asked if there were any limitations to safety works given that it was a listed building. Dr O'Hara responded to say that yes there were some limitations, but she had also been working with the Health and Safety Executive to find the best possible solutions.

### **64. TO RECEIVE AN UPDATE FROM THE SOMERSET WEST AND TAUNTON COUNCIL (SWTC) HERITAGE OFFICER CONCERNING LOCAL SITES**

Dr Joanne O'Hara gave a verbal update on the Conservation area in Wellington including the 90+ listed buildings in the Town Centre. She was hopeful that something could be done to address the number of empty shops longer term. Councillors invited Dr O'Hara to attend the Town Centre Working Group meetings, the details of which would be confirmed to her by e-mail.

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Councillor Thorne asked if any special approvals were required for shop frontage and signage within the town centre Conservation Area as there were some that don't fit the street scene. Dr O'Hara would look into this and respond directly to Councillor Thorne.

At this juncture, Councillor Henley joined the meeting.

### **65. CLERK'S REPORT**

The report had been previously circulated to Councillors and it was so noted.

Councillor Lithgow asked if a reply had been received from the grant applicant who had not spent their award. The Town Clerk updated Councillors to say that there was a delay in receiving a reply to her first e-mail. The organisation had suggested holding the monies for future referrals but the Town Clerk had specified they should return the amount given. A further reply was awaited.

Councillor McGuffie raised a query relating to a bench that the Council adopted and was due to be refurbished. The Clerk reported that the Community Warden was due to carry out the works just as lock down came into force and the Warden's hours were subsequently reduced. She had recently met with the Warden and their Manager and it was confirmed that the job was still on the to do list and should be carried out shortly. The bench would be removed so the works could be carried out at the depot, the Warden would arrange for a sign to be put up informing the public that the bench would be returned.

Councillor Powell-Brace asked if it could be arranged for the Longforth Road toilets to be opened earlier in the day to allow use by the drivers of the shuttle bus service that is in place while Network Rail carry out repairs to the Tonedale Bridge. The Town Clerk would investigate.

### **66. TO CONSIDER GRANT APPLICATIONS**

No applications had been received since the last meeting.

### **67. IN LIEU OF PUBLIC SPEAKING TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**

An e-mail communication had been received from Transition Town Wellington saying they would welcome the recommencement of the Environment and Open Spaces Committee as they would like to ensure that environmental concerns do not fall by the wayside.

### **68. TO REVIEW ELECTRONIC DECISIONS MADE BY COUNCILLORS**

At a Coronavirus emergency meeting on 19<sup>th</sup> March, Councillors made several proposals that were subsequently approved by full Council. This included electronic voting for decisions about the Council's affairs. A summary report of electronic decisions made since the Council meeting of 3<sup>rd</sup> August was circulated and was so noted. The Assistant Clerk informed the meeting that full version of the voting sheet would be made available on the website the next day.

### **69. COUNCIL ACCOUNTS**

#### **(a) TO NOTE AND APPROVE THE JULY BANK RECONCILIATION**

#### **(b) TO NOTE AND APPROVE INCOME AND EXPENDITURE ITEMS FOR THE MONTH OF JULY**

**(c) TO NOTE AND APPROVE INCOME AND EXPENDITURE AGAINST BUDGET FOR THE YEAR TO DATE AS AT 31<sup>ST</sup> JULY 2020**

**RESOLVED** to accept the Bank reconciliation, income, expenditure and budget reports as presented.

Councillor Thorne raised queries regarding interest received on the Council's account and was advised that the deposit account accrued monthly interest and the annual investment account had interest added at the end of its one-year term.

Councillor McGuffie raised concerns that monies placed in the budget were not being spent, particularly in light of comments from the Auditor in his report for the 2019-20 financial year. The Town Clerk explained that the budget had been set in good faith during the previous year and that due to the pandemic, it would be an unprecedented year for auditing purposes.

It was noted and thanks were given to Churches Together for contacting the Council to return their unspent grant after their event was cancelled due to Coronavirus.

**70. INTERNAL AUDIT ACTION PLAN 2020**

**RESOLVED** to accept the internal audit action plan.

**71. APPOINTMENT OF INTERNAL AUDITOR FOR 2021**

**RESOLVED** to appoint a new internal auditor after the new Clerk is in post.

**72. TO BE UPDATED ON ARRANGEMENTS FOR THE TOWN'S CHRISTMAS LIGHTS**

The Town Clerk gave an update on the current situation. The new lighting scheme had been ordered and works to replace the faulty fittings would be ordered in the coming days. Communication had been received from SWT suggesting they actually owned 5 of the 13 connection points in the Town. The Town Clerk had reported back to them with details of the works ordered by the Town Council and that it was expected that SWT would repair their 5 fittings to ensure the Christmas lights were uninterrupted. It was suggested that next year, SWT should be approached so that the Town Council could take ownership of these fittings to allow easier management going forward.

It was agreed that unless general reporting in the Wellington Weekly made it clear, a press release would be prepared to assure the public that although there would be no switch on event this year, there would be Christmas lights.

With regard to the four new Christmas lights proposed for Rockwell Green, a quotation for new connections had been requested. Property-owner permissions in principle had been agreed and formal letters would be sent once a date for the works had been confirmed. It was likely that the new light will be in situ for Christmas 2020.

**73. TO REVIEW COUNCIL OPERATIONS WITHIN THE CONTEXT OF CORONAVIRUS-RELATED WORKING ARRANGEMENTS**

The Mayor reported that an Allotments Committee meeting would be held on 21<sup>st</sup> September following the plot inspections and in preparation for the new allotment year. It was agreed that an Environment and Open Spaces Committee meeting be held as soon as possible. The Mayor proposed this would likely be in mid-October due to other items already in the diary.

Councillor Thorne requested consideration of reinstating in-person Council meetings, but this was not supported due to Coronavirus safety concerns.

**74. TONEDALE BRIDGE ROAD CLOSURE**

Background to the situation was given and Councillors raised a number of concerns. This included emergency vehicle access and the effect on businesses on the other side of the bridge. Councillor Govier reported that he had done all he could to ease the situation but agreed that the impact was widespread. It was reported that the timings for traffic light operations was inconsistent, and hoped that more clarity would be offered from Network Rail.

At this juncture, Councillor Hunt gave apologies and left the meeting.

**75. ADOPTION OF A DECOMMISSIONED BRITISH TELECOM TELEPHONE KIOSK**

A request had been submitted for the Council to consider the adoption of an out-of-service telephone box at Tone Hill for use by local residents.

Councillor McGuffie had discovered the box was on private land and it was understood that it could only be bought by the landowner. He would investigate this matter further and report back. He would also speak to the local residents to ascertain if a group of people could be assembled to manage the box if it is taken up by the Council.

Before the close of the meeting, the Mayor reported that Remembrance Day will not take its usual form this year due to Coronavirus. Unfortunately, there will be no poppies on sale as production had not been possible. A meeting with the Royal British Legion was planned and national guidance was awaited.

**There being no further business, the meeting closed at 9.15 pm.**

.....  
**Councillor Janet Lloyd**  
**Mayor**



## **REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL (REMOTE) MEETING ON 5<sup>th</sup> OCTOBER 2020**

### **1. Risk Reporting**

The Clerk is pleased to report that there have been no incidents, accidents or near misses in the previous month.

### **2. Coronavirus Impacts**

Council services and activities continue at a highly restricted level and planning for future events, such as the forthcoming Remembrance Tide, are very much restricted to working around the 'rule of 6', with guidance being sought from Sergeant Dan Bishop who heads up the local policing team.

There have been no recent requests for funding from the Council's specific Coronavirus budget. Expenditure within the current financial year amounts to £3,718.88 out of an agreed budget of £10,000.

### **3. IT and Comms**

#### **IT**

A new web-cam with microphone is now in the office and can be used by simply plugging in to each PC. This means audio/visual zoom meeting can now be run through mainframe computers rather than through laptops.

#### **Zoom Meetings**

All Council meetings continue to be held via Zoom and this generally works satisfactorily. Meetings are hosted from the office to ensure reasonably strong connectivity. In-person meetings will only reconvene when professional guidance recommends such action.

#### **Website/Facebook**

These continue to be managed in house by the Deputy and Assistant Clerk.

#### **Communications**

Staff continue to issue a range of press releases, recent ones concerning the local police team in the pop-up shop, the town's Christmas lights and the visit to the future allotments site at the Longforth Road development.

#### **4. Staffing**

##### **Recruitment update**

The forthcoming Town Clerk Vacancy was advertised for a period of 3 weeks on our website, the SALC website (Somerset Association of Local Councils) and Indeed job website. A recruitment agency was also invited to submit any eligible candidates on a no-recruitment, no fee basis. There were 27 expressions of interest with 10 candidates following through to submit an application. Shortlisting was scheduled to take place after the closing date, with interviews to follow on Thursday 1<sup>st</sup> October. The interview panel comprises Cllrs Lloyd, Lithgow, Stock-Williams and Thorne.

##### **Annual NJC pay award**

The end of August saw the announcement of the NJC pay award for the current financial year which resulted in a 2.75% increase on current rates of pay, plus one day's additional leave added to national minimum allowance of 21 days. This increases the Deputy Clerk's annual leave to 22 days per annum plus 2 statutory days over and above bank holidays. The Clerk and Assistant Clerk are not on the minimum leave allowance so no change for them.

#### **5. Office and Public Services**

Staff continue to work mostly from home with individual members attending the office on several days each week to check the premises and pick up any post. Accounts and payroll functions are completed in the office by the Finance Assistant. The government announcement for staff to return to working from home if possible, effective from 24<sup>th</sup> September has been noted. There is a Covid risk-assessment in operation for the office which staff have all read and are complying with on occasions when they are working from the office.

The Clerk, Deputy and Assistant each continue with their 30-hour working week and telephone access remains available to the public between 9 am and 2 pm each weekday, excluding public holidays.

The CAB office and museum remain closed and the SWTC housing team do not have plans to return to the office at present.

Socially-distanced appointments for the public are available on request where an in-person meeting is necessary to transact Council business. This recently has covered verifying personal details for local residents with foreign pension entitlements.

#### **6. Longforth Road Public Conveniences**

Two cubicles remain open with twice-daily cleaning. Apart from one incident where a soap dispenser was removed and left on the floor, there have been no issues reported.

#### **7. Community Warden Service**

The Community Warden Service is now operating over 15 hours per week and will need further review between the new Clerk and Richard Hopkins the Id Verde local manager.



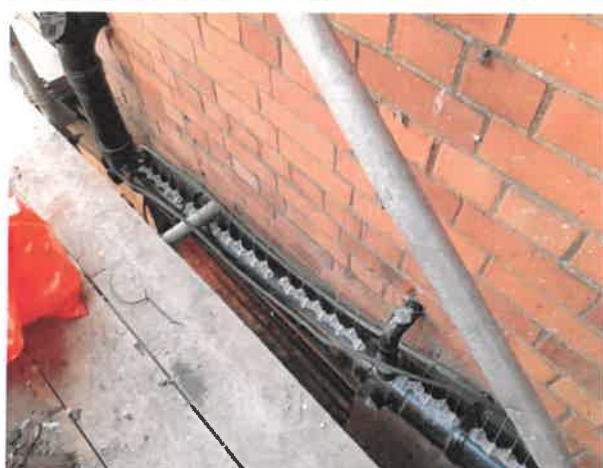
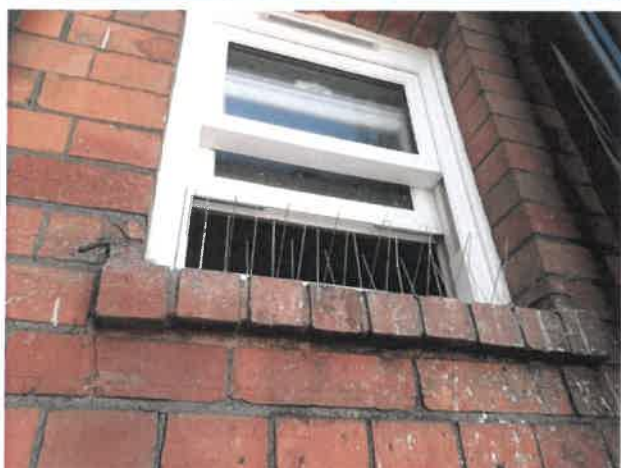
Having the benches fitted has still not been completed due to other pressing demands. It remains high on the Clerk's 'to-do' list.

#### **8. Consultation relating to information held by HM Land Registry**

Feedback was passed to NALC (National Association of Local Councils) that Wellington Town Council welcomed proposals to increase the range of information relating to land title held by the Land Registry. Confirmation and thanks for the feedback was received after submission.

#### **9. Footpath by the Vape Shop through to South Street Car Park**

The short-term closure of this footpath has not yet taken place as the developer awaits a works date from Wessex Water. Some anti-pigeon measures have been put in place to windows and guttering by the owner as seen by these recent photographs sent through.



#### **10. Co-op Memorial Bench by Coles Farm**

This bench was adopted by the Council in March 2020 at the request of a former employee at the Co-op's previous Chelston depot. It was agreed that the Community Warden would take it to the depot and give it a spruce up. Originally held up by coronavirus impacts, this task is now underway with the bench to be returned to its location early in week commencing 28<sup>th</sup> September. There may be a photo-opportunity and scope for a press release.

## 11. Actions from the September Council Meeting

Subject	Action to be taken	By	Comments/Update
Town Centre Working Group	Submit indicative plan to SWT	KH	Done
Longforth Road Toilets	Enquire regarding opening earlier to assist bus drivers	AK	The Community Warden has confirmed that toilet unlocking is run on a set schedule with other locations included so the timing cannot easily be changed. The time at which the toilets are unlocked can vary slightly depending on numbers of staff available.
Internal Auditor	Inform new Clerk	KH	To be done during handover
Christmas Lights	Prepare press release	APK	Mark Pritchett has confirmed entry regarding Christmas Lighting. KH sent press release to Somerset County Gazette.
Committee Meetings	Arrange Environment and Open Spaces meeting		Meeting scheduled for 13 <sup>th</sup> October

## 12. Leaving words from the Clerk

The Clerk would like to address the Meeting.

WELLINGTON TOWN COUNCIL ELECTRONIC DECISIONS RECORD CORONAVIRUS BUSINESS CONTINUITY MARCH 2020									
ITEM	DATE	HOW CIRCULATED	Clerk approval	COUNCILLOR DECISIONS/VOT OUTCOME			COMMENTS		
				JL	ML				
Accounts for Payment	28.08.20	APK e-mailed KH, JL and ML for approval	01.09 - Approved	28.08 - Approved	28.08 - Approved		JL - Declared an interest in Payments to MTMIT as a former customer. Cllr Thorne authorised payments at the Bank - declared personal interest in payments to MTMIT.		
Town Clerk recruitment details	28.08.20	KH e-mailed all Councillors		28.08 - Full Time	29.08 - Full Time		Documents approved and hours updated to 37 per week		
Trading Licence Application	14.09.20	APK e-mailed to all Councillors		17.09 - Agree with ML - too crowded at Co-Op	14.09 - Not happy with location, should be split between space and promotional space		Reply sent to SWT on 24/09/2020. Support application in principle but would suggest splitting between current location and Promotional Space. Also, application is stamped as being received two weeks before it was circulated, why was it delayed?		
Accounts for Payment	17.09.20	APK e-mailed KH, JL and ML for approval	17.09 - Approved	17.09 - Approved	17.09 - Approved		JL - Declared an interest in Payments to MTMIT as a former customer.		
Recruitment	17.09.20	KH emailed JL and ML for approval	17.09 approved	17.09 approved	17.09 approved				

**Wellington Town Council****INCOME AND EXPENDITURE RECONCILIATION****Period 1st April 2020 to 31st March 2021**

Balance brought forward at 1st April 2020	£ : p
Add cashbook receipts cumulative to 31st August 2020	£400,078.40
Total	£191,889.84
Less cashbook expenditure cumulative to 31st August 2020	£591,968.24
Balance brought forward as 31st August 2020	£130,466.95
	<b>£461,501.29</b>

Lloyds Current Account No. 02195145	Statement no: 71	£148,787.74
Lloyds Deposit A/C No. 07788306	Statement no: 34	£256,488.41
Lloyds Treasury Deposit placed 22.04.20		£56,225.14
Total		£461,501.29
Less unrepresented cheques		£0.00
Total		<b>£461,501.29</b>

Signed.....

Mayor

Date: 31st AUGUST 2020

**Unrepresented cheques**

None

**Ear marked reserves**

£6,300 for Wellington Railway Station

£7,980 for Playing Pitch Strategy

£13,000 for the Pop-up-Shop

£8,000 for the Film Festival

[illegible]

(Clerk)

12B

## EXPENDITURE AUGUST 2020

DATE	CHEQUE No or ELECTRONIC BANK PAYMENT	TO WHOM PAID	PARTICULARS OF PAYMENT	EMPLOYEE RELATED EXPENSES	SUPPLIES & SERVICES	COUNCILLOR'S ALLOWANCES TRAINING & TRAVEL	ALLOTMENTS & CHRISTMAS LIGHTS	PROMOTION OF WELLINGTON & HOSPITALITY	TOILET AREA	MUSEUM LEASE & OFFICE RENT	MISCELLANEOUS & CONTINGENCY	AUDIT FEES, INSURANCE & PETTY CASH etc	GRANTS & SERVICE LEVEL AGREEMENT PAYMENTS	POP UP SHOP	PUBLIC CONVENIENC ES	VAT PAID	TOTALS
			<b>BROUGHT FORWARD</b>	<b>£26,321.32</b>	<b>£10,356.73</b>	<b>£3,445.85</b>	<b>£22,753.38</b>	<b>£2,507.63</b>	<b>£0.00</b>	<b>£530.00</b>	<b>£20,080.55</b>	<b>£1,738.98</b>	<b>£2,500.00</b>	<b>£4,617.69</b>	<b>£5,575.35</b>	<b>£7,638.45</b>	<b>£105,165.93</b>
10.08.20	EFB	Remitance	SLA Agreement														£3,000.00
10.08.20	EFB	005489	SCC	£1,489.13													£1,489.13
10.08.20	EFB	005494	HMRC	£1,543.06													£1,543.06
10.08.20	EFB	005490	SCC	£63.10													£63.10
10.08.20	EFB	C P Disney	Pop-Up Shop														£13.69
10.08.20	EFB	Viking	Stationery		£259.43												£13.69
10.08.20	EFB	Water	Water for Public Toilets														£265.02
10.08.20	EFB	Business	Internal Audit														£96.01
11.08.20	EFB	B J Howe	Electricity for Street Light														£838.00
11.08.20	EFB	EDF Energy	IT Webcam		£93.42												£98.09
11.08.20	EFB	MTMT	IT Support		£250.00												£250.00
11.08.20	EFB	MTMT	IT Support		£95.00												£95.00
11.08.20	EFB	Somerset Film	Film Festival														£554.34
11.08.20	EFB	MTMT	Installation Configuration														£4,150.00
12.08.20	EFB	British Gas	Electricity for Public Toilets		£4,150.00												£89.37
17.08.20	Direct Debit	Sage	Payroll System		£36.75												7.35
19.08.20	EFB	H K Regan-Jones	Pop-Up Shop														£25.00
19.02.20	EFB	ID Verde	Community Warden														£430.20
19.08.20	EFB	ID Verde	Concrete for Town														£4.56
25.08.20	005493	SCC	Noticeboard	£63.10				£20.44									£25.00
25.08.20	005492	SCC	Deficit Fund	£1,470.50													£1,470.50
25.08.20	EFB	Miss A Kendall	August Salary	£1,156.59													£1,156.59
25.08.20	EFB	Mrs A Kirk	August Salary	£1,163.09													£1,163.09
25.08.20	EFB	Mrs J P Palmer	August Salary	£165.63													£165.63
25.08.20	EFB	Ms K Hemmelsley	August Salary	£1,891.10													£1,891.10
27.08.20	Direct Debit	Ches	Telephone & Computer		£94.55												£16.91
			<b>CARRIED FORWARD TO SEPTEMBER</b>	<b>£35,326.62</b>	<b>£15,390.88</b>	<b>£3,445.85</b>	<b>£22,753.38</b>	<b>£2,528.07</b>	<b>£0.00</b>	<b>£530.00</b>	<b>£22,785.87</b>	<b>£2,576.98</b>	<b>£5,500.00</b>	<b>£4,656.38</b>	<b>£5,752.80</b>	<b>£8,120.12</b>	<b>£130,466.95</b>

Signed.....  
(Mayor)

(Clerk)

AGENDA ITEM NO.

128

# WELLINGTON TOWN COUNCIL

AUGUST

2019/20		2020/21	
ANTICIPATED	ACTUAL	ANTICIPATED	ACTUAL
<b>INCOME</b>			
£268,358.00	£268,358.00	£352,939.00	£176,469.50
£350.00	£128.14	£582.00	£747.87
£2,275.00	£2,275.00	£2,275.00	£0.00
£2,000.00	£2,240.00	£1,800.00	£167.00
£3,000.00	£13,273.95	£3,000.00	£3,830.96
£2,700.00	£1,005.00	£2,700.00	£1,580.00
£0.00	£10,381.90	£0.00	£0.00
		£86,300.00	£0.00
£9,000.00	£2,000.00	£0.00	£0.00
£0.00	£4,023.19	£0.00	£2,335.51
£1,000.00	£3,565.35	£1,000.00	£0.00
£6,300.00	£0.00	£0.00	£0.00
£21,000.00	£1,756.90	£3,600.00	£4,319.00
	£0.00	£0.00	£0.00
		£0.00	£940.00
		£0.00	£1,250.00
		£0.00	£250.00
<b>£315,983.00</b>	<b>£309,007.43</b>	<b>£454,196.00</b>	<b>£191,889.84</b>

\* From Earmarked reserves

£21,000.00	Film Festival & Pop Up Shop	£21,000.00
£6,300.00	Railway Station	£6,300.00
£9,000.00	Playing Pitch Strategy	£9,000.00
£0.00	Capital Provision	£50,000.00
<b>£36,300.00</b>	<b>TOTAL EARMARKED RESERVES</b>	<b>£86,300.00</b>

AGENDA ITEM NO.

12C



## WELLINGTON TOWN COUNCIL BUDGET 2020/21

### AUGUST

2019/20		2020/21							
Budget	Actual	PAYMENTS	Budget	B fwd	August	Adj (+)	Adj (-)	Yr to date	Notes
<b>Staff costs and expenses</b>									
£49,000.00	£70,107.65	Salaries	£90,654.00	£26,148.64	£9,005.30			£35,153.94	
£500.00	£175.00	Staff Training	£500.00	£0.00				£0.00	
£200.00	£413.32	Staff Travelling	£200.00	£28.80				£28.80	
£0.00	£0.00	Staff recruitment	£1,500.00	£0.00				£0.00	
£49,700.00	£70,695.97	<b>Total of staff costs and expenses</b>	£92,854.00	£26,177.44	£9,005.30	£0.00	£0.00	£35,182.74	
<b>Cost of democracy and elections</b>									
£500.00	£400.00	Mayors Allowance	£500.00	£400.00				£400.00	
£4,200.00	£3,472.00	Councillors Allowances	£4,200.00	£2,968.00				£2,968.00	
£500.00	£80.00	Members Training	£500.00	£0.00				£0.00	
£500.00	£941.93	Members Travelling	£600.00	£77.85				£77.85	
£1,000.00	£0.00	Hospitality	£1,000.00	£0.00				£0.00	
£5,000.00	£0.00	Elections	£500.00	£2,161.45				£2,161.45	
£11,700.00	£4,893.93	<b>Total of cost of democracy and elections</b>	£7,300.00	£5,607.30	£0.00	£0.00	£0.00	£5,607.30	
<b>Administration/Office running costs</b>									
£0.00	£334.89	Office Rent	£1,265.00	£630.00				£630.00	
£1,300.00	£654.81	Photocopier	£950.00	£456.48				£456.48	
£1,000.00	£1,111.44	Electricity	£1,155.00	£262.35	£93.42			£355.77	
£1,000.00	£7,750.97	Telephone / Computer/Web site	£1,360.00	£339.98	£84.55			£424.53	
£0.00	£0.00	IT Equipment	£1,200.00	£0.00	£65.00			£65.00	
£0.00	£0.00	IT Support & E-mail Hosting	£4,000.00	£2,375.73	£4,495.00			£6,870.73	
£0.00	£350.54	Office Equipment	£250.00	£147.00	£36.75			£183.75	
£2,500.00	£1,555.45	Printing	£250.00	£0.00				£0.00	
£2,500.00	£1,954.06	Insurances	£2,250.00	£25.00				£25.00	
£1,300.00	£1,558.26	Stationery & postage	£1,150.00	£232.19	£259.43			£491.62	
£1,200.00	£1,470.00	Audit Fees	£1,627.00	£0.00	£838.00			£838.00	
£1,500.00	£1,402.00	Office Cleaning and maintenance	£1,821.00	£120.80				£120.80	
£1,800.00	£1,674.87	Affiliation Fees	£1,850.00	£1,713.98				£1,713.98	
£800.00	£1,035.00	Petty Cash	£0.00	£0.00				£0.00	
£400.00	£525.00	Hire of Hall	£480.00	£96.00				£96.00	
£15,300.00	£21,377.29	<b>Total of administration &amp; office running costs</b>	£19,608.00	£6,399.51	£5,872.15	£0.00	£0.00	£12,271.66	
<b>Grants</b>									
£15,000.00	£21,734.05	Grants	£15,000.00	£500.00				£500.00	
£8,000.00	£8,000.00	Service Level Agreement - CAB	£3,000.00	£0.00				£0.00	
		Service Level Agreements - RL	£3,000.00	£0.00	£3,000.00			£3,000.00	
		Service Level Agreements - WHERE	£2,000.00	£2,000.00				£2,000.00	
		Service Level Agreements - WCC	£12,000.00	£0.00				£0.00	
		Coronavirus	£10,000.00	£3,718.88				£3,718.88	
£23,000.00	£29,734.05	<b>Total of Grants</b>	£45,000.00	£6,218.88	£3,000.00	£0.00	£0.00	£9,218.88	
<b>Grounds Maintenance and Allotments</b>									
£2,000.00	£68.00	Allotments	£1,000.00	£15.00				£15.00	
£1,500.00	£0.00	Tone Play Area	£1,000.00	£0.00				£0.00	
£500.00	£333.29	Footpaths Maintenance	£500.00	£0.00				£0.00	
£4,000.00	£401.29	<b>Total of grounds maintenance &amp; Allotments</b>	£2,500.00	£15.00	£0.00	£0.00	£0.00	£15.00	
<b>Environment and Planning</b>									
£3,500.00	£0.00	Grass cutting	£3,740.00	£0.00				£0.00	
£2,400.00	£0.00	Weedkilling	£1,215.00	£0.00				£0.00	
£2,000.00	£0.00	Emptying Dog Bins	£3,120.00	£0.00				£0.00	
£2,000.00	£1,377.62	Provision of benches & Litter/Dog Bins	£2,500.00	£5,806.52				£5,806.52	
£11,000.00	£480.00	Planning Administration inc £10,000 for NP	£11,200.00	£0.00				£0.00	
£0.00	£0.00	Environmental Improvements	£20,000.00	£0.00				£0.00	
£13,500.00	£20,307.94	Longforth Road Toilets	£12,130.00	£6,575.35	£177.45			£6,752.80	
£34,400.00	£22,165.56	<b>Total of Environment and Planning</b>	£53,905.00	£12,381.87	£177.45	£0.00	£0.00	£12,559.32	
<b>Professional Services</b>									
£0.00	£0.00	Professional Fees	£20,000.00	£0.00				£0.00	
£0.00	£0.00	<b>Total of Professional Services</b>	£20,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	



2019/20		2020/21							
Budget	Actual	PAYMENTS	Budget	B fwd	August	Adj (+)	Adj (-)	Yr to date	Notes
		<b>Community Services</b>							
£11,000.00	£11,000.00	Wellington One	£11,000.00	£0.00				£0.00	
£900.00	£357.00	St John's Crossing Patrol	£0.00	£0.00				£0.00	
£25,000.00	£6,194.63	Christmas Lights	£31,649.00	£22,738.38				£22,738.38	
£2,000.00	£2,291.00	Community Safety	£1,000.00	£0.00				£0.00	
£4,000.00	£2,792.78	Promotion of Wellington	£5,000.00	£523.11	£20.44			£543.55	
£40,000.00	£5,750.00	Community services and Priorities	£10,000.00	£0.00				£0.00	
£0.00	£0.00	Health and Wellbeing	£18,000.00	£0.00				£0.00	
£1,000.00	£750.00	Museum Lease	£1,000.00	£0.00				£0.00	
£0.00	£1,020.00	Playing Pitch Strategy (see earmarked reserves)	£0.00	£0.00				£0.00	
£16,500.00	£16,087.93	Community Warden	£16,995.00	£3,738.30	£2,150.98			£5,889.28	
£1,000.00	£0.00	Emergency Planning	£1,000.00	£0.00				£0.00	
£1,000.00	£235.01	Other Payments	£300.00	£0.00				£0.00	
£25,000.00	£19,665.00	Youth Services	£26,000.00	£13,110.00				£13,110.00	
£0.00	£997.44	Section 137 Payments	£550.00	£0.00				£0.00	
£0.00	£25.00	Payment National Trust Monument	£0.00	£0.00				£0.00	
£0.00	£2,220.00	Resurfacing paths in the park	£0.00	£0.00				£0.00	
£0.00	£0.00	C.I.L	£0.00	£0.00				£0.00	
£3,000.00	£12,344.63	VAT Paid	£12,000.00	£7,638.45	£481.67			£8,120.12	
£130,400.00	£81,730.42	<b>Total of Community Services</b>	£134,494.00	£87,748.24	£2,653.09	£0.00	£0.00	£50,401.33	
		<b>Expenditure from Earmarked Reserves</b>							
£21,000.00	£7,140.48	Film Festival £8000/Pop Up Shop £13000	£0.00	£3,617.69				£3,617.69	
£0.00	£0.00	Film Festival	£8,000.00	£0.00	£554.34			£554.34	
£0.00	£0.00	Pop Up Shop	£10,500.00	£1,000.00	£38.69			£1,038.69	
£6,300.00	£0.00	Railway Station	£6,300.00	£0.00				£0.00	
£0.00	£0.00	Capital Projects	£50,000.00	£0.00				£0.00	
£9,000.00	£0.00	Playing Pitch Strategy	£5,000.00	£0.00				£0.00	
£36,300.00	£7,140.48	<b>Total of Expenditure from Earmarked Reserves</b>	£79,800.00	£4,617.69	£593.03	£0.00	£0.00	£5,210.72	
£304,800.00	£238,138.99	<b>TOTAL</b>	£455,461.00	£109,165.93	£21,301.02	£0.00	£0.00	£130,466.95	

**COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORT**

**PARISH COUNCIL:** Wellington Town Council

**Reported year:** 1 April 2019 to 31 March 2020

Total CIL receipts for reported year: **£12,717.41**

Total CIL expenditure for reported year: Nil

Summary of CIL expenditure:

ITEM	AMOUNT (£)

**NB: All CIL monies must be spent within 5 years of receipt.**

Total value of CIL receipts, subject to notices served in accordance with Regulation 59E during the reported year, required to be repaid to TDBC:

Nil

Total value of CIL receipts, subject to notices served in accordance with Regulation 59E during any year, not yet repaid to TDBC:

Nil

Total CIL receipts from this reported year retained for future spending:

**£12,717.41**

Total CIL receipts from previous years retained for future spending:

**£9388.00**

Copy of report to be emailed to [cil@tauntondeane.gov.uk](mailto:cil@tauntondeane.gov.uk)

Report to be published on Parish Council website by 31 December.

## One Planet Principles

The One Planet framework consists of ten simple principles that make it easy to plan, deliver and communicate your commitment to sustainability.

 <b>Health and happiness</b>	Encouraging active, social, meaningful lives to promote good health and wellbeing
 <b>Equity and local economy</b>	Creating safe, equitable places to live and work which support local prosperity and international fair trade
 <b>Culture and community</b>	Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living
 <b>Land and nature</b>	Protecting and restoring land for the benefit of people and wildlife
 <b>Sustainable water</b>	Using water efficiently, protecting local water resources and reducing flooding and drought
 <b>Local and sustainable food</b>	Promoting sustainable humane farming and healthy diets high in local, seasonal organic food and vegetable protein
 <b>Travel and transport</b>	Reducing the need to travel, encouraging walking, cycling and low carbon transport
 <b>Materials and products</b>	Using materials from sustainable sources and promoting products which help people reduce consumption
 <b>Zero waste</b>	Reducing consumption, reusing and recycling to achieve zero waste and zero pollution
 <b>Zero carbon energy</b>	Making buildings and manufacturing energy efficient and supplying all energy with renewables

## **Climate Emergency Community Fund**

### **Your Questions Answered**

- 1. What can the Climate Emergency Community Fund pay for?** *The funding can pay for projects which aim to reduce carbon emissions, reduce consumption, raise awareness of climate change issues and increase resilience to the impacts of climate change. Funding can be for both feasibility & implementation stages of projects. Full details can be found at [www.somerset.gov.uk/climate-emergency](http://www.somerset.gov.uk/climate-emergency)*
- 2. How do we apply for Climate Emergency Community Fund grant funding?** *Full details on how and where to apply, can be found at [www.somerset.gov.uk/climate-emergency](http://www.somerset.gov.uk/climate-emergency)*
- 3. How do we know if our organisation is eligible to apply for Climate Emergency Community Fund funding?** *To be eligible to apply for any Climate Emergency Community Fund grant funding your organisation will need to meet certain criteria, please refer to the guidance at [www.somerset.gov.uk/climate-emergency](http://www.somerset.gov.uk/climate-emergency)*
- 4. Can a Parish/Community-led organisation submit Climate Emergency Community Fund applications for multiple projects?** *Yes, up to the maximum limit of £75,000 across all multiple projects submitted throughout either or both applications windows.*
- 5. How do we know if our project is eligible for Climate Emergency Community Fund funding?** *The Climate Emergency Community Fund criteria applicable for 2020-2021 applications is available at [www.somerset.gov.uk/climate-emergency](http://www.somerset.gov.uk/climate-emergency)*
- 6. What is the minimum and maximum financial limit for Climate Emergency Community Fund grant applications?** *The minimum Climate Emergency*

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*Community Fund grant awarded is £5,000 and the maximum is £75,000, across individual and multiple project submissions.*

- 7. What is the deadline for Climate Emergency Community Fund funding applications?** *There will be two application windows, the first on 1<sup>st</sup> October 2020 and the second on 1<sup>st</sup> December 2020. Each window will be open for 6 weeks allowing time for applications before closure.*
- 8. If applying with another Parish(es)/Community Group(s), do we both/all need to complete and sign the one application?** *If you are making a joint application with other local councils, you will need to decide which organisation will be the lead applicant. The lead applicant will fill in the application form, and if successful, receive the grant and report on progress.*
- 9. Do we need to know how much the project is expected to cost?** *Yes, a projection for the cost of any project along with an overview of actions, outputs, outcomes and success measured, will be required to support and validate any Climate Emergency Community Fund grant awarded.*
- 10. Are grant recipients required to monitor the progress of their project objectives?** *Yes, Climate Emergency Community Fund grant recipients will be expected to periodically report back to the Fund Manager in regard to progress and budget monitoring for the project. Grant recipients will also be expected to complete a final report at the end of the project which details their activities, outcomes and lessons learned.*
- 11. Can the Climate Emergency Community Fund grant be used for Capital and Revenue budgets, including staffing costs?** *Yes, see FAQ 18 for requirements in regards staffing.*
- 12. Is there a deadline by which Climate Emergency Community Fund funding must be spent?** *Parish/Community-led organisations are expected to complete their project(s) within the timescale set out in their application.*



- 13. What if any Climate Emergency Community Fund grant awarded does not cover the anticipated project costs? Can we apply for more?** *Once a project grant has been awarded, it will not be possible to reapply for more funds for the same project.*
- 14. Can we also apply for funding elsewhere?** *Yes, any match funding or additional grants may be declared on the application form.*
- 15. Is there support available with an application?** *Yes, the Fund Manager can answer any specific questions and queries at [climateemergency@somerset.gov.uk](mailto:climateemergency@somerset.gov.uk)*
- 16. How will we know if an application is successful?** *All applications will receive a response within 6 weeks of the application closure date to confirm if their project has been selected for Panel review. Final decisions taken by the Panel will be notified by 15<sup>th</sup> January 2021 for window one and by 11<sup>th</sup> March 2021 for window two.*
- 17. Can an unsuccessful application be resubmitted?** *Yes, providing the final application deadline for window two has not closed, and any suggested recommendations or proposals have been made where applicable. The Fund Manager can offer support for this process.*
- 18. Do Climate Emergency Community Fund grant recipients need to carry out a recruitment/tender process when hiring staff/consultants?** *All grant recipients must follow an open and transparent recruitment process for all paid staff posts funded by the Climate Emergency Community Fund. Grant recipients planning on contracting in consultants for specific elements of their project, will need at least three comparable quotes if this work exceeds £5,000.*
- 19. How will any grant awarded be paid?** *At the time of Climate Emergency Community Fund grant approval, details of payment schedules will be provided. These will depend on the length of the project and amount of the Climate Emergency Community Fund grant award.*

20. How can my organisation get help with promoting the project once it is completed? Contact us via [climateemergency@somerset.gov.uk](mailto:climateemergency@somerset.gov.uk) and we will be able to publish information about the project on our website and through social media and support with other promotional activity.

21. What if I have a question that is not answered here? If you still have a question or would like to discuss anything further, please email [climateemergency@somerset.gov.uk](mailto:climateemergency@somerset.gov.uk)

#### Subsequent Questions since launch:

22. What is meant by 'Quality Status'? To attain **Quality status**, local **councils** must meet a number of criteria, relating to: (i) Electoral mandate; (ii) A qualified clerk; (iii) Regular **council** meetings; (iv) Effective communication; (v) Publication of an annual report; (vi) Accountability; and (vii) Ethical framework. **\*If you do not hold Quality Status this does not bar you from applying**

23. Why have you not given the longer website address? It is good practice to give out a shorter memorable website address which is [www.somerset.gov.uk/climateemergency](http://www.somerset.gov.uk/climateemergency). This avoids the problem if the longer URL changes or no longer exists, so the website can still be found.

24. Is there any funding available to support the amount of work required to implement our project? When you put the project application together, please include details of any funding which may be required for an additional member of staff (part-time or full-time), or for funds to source external support for administrative duties to enable you to successfully implement the project.

25. If applying for the full £75,000 as a 'Lead Applicant' on a joint application, does this mean no further applications can be made by this applicant as the maximum grant allowance has been reached? For joint applications, the amount of the bid requested will be apportioned equally between all the applicants named on the application. Being a lead applicant **would not** prevent further applications being made, providing, across all applications submitted (either individually or jointly) the total amount does not

*exceed £75,000 e.g a joint application for £75,000 between 10x parishes would be apportioned at £7,500 per named parish – leaving £67,500 available for **all** named applicants, including the lead applicant, for any further applications to be made.*



## **Climate Emergency Community Fund Guidance for Applicants**

### **Background**

In February 2019 a motion was carried at Somerset County Council's Full Council to declare a Climate Emergency. Specifically, the Council resolved to:

- affirm the Council's recognition of the scale and urgency of the global challenge from climate change
- mandate the Policy and Place Scrutiny Committee to review and recommend what further corporate approaches can be taken through a SCC Climate Change Strategy and to facilitate stronger Somerset-wide action through collaboration at a strategic, community and individual level
- pledge to work with partners, including the Heart of the South West LEP, individuals and community action groups across the county to identify ways to make Somerset carbon neutral by 2030

The aim is for a final Strategy to be adopted during the Autumn of 2020. The Strategy identifies

### **3 Goals:**

- Goal 1 focuses on the actions that the Public Sector need to take
- Goal 2 is about working towards making Somerset carbon neutral by 2030.
- Goal 3 is to have "Somerset which is prepared for and resilient to the impacts of climate change"

Achieving Goals 2 and 3 is significantly beyond the sole control of Somerset County Council. Success of these two goals largely relies on:

- significant national policy change;
- the commitment of others to act; e.g. communities and the citizens of Somerset to "do their bit" to commit to changes in lifestyles and behaviours and take action

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at local level. The role of the County Council being one of lobbying, influencing, enabling and supporting.

This is a Climate Emergency and we want to encourage action now whilst we await the outcomes of the Somerset Climate Emergency Strategy.

### **Somerset County Council Leader's Commitment**

At SCC's Full Council in February 2020 the Leader of the Council made the following statement:

*"I'm pleased to announce a brand new, £1m fund to support climate change initiatives. This fund will be available for parish and town councils to bid for in order to support work in their own communities. As a council we can have a small but limited impact on climate change, but we can have a far greater impact if we can encourage and enable people to change their own behaviours. That's why this fund is so important, it will get spending and decision-making down to grass roots level and have a greater impact in local communities. This fund is for the coming year, but I can also commit to creating a fund for future years that will tie in with some of the actions and activities that will come out of our climate change strategy when it is published."*

This fund recognises that gaining commitment to positive action and behaviour change has the greatest chance of success if driven by the local community itself. The fund seeks to enable "ground-up action" and specifically supports Parish and Town and City Councils to plan, deliver and communicate their commitment to making Somerset carbon neutral, sustainable and resilient.

The following sets out the broad Eligibility Criteria for who can apply to the fund, the scope of projects that will be considered for funding and the Application, Assessment and Assurance processes which will apply.

### **Which organisations are eligible to apply for the funding?**

The fund is available to the following organisations and entities in Somerset only:

- City, Town and Parish Councils
- In the Taunton unparished area, Local Community led organisations operating on a not-for-profit basis, are legally constituted and where the proposed project/s have the support of their local Member(s)

City, Town and Parish Councils may take ideas from and chose to work with local community groups on an application.

### **How much money is in the fund?**

Somerset County Council has committed £1million for the fund.

### **What can the funding pay for?**

The funding can pay for projects which aim to

- reduce carbon emissions
- reduce consumption
- raise community awareness of climate change issues
- increase resilience to the impacts of climate change

Funding can be for both feasibility and implementation stages of projects (See full eligibility list below)

### **How much can we apply for?**

- Projects which require investment of a minimum of £5,000 up to a maximum of £75,000 can be funded.
- Applicants are not restricted to one application but any one applicant/ parish etc. will only be granted funding across all projects submitted, up to a total maximum of £75,000 across either or both application windows.
- If you are making a joint application with other local councils, you will need to decide which applicant will be the project lead. The lead applicant will fill in the application form, and if successful, receive the grant and report on progress.

### **What sorts of project are in scope?**

Based on the One Planet Principles, the funding is available to support projects that:

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- a) Reduce the reliance on car travel locally, encouraging walking, cycling and low carbon transport
- b) Community electric car share and charging points
- c) Support local sustainable food markets and co-operatives
- d) Community Energy Projects
- e) Lower energy use in the community (e.g. public buildings)
- f) Lower carbon demand and consumption
- g) Support biodiversity and ecological adaptation and resilience
- h) Carbon capture and storage (including tree planting and other sequestration initiatives)
- i) Have demonstrable impact on addressing the human impacts on the Climate by affecting behaviour and lifestyle change in local communities and the residents of Somerset
- j) Empower the local community to promote a culture of sustainable living
- k) Help the environment to mitigate against, and adapt to, the impacts of climate change (e.g. Flood and Water schemes, Hedgerow Planting)
- l) Support waste reduction initiatives which assist the local community to reuse and promote products which help reduce consumption
- m) Increase local recycling of goods, especially plastic pots, tubs trays and reduces single-use plastics
- n) Increase Community composting

### **How and when can we apply?**

Full details of the fund will be launched on 1<sup>st</sup> September 2020.

All applicants will be required to complete a Project application form. Details of where you can find the application form and how to submit this, can be found at [www.somerset.gov.uk/climate-emergency](http://www.somerset.gov.uk/climate-emergency)

There will be two windows for applications:

- Window One – Opens 1<sup>st</sup> October 2020 Closes 12<sup>th</sup> November 2020
- Window Two – Opens 1<sup>st</sup> December 2020 Closes 12<sup>th</sup> January 2021

This will need to set out:

- Applicant details
- The constitution of the organisation
- Whether this is a sole or joint project application
- Where the project will take place
- Details of what is being proposed
- Why the project is needed and the expected benefits to the local community that will be realised
- Whether this is a pilot that has the possibility of scaling-up or replication
- What are the project risks and how these will be mitigated?
- Future embedment and maintenance of longer-term benefits
- The funding amount being sought and whether the project delivery is contingent upon this
- If this project builds on any existing activity and if any \*match funding is available? (\*not obligatory)
- The project target commencement and completion dates
- Details of project costings with an overview of actions, outputs, outcomes and measure of success.
- The extent to which the project supports Somerset in achieving its goal of carbon neutrality and/or longer resilience to the impacts of Climate Change
- To which of the One Planet Living Principles the project contributes
- How the measurement of positive impacts and benefits of the project will be made
- How future support to community led initiatives may be tackled
- Agreement of the Terms & Conditions of the fund programme

### **How will applications be assessed?**

This fund is not selecting or focusing on any one type of project or technology. It is up to applicants to demonstrate what they believe is the best climate change idea. Fundamentally this is a competitive process and the fund seeks to support a project,

or a group of projects, that will best impact across a range of indicators based on the One Planet Principles.

Like any funding, there are certain general criteria which this fund seeks to support, including, but not limited to

- fulfilment of the Climate Emergency Strategy and delivery of its goals
- being cost effective and offer value for money
- being well thought-out, including consideration to risks and their mitigation
- SMART (Specific, Measurable, Achievable, Realistic & Timely)
- being managed by organisations that show they are well-run and competent
- being innovative in some way
- having real and measurable impacts, that may be immediate or that accrue
- having a lasting legacy of continued ownership and behavioural change within the community
- having given due regard to equality and diversity
- looking to share their experience, would be generous with their skills and is outward looking
- having thought about how to maintain and embed the longer-term benefits of the grant funding

The final decision will be taken by an Assessment Panel, comprising:

- The Portfolio Holder for Economy and Planning
- The Cabinet Member with specific responsibility for Climate Change
- An SCC Member of the Climate Emergency Task and Finish Group
- the Director of ECI Commissioning
- a representative for SCC Finance.

### **Will there be any other support to help with my application?**

We want to ensure that as many good projects as possible are successful in securing funding. The Fund Manager will be available to give guidance to applicants prior to submitting a bid to ensure bids can demonstrate eligibility, impact and value for money. You can contact the Fund Manager at [climateemergency@somerset.gov.uk](mailto:climateemergency@somerset.gov.uk)



If an eligible bid comes forward which has merit but requires further work or explanation, again the Fund Manager will work with the applicant so the bid may be improved prior to submission.

During the Launch Period we will be developing a Briefing Note for the Parish and Town Councils and developing some "Frequently asked Questions" which will also be accessible on-line at [www.somerset.gov.uk/climate-emergency](http://www.somerset.gov.uk/climate-emergency). These will help guide Project Sponsors/ Applicants in understanding the sort of information which is required and to help support the quality of applications.

### **How will Project Sponsors/ Applicants be informed of success?**

- All application forms must be received by midnight of each window closure to be eligible for assessment.
- Once the full application is received it will be assessed for completeness. If further information is sought or the project needs further work the applicant will be informed and guided to make the necessary changes.
- The Fund Manager will inform the local Member, where applicable, of the application and receive their views on the application.
- All applications, whether successful or not in being selected for further Panel review, will be notified within six weeks of each window closure.
- Final decisions following Panel review will be notified by 15<sup>th</sup> January 2021 for window one and by 11<sup>th</sup> March 2021 for window two.

### **Assurance Process**

The terms under which the grant is awarded are:

- The grant will only be used to meet the costs of the project for which the application was made;
- The project must be ready to commence within 6 months of the application being made. Any delay should be reported to and approved by the SCC Fund Manager;
- The grant cannot be used to pay for works that were carried out before the award was approved;

- A grant offer does not relieve the grant recipient of the need to obtain any other consent, approval, permission, or clearance required under planning acts, building regulations or other relevant legislation. All necessary consents must be obtained before works begin and is a condition of the offer of grant that all consent requirements are complied with;
- Evidence of the impact of the project must be kept. This is likely to require a set of 'before and after' records being kept and maintained. (See below monitoring and evaluation).

### **Monitoring and Evaluation**

Monitoring is the collection and analysis of information about a project, undertaken while the project is ongoing.

- a) Each successful applicant will have a visit from the Fund Manager (or other specialist officer) prior to the project commencing.
- b) There will be an expectation that periodic progress reporting, along with budget monitoring of the project will be provided to the Fund Manager at agreed intervals.
- c) Completion of a final report at the end of the project detailing activities, outcomes and lessons learned will also be required.

Monitoring should be proportionate to the funding applied for and therefore the number and frequency of progress reports required will vary with the size of your project and will be agreed at the time of any grant offer.

### **Evaluation**

Evaluation is the periodic, retrospective assessment of a project.

- Measurement of impact against the project targets set out in the original project application
- Report on activities - Progress against schedule
- Report of expenditure



Generally, you are likely to need information to

- Track and assess what has changed (both intended and unintended)
- Understand the reasons for changes - i.e. what factors/organisations/individuals have facilitated/constrained change (including your contribution)
- Interpret the changes i.e. people's perceptions and experiences of change.

The information you collect might either be

- Quantitative information expressed in numerical terms as numbers and ratios for example. This information will allow you to answer 'what', 'how many' and 'when' questions.
- Qualitative information is expressed through descriptive prose and can address questions about 'why' and 'how', as well as perceptions, attitudes and beliefs.

### **Other obligations**

Whilst the fund does not require Projects to have made their investment by the end of the financial year (31<sup>st</sup> March 2021), Sponsors will need to indicate when the funding awarded will be spent.

Successful applicants will be required to sign an agreement with Somerset County Council which commits both parties to the funding and delivery agreements.

The grant recipient will agree to pre and post award assurance visits

The grant recipient will be required to abide by SCC branding guidelines and to display the SCC logo on all promotional materials and communications relating to the Project. The grant recipient will also allow SCC to promote the scheme as it sees fit and use the activity or project to promote Somerset's continued progress towards tackling the impacts of Climate Change.

\* See the One Planet Living principles at: [www.bioregional.com/oneplanetliving](http://www.bioregional.com/oneplanetliving)

**WELLINGTON TOWN COUNCIL**

**Minutes of the Allotments Committee Meeting held online via Zoom on Monday  
21<sup>st</sup> September 2020 at 6.00 pm**

Present: Councillor J Lloyd (Chair)

Councillors: M McGuffie, V. Stock-Williams, C. Booth

Deputy Clerk: Annette Kirk

**1. Apologies**

No apologies received.

**2. Inspections**

Inspections were completed by the committee week commencing 17th August 2020.

***Action: AK sent out 15 warning letters to plot holders. AK to arrange revisit to see Plot condition in two weeks.***

**3. Update on Plot Vacancies and Waiting List**

- Two plots available – Plot 19 and Plot 88 from 29<sup>th</sup> September 2020
- Approximately 20 people on waiting list with more enquiries coming in daily
- Plot 93: The committee were given an update that the tenant "Wellington One" had agreed for Marion Vincent to look after plot, we have found out that she has proceeded to dig out an area and lay a concrete base and put in breeze-block walls, removed back hedgerow – we have instructed "Wellington One" to get the plot back to its original condition

***Action: AK to follow up progress on Plot 93.***

**4. Rent – Rent due 29<sup>th</sup> September 2020:**

Rent Request letters were sent to tenants on Friday 11<sup>th</sup> September 2020. New Rent £22.00

New Application Form, Tenancy Agreement and new deposit of £50.00 will commence from new allotment year 29<sup>th</sup> August 2020

**5. Change of Lock**

It was agreed that the lock code would be changed to 1707 from 1<sup>st</sup> November 2020. All tenants were notified in their rent request letter dated 11<sup>th</sup> September 2020

***Action: AK to arrange for lock code to be changed on 1<sup>st</sup> November 2020***

## **6. Hire of Skips, Tidy Up, Hedgerows**

It was agreed that two skips (medium size) would be situated in the parking area week commencing 12<sup>th</sup> October 2020. Annette Kirk Deputy Clerk to organise. This will enable tenants to tidy up their plots.

Hedgerows and Tracks – Instruct community warden

***Action: AK to obtain quotes for two skips to be delivered***

## **7. To consider making smaller plots:**

It was agreed to make some smaller plots on Plot 19 and Plot 18 when it becomes available.

***Action: AK Arrangements to be made to clear plots***

## **8. Any items tenants may wish to raise:**

- a) Two emails received from plots holders – these were read out to the committee members.

***Action: Councillor J Lloyd (Chair) will reply to emails directly.***

## **9. Next meeting Date: 15<sup>th</sup> February 2021 at 6pm**

Meeting Closed: 6.30pm

The Committee remained in situ at the request of the Chair for an informal discussion regarding the progression on Longforth Farm Allotments. There had been a site meeting on Friday 18<sup>th</sup> September 2020 with Alan Cavill, ex-regional allotments secretary, Michael Tucker, the Town Clerk and Councillor Janet Lloyd. It was suggested that the Town Council registers these allotments as a statutory site under the Allotment Acts of 1908 & 1950.