



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 2nd November** at 7.00 pm.

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

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/82242730666?pwd=M1RnUIJ6bXlWRFlzN2xVaGM0NXhRUT09>

Or

Meeting ID: 822 4273 0666

Passcode: 930565

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 29th October 2020.

Alice Kendall

Acting Town Clerk

07591 819989

alice@wellingtontowncouncil.co.uk

23rd October 2020

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 5th October (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. GRANT APPLICATIONS

An application has been received from Wellington Tennis Club for £200 which will contribute toward work to trees adjacent to their premises. The application and supporting documents have been circulated to Councillors in advance of the meeting.

9. 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.

10. TO RECEIVE AN UPDATE FROM NATIONAL TRUST

Emma Jones, Community Fundraiser and Engagement Officer (Wellington Monument), will be in attendance to provide an update on the Wellington Monument.

11. TO REVIEW ELECTRONIC DECISIONS MADE BY COUNCILLORS

At its emergency Coronavirus meeting on 19th 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 5th October is attached. Full details of all electronic voting are available on the Council's website.

12. COUNCIL ACCOUNTS

(a) To note and approve the September bank reconciliation (attached)

(b) To note and approve income and expenditure for the month of September (attached)

(c) To note and approve income and expenditure for the year to date as at 30th September 2020 (attached)

(d) Preliminary budget considerations for 2021-22

Councillors need to give consideration to items they would like to include in the new budget. The year to date spend on the current budget is detailed in the document attached in item C above. A special budget meeting of the Full Council will be held on 18th November 2020 at 6.30pm.

13. NALC CLIMATE CHANGE SURVEY

An online survey has been issued by NALC relating to Climate Emergency declarations. The link has been forwarded to Councillors by e-mail for information. It is understood that one reply is made online on behalf of the Council. Any feedback before the meeting is appreciated.

14. 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

The following meeting dates have been agreed by their Committees/groups;

- Town Centre Committee – 25th November – 10.30am
- Staffing & Resources Committee – 25th November – 2pm
- Wellington Network Partnership – 25th November – 6.30pm
- Environment & Open Spaces – 19th January 2021 – 6pm

15. REVIEW OF THE FINANCE COMMITTEE

To review the operation of the Finance Committee to include alterations to the Terms of Reference as appropriate. The Finance Committee should be utilised as one of the Council's measures of internal control by reviewing the accounts, bank reconciliations and payments to be authorised. Draft Terms of Reference are attached.

16. FEEDBACK FROM THE ENVIRONMENT AND OPEN SPACES COMMITTEE

(a) Environment & Open Spaces Committee Meeting

The Committee met on Tuesday 13th October; the minutes of the meeting are attached. Councillor McGuffie will give an update.

(b) Recommendations

As per the minutes attached at the item above, the Committee recommends; "that the Environment and Open Spaces move forward with the application to the Somerset County Council Climate Emergency Fund led by the Chairman, Councillor McGuffie." Councillor McGuffie's proposal has been circulated by e-mail in advance of the meeting.

(c) Additions to the application to the Climate Emergency Fund

As per the e-mail forwarded from Councillor McGuffie, a decision is required if the Council would like to provide match funding of £9,000.

17. FEEDBACK FROM THE WELLINGTON NETWORK PARTNERSHIP

A meeting was held on Wednesday 14th October; the minutes of the meeting are attached. Councillor Lithgow will give an update.

18. FEEDBACK FROM THE TOWN CENTRE COMMITTEE

The Committee met on Wednesday 21st October; the minutes of the meeting are attached. Councillors Lloyd and Lithgow will give an update.

19. FEEDBACK FROM THE STAFFING AND RESOURCES COMMITTEE

a. Staffing and Resources Committee

The Committee met on Wednesday 21st October; the minutes of the meeting are attached. Councillor Lloyd will give an update.

b. Recommendations

As per the minutes above, the Committee recommends; "that any additional hours worked by the Deputy Clerk during the next 6 weeks can be taken as time in lieu up to 10 hours. Any amount over this will be paid as overtime."

20. FEEDBACK FROM THE POST OFFICE WORKING GROUP

The group will be meeting on 27th October, an update will be given by a member of the group.

21. BEATING THE BOUNDS

A written statement from David Mitton, former Wellington Town Councillor, is attached. A leaflet has been circulated by e-mail in advance of 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

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL
HELD ONLINE VIA ZOOM ON MONDAY 5TH OCTOBER 2020 AT 6.00PM**

PRESENT: Councillors J Lloyd (Chair), M Barr, W Battishill, C Booth, D Bradley, A Govier, J Hunt, M Lithgow, M McGuffie, S Pringle-Kosikowsky, V Stock-Williams and Thorne

Kathryn Hemensley (Town Clerk)
Alice Kendall (Assistant Clerk)

Three members of the public and three members of the press were in attendance.

76. APOLOGIES

Apologies were received and accepted from Councillor J Hunt, who later arrived part way through the meeting

77. 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 Thorne declared a personal interest in application 43/20/0086 as his employer holds a service contract with Lidl. He does not work for Lidl, however.

At this juncture, Councillor Booth arrived at the meeting.

78. PUBLIC PARTICIPATION

A representation was received regarding application 43/20/0086, it was received outside of the allotted time frame so was not read out but had been circulated to Councillors for information in advance of the meeting.

79. 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.

At this juncture, Councillors Govier and McGuffie arrived at the meeting.

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

The Chairman informed the meeting that as there was a full agenda to consider, she proposed to take the applications out of order as detailed on the agenda.

RESOLVED to re-order the agenda as proposed by the Chairman.

- a) **Case Ref: 43/20/0091/T** Proposal: Application to fell 5 Elm trees, 2 Sycamores and one Ash tree included in Taunton Deane Borough (Wellington No.6) Tree Preservation Order 1998 at Wellington Tennis Club, Courtland Drive, Wellington (TD765)
- b) **Case Ref: 43/20/0092/T** Proposal: Notification to fell one Horse Chestnut tree within Wellington Conservation Area at 59 South Street, Wellington
- c) **Case Ref: 43/20/0093/T** Proposal: Application to carry out management works to one Lime tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1986 at 12 Millstream Gardens, Wellington (TD350)
- d) **Case Ref: 43/20/0079** Proposal: Change of use from Class A1 to Class A4 for a microbar at 5 High Street, Wellington
- e) **Case Ref: 43/20/0090** Proposal: Siting of temporary portable building at The Mount Veterinary, Taunton Road, Wellington
- f) **Case Ref: 46/20/0016** Proposal: Development of site with the erection of a visitor centre, pannier hall, artisan workshops and beacon for the House of Somerset with associated access improvements, parking and drainage infrastructure on land adjoining Foxmoor Business Park, Chelston, Wellington
- g) **Case Ref: 43/20/0102/LEW** Proposal: Application for a Certificate of Lawful Development for the existing use of an annexe as an independent residential dwelling at Meadow Cottages, Rackfield, Westford, Wellington
- h) **Case Ref: 43/20/0104/T** Proposal: Application to carry out management works to one lime tree included in Taunton Deane Borough (Wellington No.3) Tree Preservation Order 1997 at Linden House Nursing Home, Wellington (TD760)
- i) **Case Ref: 43/20/0068** Proposal: Erection of extension to previously approved dwelling (43/16/0036) known as Lodge Bungalow, Lodge Close, Wellington
- j) **Case Ref: 43/20/0099** Proposal: Erection of a single storey extension to the rear of 41 Tone Hill, Tonedale, Wellington
- k) **Case Ref: 43/20/0086** Proposal: Erection of a Class A1 foodstore with associated parking, landscaping and access works on land north west of the Nynehead Road/Taunton Road/Torres Vedras Drive Roundabout, Wellington

Items B, C and H: RECOMMENDED approval of these items subject to satisfactory comments from the Tree Officer. Councillors would like to see replacement trees provided in consultation with an arborist.

Item I: Councillor Thorne raised a personal interest in this application as one of the objectors to this planning application is an acquaintance who had signed his Councillor nomination papers. an objector of the application. **RECOMMENDED** refusal as per comments previously submitted, namely;

- Over-development of what is a small site, originally for 1 no. dwelling but now for 2 bungalows
- Concerns over the quality of living space and the availability of parking.
- Building work appears to have started without planning permission, which can in some cases be used as a way for circumventing the planning regime.

Item J: Councillor McGuffie declared a personal interest as he lives nearby, although does not know the applicant. **RECOMMENDED** approval of this application.

Item A: RECOMMENDED that this application be refused. Councillors had strong objections to the felling of these well-established trees as they provide a much-

needed sound and light barrier for the neighbouring properties. If they were to be felled, it was felt that the light pollution from the Tennis Club would have an adverse effect on local residents and it was understood that numerous complaints regarding this had already been raised.

Councillors agreed that maintenance works and/or pruning of these trees may be required. These works would be supported.

Item D: RECOMMENDED to support the return of use for a high street property. It was felt however, that a closing time of 2am was too late. Councillor Thorne raised an issue regarding the public notices for this application. Whilst visiting a neighbouring business, he was informed that a notice had not been received there and noted that a site notice was not present. The Assistant Clerk will follow this up with the Case Officer

Item E: RECOMMENDED approval of this application.

Item F: after some discussion, **RECOMMENDED** approval of this application. It was noted that the site is within the Parish of West Buckland and it was understood that the Parish Council also supports this development.

Councillors did raise some concern regarding the traffic impact on the surrounding Highways, especially the Chelston roundabout. It was understood that a Section 106 Agreement will be made for the provision of a new access roundabout. Councillors emphasised the importance of this agreement being tightly drawn up and queried the trigger points of said agreement. There were some further concerns of the effect of the proposed beacon on the surrounding listed buildings (West Buckland Church, for example).

Item G: AGREED to comment that there was no reason for the Council to dispute the validity of the claims made within the application.

Item K: Councillor Barr declared a personal interest as he shopped at Lidl.

RECOMMENDED that this application be refused on the following grounds;

- The site is greenfield and outside the Wellington settlement boundary.
- The site is a gateway to Wellington and should not be spoiled by a supermarket development constructed to attract traffic from the highway.
- The site is elevated above the highway and the development with its glass façade will be a visual eyesore for nearby housing, especially at night time.
- The proposed vehicular access off the Nynehead road would cause conflict with the access opposite to the long-established caravan park which brings visitors to the town.
- The footpath from the town, from a point just beyond St John's Parish Church and running alongside the main road to the Longforth Farm roundabout, is too narrow to safely accommodate the anticipated footfall which would be attracted by the development.
- The site is already allocated as employment land in the strategic plan for developing that area.
- The proposed use conflicts with SWT's recently announced Local Development Order for Small Scale Employment Space because this site has

been allocated for employment purposes, not retail use, and as the site is outside the settlement boundary for Wellington it would clearly fit the aspirations of the LDO.

- The proposed use is not included in the aims of the LDO, which specifically permits three planning classification uses, which are light industry, offices, and research and development of products/processes.
- The proposed out of town development would cause severe harm to trade in the town centre, where the district council seeks to preserve retail integrity, by drawing customers away from existing retail premises.
- The general traffic impact on the Nynhead Road and the roundabout will be detrimental.
- There are concerns about the proposal causing light pollution issues. Particularly for those surrounding properties that face onto the Taunton Road.

Councillors further proposed that if it were the case that the application was given approval there should be a planning requirement for screening to protect nearby homes from the light pollution caused by the building.

81. ANNUAL AGREEMENT FOR DELEGATED PLANNING AUTHORITY BETWEEN SWT AND WTC

The updated agreement includes an increase of the charge for the attendance of a Planning Officer at WTC Planning meetings (was £80, now £150). The agreement has been circulated by e-mail before the meeting.

RESOLVED to re-instate the agreement after seeking a reduction in cost. As meetings are now held virtually, there will not be a need for travel costs etc.

82. PLANNING REFORM WHITE-PAPER CONSULTATION

The meeting gave consideration to the National Association of Local Councils early-doors consultation on government proposals to substantially change the current planning regime. The document was circulated in advance of the meeting. Feedback was sought by way of consultation questions. It was agreed not to provide feedback.

The meeting ended at 6.59pm

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Councillor Janet Lloyd
Mayor

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD ONLINE VIA ZOOM ON MONDAY 5TH OCTOBER 2020 AT 7.00 PM

PRESENT: Councillor J Lloyd (Mayor),

Councillors W Battishill, D Bradley, C Booth, A Govier, R Henley, J Hunt, M Lithgow, M McGuffie, N Powell-Brace, S Pringle-Kosikowsky, V Stock-Williams, J Thorne, M Barr.

Kathryn Hemensley (Town Clerk)

Alice Kendall (Assistant Clerk)

There were 5 members of the public present and 3 members of the press.

Sergeant Daniel Bishop was present, as were Councillor Federica Smith-Roberts, Leader of Somerset West and Taunton Council, and Nick Bryant, Assistant Director of Planning at Somerset West and Taunton Council.

83. WELCOME AND INTRODUCTIONS

The Mayor opened the meeting with a welcome to attendees and reminded Councillors to raise their hand when they wished to speak.

84. APOLOGIES

There were no apologies for non-attendance.

85. 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 (items 11/12b/12c), being a former customer of MTMIT, the Council's IT consultant.

Councillor Thorne declared a personal interest relating to payments to MTMIT (items 11/12b/12c), being a customer and personal friend of MTMIT, the Council's IT consultant.

86. MINUTES

RESOLVED to approve and formally adopt the minutes of the Planning and full Council meetings held on 7th September.

87. TOWN MAYOR'S REPORT

The Mayor presented her report for the previous month. This covered topics such as a recent visit to the proposed allotment site at Longforth Farm and recruitment of the replacement Town Clerk. It was announced that the successful candidate was Mr David Farrow who would be joining the Council around the beginning of December.

88. POLICE REPORT

Sergeant Dan Bishop presented his Police report for the previous month. He asked that the Clerk circulate the report to Councillors after the meeting. There was also an updated poster with details of the local policing team for sharing as widely as possible. A new PCSO, Chandler Hallett had recently joined the team.

Sgt Bishop's report highlighted an exceptionally successful week spent in the Town Council's pop-up shop, where there had been excellent engagement with the public on many local and rural issues. A slight increase in crime was noted for the previous month, but with reassurance that Wellington remains overall a very safe place to live.

Cllr Henley advised that he had a town centre related query which he would raise with Sgt Bishop outside of the meeting.

Sgt Bishop left the meeting at this point.

89. CLERK'S REPORT

The report had been previously circulated to Councillors. The Clerk took the opportunity, at this her last meeting, to thank Councillors and staff for the amazing support she had received over the past 2 years. She also offered testament to the many wonderful local people she had met as Town Clerk, and paid tribute to the generosity of spirit seen in so many individual contributions to the success and wellbeing of the town.

Cllr Barr expressed frustration that the benches purchased by the Council prior to lockdown still had not been put in place. The Clerk offered an apology for the delay as other issues had needed to take priority.

90. TO APPROVE AND FORMALLY ADOPT A NEW 3-YEAR SERVICE LEVEL AGREEMENT WITH WELLINGTON COUNSELLING CIC

Following a meeting with a delegated panel of Councillors and Directors of WCC a Service Level Agreement had been drawn up. It had been circulated to Councillors prior to the meeting and was presented for their formal adoption. Cllr Pringle-Kosikowsky noted that now more than ever there was a need for Counselling Services in the town.

RESOLVED to formally approve and adopt the Service Level Agreement which would now be signed by both parties.

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

The Leader of Somerset West and Taunton Council, Cllr Federica Smith-Roberts gave a short presentation on the District Councils' 'Stronger Somerset' Business case for transformation. The proposal had been circulated to Councillors prior to the meeting. Key points covered in the presentation were:-

- The previously 5 (now 4) District Councils had been jointly discussing the future of public services for some time. Somerset County Council had been part of these

WELLINGTON TOWN COUNCIL MINUTES 5TH OCTOBER 2020

discussions but withdrew to pursue their own Unitary Option. District Council discussions had continued, and there had been consultation with the government.

- The previous government guideline was for an alternative Local Government arrangement for Somerset by 2022, but this date is at present unconfirmed.
- 'Stronger Somerset' seeks to reform public services by creating 2 brand new Unitary Authorities, one in the West (currently covered by Somerset West and Taunton Council and Sedgemoor District Council) and one in the East (currently covered by Mendip and South Somerset District Councils). This option was felt to better support local democracy across what is a large geographic area.

At this point Cllr Powell-Brace entered the meeting.

- The focus was on improving services, as well as saving money – estimated savings proposed as up to £204 million over 10 years.
- A strong need existed to reform the County's Social Care system, including the reintroduction of early-intervention children's services.
- Stronger Somerset is a cross-party business case.
- The transformation would include open conversations with City, Town and Parish Councils to enable locality-based service agreements.
- District Councils wished to emphasise their proposal was about complete transformation of services rather than simply re-organising existing services.

Councillor Lloyd informed Federica that Wellington Town Council had joined forces with neighbouring parishes to set up a Network Partnership to focus on the Unitary issue.

Councillor discussion and questions followed:-

- Might Stronger Somerset be a confusing model with the public not sure who to contact to access particular services? Federica reassured the meeting this would not be the case as contact would be via the Unitary Authority where the customer lived.
- It was felt to be essential that local Democracy should be a key consideration within the transformation of Somerset Councils.
- How would services be devolved to local Councils? Federica's response was that these details were being developed and it was planned to have discussions with local Councils in coming months. There had been liaison to date with Somerset Association of Local Councils.
- Concern was expressed that if the decision on Somerset's Unitary transformation had been pre-judged, council tax-payers would lose out.

The Mayor thanked Federica and Nick for their presentation, and both left the meeting at this point.

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

The Clerk advised that a representation from Transition Town Wellington would be read to the meeting under agenda item 15 – Somerset Climate Emergency Community Fund.

93. TO REVIEW ELECTRONIC DECISIONS MADE BY COUNCILLORS

At a Coronavirus emergency meeting on 19th 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 7th September was attached to the agenda, with the full voting records available on the Council website.

RESOLVED to note and accept the voting report.

94. COUNCIL ACCOUNTS (a) TO NOTE AND APPROVE THE AUGUST BANK RECONCILIATION (b) TO NOTE AND APPROVE INCOME AND EXPENDITURE ITEMS FOR THE MONTH OF AUGUST (c) TO NOTE AND APPROVE INCOME AND EXPENDITURE AGAINST BUDGET FOR THE YEAR TO DATE AS AT 31ST AUGUST 2020

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

95. TO NOTE CIL FINANCIAL POSITION

The 2020 CIL (Community Infrastructure Levy) return to Somerset West and Taunton Council had been circulated with the agenda. This showed the Council's CIL balance to be £22,105.41. The Clerk advised that CIL funds have to be spent within 5 years of receipt, or returned to the District Council. Of the total funds available £1,068.75 had to be spent before end of March 2023, £8,319.25 by March 2024 and £12,717.41 by March 2025.

The report was so noted.

96. TO CONSIDER LATEST INFORMATION CONCERNING A WELLINGTON TOWN POST OFFICE

Councillors discussed recent correspondence from the Post Office stating that due to having no local offer to run a Post Office, plans to replace this facility were currently shelved.

Cllr Thorne's suggestions for Councillors to consider had included the following points:-

- 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. To 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. To consider whether current empty premises around the town have a role to play in seeking to re-establish a Post Office.
- d. To review information received previously from another Town Council who had taken on the management of a Post Office (as recently re-circulated to Councillors).

There was a short debate around the 'pros and cons' of having a Post Office. Concern was expressed that the Post Office were not willing to step in to run a service themselves. It was

WELLINGTON TOWN COUNCIL MINUTES 5TH OCTOBER 2020

proposed that all points above should be followed up, and that a sub-group should form to tackle the issue. It was noted that Rebecca Pow's office had been in contact to advise that she would once again be actively engaging with this issue on behalf of the town, to include setting up a stakeholder meeting if appropriate.

RESOLVED to form a Post Office Working Party, open to all Councillors.

Cllrs Govier, Pringle-Kosikowsky and Powell-Brace offered to join the group. Other interested Councillors were advised to let the Clerk know after the meeting.

97. APPLICATION TO THE SOMERSET CLIMATE EMERGENCY COMMUNITY FUND

It was noted that Somerset County Council would shortly be inviting bids of between £5,000 and £75,000 to its £1 million Climate Emergency Community Fund.

A statement from Transition Town Wellington (TTW) regarding the benefits of street trees in the town was read out by the Clerk. It included a summary of TTW's work to date on proposals for street trees, and a formal request for the Council to bid, on behalf of TTW, for £75,000 of funding from the fund.

Cllr Thorne advised the meeting that although there were two bidding rounds, bids should be submitted as soon as possible as it was likely funds would be depleted quickly.

Cllr McGuffie, acting Chairman of the Environment and Open spaces Committee advised that the grant fund would be discussed in more detail at the meeting of the Committee on 13th October.

It was agreed that the fund represented a valuable opportunity for investment in the town, and that the Town Council might consider top-up funding towards any successful initiatives. Further ideas, to be sent to Cllr Mike McGuffie or the Clerk, were welcomed. These might include solar energy, cycling and walking initiatives, food production opportunities, or the purchase of land and subsequent tree-planting.

Cllr Hunt left the meeting at this point.

98. TO REVIEW COUNCIL OPERATIONS WITHIN THE CONTEXT OF CORONAVIRUSRELATED WORKING ARRANGEMENTS

It was proposed that a meeting of the Staffing and Resources Committee should be arranged.

99. FEEDBACK FROM ALLOTMENTS COMMITTEE

(a) Allotments Committee Meeting

The Allotments Committee met on Monday 21st September and Minutes of the meeting had been included with the agenda. Councillor Lloyd gave a verbal summary.

(b) Longforth Farm Allotments

Following the site meeting on the 18th September the Council received advice that the land should be registered as a Statutory Allotment site. This would protect in perpetuity against the land being put to any alternative use. This proposal would be brought back to a future Council meeting once ownership had been transferred.

Consideration of bunny-proof fencing was raised, given their penchant for tasty home-grown (organic) vegetables.

100. TOWN CENTRE WORKING GROUP AND TOWN CENTRE EMERGENCY FUND

(a) Working Group Status and Revised Terms of Reference

Following feedback from Somerset West and Taunton Council (SWTC) changes had been made to the Terms of Reference for the Working Party, necessary to enable the Council to receive monies and manage the fund. This included the group becoming a formal Council Committee. The revised draft Terms of Reference had been circulated to Councillors prior to the meeting.

RESOLVED that the Working Group should be constituted as a full Council Committee.

Subject to updating membership to reflect the current year, **RESOLVED** to accept the revised Terms of Reference as previously circulated.

(b) Feedback from the Town Centre Working Group

The group had met on 30th September to discuss the proposed revised Terms of Reference, and to review feedback from SWTC about the first draft of the Indicative Plan for the Town Centre Emergency fund. Cllr Lithgow gave a verbal update noting that repairs/replacement of the town centre railings would not be eligible. As they are an eyesore he entreated County Councillors to lobby for having the railings improved. Cllr Lloyd also provided further information, including a need to fund additional staffing out of the grant money, thus ensuring there were adequate resources to effectively manage the fund.

There being no further business, the meeting closed at 9.20 pm.

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Councillor Janet Lloyd Mayor



REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL (REMOTE) MEETING ON 2ND NOVEMBER 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

The pandemic continues to impact on the work of the Council, as another month passes where usual events have not taken place. The office remains closed to the public with staff attending for essential reasons only (post collection etc.). There have been no requests for funding from the Council's specific Coronavirus budget since July's Council meeting. Expenditure within the current financial year amounts to £3,718.88 out of an agreed budget of £10,000.

3. IT and Comms

IT

The Council's IT systems are working well. A new telephone system was discussed at the recent Staffing and Resources committee. The IT Consultant will be assisting in procuring a new telephone and broadband contract with the installation of a new system included.

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 including items relating to the Remembrance service and Christmas lights.

4. Staffing Update

The new Town Clerk, David Farrow, will be in post from 30th November. At present, the Assistant Clerk, Alice Kendall is acting as Town Clerk and RFO. For the period of six weeks of 'acting up' she will be working 35 hours per week. Temporary staffing arrangements were discussed by the Staffing and Resources Committee and it was agreed that a temporary staff member not be taken on due to complications brought by Coronavirus restrictions. It has been recommended that any overtime worked by the Deputy Clerk can be taken as time in lieu up to 10 hours. Anything over this amount will be paid.

The Deputy and Assistant Clerk are holding remote meetings with the new Clerk and are also keeping in touch via e-mail.

5. Office and Public Services

Staff continue to work from home with individual members attending the office periodically 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 24th 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 are working extra hours during the period of 6 weeks before the new Town Clerk arrives in post. 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

Twice daily cleans have now been requested with ID Verde. At the time of writing, contact details for the security company providing the locking services are still awaited.

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. Actions from the October Council Meeting

Subject	Action to be taken	By	Comments/Update
Planning	Renewal of delegation agreement with SWT	APK	Request for reduction made. Reply awaited.
Police Report	Circulate Police report and Team Poster to Councillors	KH	Done 9.10.20
Benches	New bench installations still outstanding plus one at Basins	APK	Remains high on the 'to-do' list.
Service Level Agreement	To be signed by both parties	APK	Done. Payment on next schedule of accounts.
Post Office	Set up Post Office Working Group (SPK, NPB, AG, JT, MMcG)	APK	Cllr Thorne arranged meeting. Update due at Full Council meeting.

Staffing & Resources Committee	Set up meeting	APK	Done. 21 st Oct 2pm
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Alice Kendall
Acting Town Clerk
23rd October 2020

WELLINGTON TOWN COUNCIL ELECTRONIC DECISIONS RECORD									
CORONAVIRUS BUSINESS CONTINUITY MARCH 2020									
ITEM	DATE	HOW CIRCULATED	Clerk approval	COUNCILLOR DECISIONS/VOT OUTCOME			COMMENTS		
				JL	ML				
Rockwell Green Lights	28.09.20	APK e-mailed KH, JL and ML for approval	28.09 - Approved	28.09 - Approved	28.09 - Approved	APPROVED			
Accounts for Payment	2.10.20	APK e-mailed KH, JL and ML for approval	02.10 - Approved	02.10 - Approved	02.10 - Approved	APPROVED			
Staffing Issue	2.10.20	KH emailed JL and ML for approval	Approved 2.10	approved	Approved	APPROVED	EMAILS SAVED IN Clerk's PC drive		
WGS Invoice	8.10.20	APK e-mailed all for approval		8.10 - Approved	8.10 - Approved	APPROVED			
Accounts for Payment	9.10.20	APK e-mailed KH, JL and ML for approval	12.10 - Approved	13.10 - Approved	12.10 - Approved	APPROVED	JL - Declared an Interest in Payments to MTMIT as a former customer. 12.10 - ID Verde invoice removed and schedule re-circulated		
Free Trees SWT	9.10.20	AK emailed to Councillors		9.10 - Approved	9.10 - Approved	Approved - 12	ML to arrange collection and planting of trees		
Longforth Road Toilets	13.10.20			13.10 Vote 1 - YES Vote 2 - TWICE	13.10 Vote 1 - YES Vote 2 - TWICE	Vote 1; Yes - 9 3 Vote 2; Twice - 9 Once - 3			
Accounts for Payment	22.10.20	APK e-mailed JL and ML for approval	22.10 - Approved	22.10 - Approved	22.10 - Approved	APPROVED			

AGENDA ITEM NO.

11

Wellington Town Council**INCOME AND EXPENDITURE RECONCILIATION****Period 1st April 2020 to 31st March 2021****£ : p****Balance brought forward at 1st April 2020****£400,078.40****Add cashbook receipts cumulative to 30th September 2020****£383,517.59****Total****£783,595.99****Less cashbook expenditure cumulative to 30th September 2020****£140,043.57****Balance brought forward as 30th September 2020****£643,552.42****Lloyds Current Account No. 02195145****Statement no: 4****£330,836.76****Lloyds Deposit A/C No. 07788306****Statement no: 35****£256,490.52****Lloyds Treasury Deposit placed 22.04.20****£56,225.14****Total****£643,552.42****Less unrepresented cheques****£0.00****Total****£643,552.42****Signed.....****Mayor****Date: 30th SEPTEMBER 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**

AGENDA ITEM NO.

12B.

INCOME FOR SEPTEMBER 2020[illegible]

[illegible]

[illegible]

WELLINGTON TOWN COUNCIL

SEPTEMBER

2019/20		2020/21	
ANTICIPATED	ACTUAL	ANTICIPATED	ACTUAL
INCOME			
£268,358.00	£268,358.00	£352,939.00	£352,939.00
£350.00	£128.14	£582.00	£749.98
£2,275.00	£2,275.00	£2,275.00	£2,275.00
£2,000.00	£2,240.00	£1,800.00	£1,313.00
£3,000.00	£13,273.95	£3,000.00	£11,369.03
£2,700.00	£1,005.00	£2,700.00	£1,930.00
£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	£5,169.00
	£0.00	£0.00	£0.00
		£0.00	£940.00
		£0.00	£1,250.00
		£0.00	£2,997.07
		£0.00	£250.00
£315,983.00	£309,007.43	£454,196.00	£383,517.59

* From Earmarked reserves

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

AGENDA ITEM NO.

12c

WELLINGTON TOWN COUNCIL BUDGET 2020/21

SEPTEMBER

2019/20		PAYMENTS	2020/21			
Budget	Actual		Budget	B fwd	September	Yr to date
		Staff costs and expenses				
£49,000.00	£70,107.65	Salaries	£90,654.00	£35,153.94	£7,887.45	£43,041.39
£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	Total of staff costs and expenses	£92,854.00	£35,182.74	£7,887.45	£43,070.19
		Cost of democracy and elections				
£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	Total of cost of democracy and elections	£7,300.00	£5,607.30	£0.00	£5,607.30
		Administration/Office running costs				
£0.00	£334.89	Office Rent	£1,265.00	£630.00		£630.00
£1,300.00	£654.81	Photocopier	£950.00	£456.48	179.54	£636.02
£1,000.00	£1,111.44	Electricity	£1,155.00	£355.77	£96.35	£452.12
£1,000.00	£7,750.97	Telephone / Computer/Web site	£1,360.00	£424.53	£95.57	£520.10
£0.00	£0.00	IT Equipment	£1,200.00	£65.00		£65.00
£0.00	£0.00	IT Support & E-mail Hosting	£4,000.00	£6,870.73	£340.00	£7,210.73
£0.00	£350.54	Office Equipment	£250.00	£183.75	£36.75	£220.50
£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	£491.62		£491.62
£1,200.00	£1,470.00	Audit Fees	£1,627.00	£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	Total of administration & office running costs	£19,608.00	£12,271.66	£748.21	£13,019.87
		Grants				
£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	£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	Total of Grants	£45,000.00	£9,218.88	£0.00	£9,218.88
		Grounds Maintenance and Allotments				
£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	83.88	£83.88
£4,000.00	£401.29	Total of grounds maintenance & Allotments	£2,500.00	£15.00	£83.88	£98.88
		Environment and Planning				
£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	£6,752.80		£6,752.80
£34,400.00	£22,165.56	Total of Environment and Planning	£53,905.00	£12,559.32	£0.00	£12,559.32
		Professional Services				
£0.00	£0.00	Professional Fees	£20,000.00	£0.00		£0.00
£0.00	£0.00	Total of Professional Services	£20,000.00	£0.00	£0.00	£0.00

2019/20			2020/21			
Budget	Actual	PAYMENTS	Budget	B fwd	September	Yr to date
		Community Services				
£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	£490.00	£23,228.38
£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	£543.55	£2.36	£545.91
£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	£5,889.28		£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	£8,120.12	£182.28	£8,302.40
£130,400.00	£81,730.42	Total of Community Services	£134,494.00	£50,401.33	£674.64	£51,075.97
		Expenditure from Earmarked Reserves				
£21,000.00	£7,140.48	Film Festival £8000/Pop Up Shop £13000	£0.00	£3,617.69	£182.44	£3,800.13
£0.00	£0.00	Film Festival	£8,000.00	£554.34		£554.34
£0.00	£0.00	Pop Up Shop	£10,500.00	£1,038.69		£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	Total of Expenditure from Earmarked Reserves	£79,800.00	£5,210.72	£182.44	£5,393.16
£304,800.00	£238,138.99	TOTAL	£455,461.00	£130,466.95	£9,576.62	£140,043.57



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Finance Committee

As approved at the meeting of Wellington Town Council held on

Name of Committee: The Finance Committee

Purpose

To review, report on, and make recommendations to the Council on all matters of a financial nature and to act as a measure of internal control.

Summary of Responsibilities

The Finance Committee shall have delegated authority to:-

- To monitor and review monthly expenditure and accounts for payment
- To monitor and review monthly bank reconciliations (copy also supplied at Full Council with the Clerk's report)
- To make recommendations to Council relating to grant applications received
- To review and make recommendations on the Council's budget

Status

The Finance Committee is a fully constituted Committee. It has elected membership; however, all Councillors are welcome to attend any meetings of the group.

Reporting

The committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 9 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

2019-20 Membership; Janet Lloyd (chair), Mark Lithgow, Andrew Govier, John Thorne, Marcus Barr, Vivienne Stock-Williams, Sean Pringle-Kosikowsky, Dean Bradley and Mike McGuffie.

Delegated Authority to Authorise Payments **I don't think this is this required for this committee?*

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £1,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In the event that more than £1,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held once a month, to precede the monthly Full Council meetings.
- Unless a motion is passed to the contrary, the Mayor will be appointed Chairman of the Committee at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Mayor, as Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email for each meeting, at least 5 working days prior to meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

WELLINGTON TOWN COUNCIL**MINUTES OF A MEETING OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE HELD ONLINE VIA ZOOM ON TUESDAY 13TH OCTOBER 2020 AT 6.00P.M.**

Present: Councillors J Lloyd, M Lithgow, V Stock-Williams, M McGuffie, C. Booth, J Thorne, S. Pringle Kosikowsky,

Also present: 2 representatives of Transition Town Wellington. 1 representative of Wellington Wheelers Cycling Club

1. Election of Acting Chairman for the Meeting

RESOLVED to elect Councillor McGuffie as Chairman for the forthcoming year.

2. Apologies

Apologies were received from Tom Borg (PPLO)

3. Declarations of Interest

No interests were declared.

4. To Receive any Representations from members of the Public

Councillor Lithgow asked Anita Roy of Transition Town Wellington (TTW) to give an update on their current work/achievements. She reported that TTW have produced a wildlife map of the Town and are also working on wildlife pollination and creating Longacre wild flower meadow. She and Helen Gillingham would like to invite 4 Councillors (adhering to Covid-19 Social Distancing Guidance) to meet them at the meadow to show what the volunteers have achieved.

Mike Pollak also reported on the support for Street Trees within the Town

5. Footpath Report

Councillor McGuffie (Chair), in Tom Borg's (PPLO) absence, confirmed that a copy of the report on the work of the Footpath Volunteer team had been circulated with the agenda.

Councillor McGuffie (Chair) reported to the committee that Tom will be retiring in his role as PPLO and Martin Cooper of Somerset County Council will be taking forward recruitment for this position.

Councillor Lithgow asked for an update on the new path between Heritage Mills Fields and Crosslands – he will look into surface improvements.

Councillor Thorne raised concerns over the path WG 17/36 including issues with the surface and unsafe structures. Town Council Office to investigate.

Councillor Thorne asked if Somerset County Council had put in place a footpath diversion from Mills Drive, Cades Farm to Charleston House Farm – Footpath WG14/06 – further investigation is required with SCC.

6. Somerset County Council – Climate Emergency Fund

Councillor McGuffie (chair) would like to see the Council to put an application in to obtain a grant for £75,000. The following documents from Somerset County Council were circulated with the agenda: Climate Emergency Community Fund – “Your Questions Answered”, Climate Emergency Community Fund Application, Climate Emergency Community Fund Guidance for Applicants and One Planet Principles. Councillor McGuffie also circulated prior to the meeting, further information supporting the climate grant and footpaths. Within this, discussions were had on the ideas received from the Councillors to date.

Councillor Lloyd suggested the idea of “Living Walls” in the promotional space could be included in the bid for the Town Centre Emergency £100K fund.

Councillor Stock-Williams supported Councillor Powell-Brace’s suggestion of planting beds/flower tower in the area outside the Old Post Office and in front of United Reform Church.

Councillor Pringle-Kosikowsky supported the idea of the “Living Wall” as it would be long lasting – he asked that consideration to be given to this using the money from the Environment Budget.

It was generally agreed that it could be made into an educational project e.g. sensory/herb garden.

Councillor Thorne felt the Council would get support from SCC for the Street Trees but it would be worth putting in an application for two or three projects together. Given the number of other Parishes and Organisations applying to the fund, it is unlikely that the full amount of £75,000 will be awarded.

Councillor Stock-Williams questioned the cost of £3,000 for each street tree and ongoing maintenance.

Other concerns regarding the street trees were raised as follows: where they be positioned in the town and the affect on the current street lights, maintenance etc.,

Michael Pollak (TTW) said further due diligence was needed. At least three estimates need to be obtained from suppliers for the street trees, this needs to include type of railings e.g. wood

Other suggestions:

- 1) Purchase a plot of land where it would be easier to plant trees
- 2) Purchase small parcels of land between Rockwell Green and the Basins to include a cycle path. Councillor Stock-Williams asked that the Basin Volunteers are included with any further negotiations. Anita Roy of TTW expressed how happy they would be if the Town Council could possibly purchase this land. TTW would be very happy to offer advice on what trees to buy.
- 3) Pollution Monitor
- 4) Solar Powered signs

- 5) New digital notice board with pollution monitor – Councillor Thorne advised that the office building is Listed therefore the monitor could not be put there.
- 6) Cycle Path from Leisure Centre/Basins to Rockwell Green. Councillor Lloyd raised her concern over the path condition at Rockwell Green.
- 7) Disabled access to the Basins – Councillor Thorne said this could not be included in this application
- 8) Water Bottle Refilling Facility in Wellington Park – inexpensive and simple to do. Concerns were raised over the age of the plumbing and Legionella risk
- 9) Planting Fruit Trees – purchase in bulk and provide on application
- 10) Planting Trees in hedgerows
- 11) Carbon offsetting for Council activities – Calculating carbon cost for council/other local organisations: i.e. (refuse/reduce/reuse/repair/recycle)
- 12) Water Butts – purchase in bulk and provide on application

At this juncture, Councillor Thorne gave his apologies and left the meeting

7. To Consider Cycling Provisions

Consideration was given to the current cycling provision and steps that can be taken to encourage cycling (including a possible cycle path to Taunton): Charles Biscoe, “Wellington Wheelers”, presented to the Committee, many ways sustainable transport would enrich Wellington. The first is to get impetus behind the Wellington to Taunton Cycle Path, to be built on the south side of the A38. It was felt that upgrading the existing footpath will bring cyclists into conflict with users of the footpath, Piccadilly Garage, Rumwell Farm Shop, Blackbird Inn, The Old Rumwell Arms and around 30 residence driveways. Councillor Lloyd replied to say the Town Council had part funded a feasibility study but nothing had progressed. The committee agreed that they whole heartily support the project but understands the length of time it will take to come to fruition. Charles Biscoe confirmed that the majority of the land was owned by the County Council. Sheppy’s Cider are in support of the project. Councillor McGuffie (Chair) said it would be useful if all councillors could put pressure on the County Council.

Charles Biscoe also made a number of other suggestions to support the environment:

- 1) Remove on street parking in the Fore Street, High Street, North and South Streets to make room for cycling
- 2) Open the path across the basins to cycling and provide cycle access linking to Courtfields School
- 3) Remove all the No Cycling Signs on the paths around Wellington
- 4) Provision of a behind-the-hedge path between Wellington and Milverton
- 5) Improve the meagre path from the Thomas Fox Development at Tonedale and the town but a 13% hill at the start means it is unrealistic
- 6) Improve and increase cycle parking provision in the town and at the schools

8.To Consider Land Parcels

Parcels of land at The Basins are currently owned by the Crown. Councillor Lithgow said he would dedicate the time to look into this. Sally Stark at SWT was suggested as a good contact to obtain information/material. It was decided that due to the Town

Council's current staffing resources, it would be best to move this forward to January 2021

9. Tree Planting

Somerset West and Taunton is offering Parish and Town Councils across the district free trees as part of its commitment to work towards carbon neutrality and climate resilience by 2030. The Council can make a bid for free trees up to the value of £50.00 to include stake, tie and guard. The Council had previously voted in favour of the bid. Councillor Lithgow will arrange collection of trees, planting and tree care. It is expected that they will be planted near the railway line.

10. Town Walk

Councillor McGuffie to arrange a date to walk the town.

RECOMMENDED to Full Council that the Environment and Open Spaces move forward with the application to the Somerset County Council Climate Emergency Fund led by the Chairman, Councillor McGuffie.

11. Date of Next Meeting

The next meeting was set for Tuesday 19th January 2021 at 6pm

The meeting closed at 7.30 p.m.

Minutes of an informal meeting of the Wellington Network Partnership held on Wednesday 14th October 2020 at 6.30pm via Zoom.

Present;

Wellington Town Council; Councillors Mark Lithgow (acting Chairman), Sean Pringle-Kosikowsky and John Thorne. Alice Kendall – Assistant Clerk and Clerk to Sampford Arundel Parish Council. Annette Kirk – Deputy Town Clerk.

Nynehead Parish Council; Councillors Dr Jan Butterley (Chairman of Parish Council) and Malcom Vest.

West Buckland Parish Council; Councillor David Mitton (also Chairman of SALC). Jill Larcombe – Parish Clerk.

Sampford Arundel Parish Council; Councillor Janet Lloyd (Chairman of Parish Council).

Langford Budville Parish Council; Councillors Katie Spackman and Derek Sowden.

1. Welcome and Introductions

Attendees offered sort 'round the table' introductions. Some attendees informed the meeting that they had other meeting commitments and may have to leave the meeting early. Therefore, the Chairman brought up each 'talking point' item at his discretion.

2. Updates from each Parish if available

West Buckland Parish Council reported that their Council is happy to be involved in the group going forward as an equal partner and will report further information back after this meeting. Councillor Lithgow assured those present that all Member Councils would be treated equally. Nynehead and Sampford Arundel reported that a Parish Council meeting had not been held so no update was available. Langford Budville were attending the group for the first time so no update was available.

3. Update from Wellington Town Council after receiving a presentation from SWT at the last Full Council meeting.

Councillor Lithgow informed the meeting that there was nothing further to update the group on after the presentation at Full Council. It was widely agreed that until a business case is chosen, it is unclear how the Partnership will operate and how many other Councils might join the group.

4. Gathering of information from each Parish regarding what services they currently provide.

Councillor Vest reported that he had drafted a spreadsheet to track services that are provided by each Council. There is also provision for the Council's to indicate which services their Council wish to consider taking on as services are devolved from the new Unitary Authority. Wellington's Assistant Clerk will circulate the sheet to the member Councils asking them to complete and return. It will be re-iterated that column marked 'future' is only to gather a first impression of what Parishes are interested in take on and is not prescriptive.

5. Consideration of inviting other local Parishes to the group.

The services spreadsheet will also be sent to Stawley, Bradford on Tone, Milverton and Oake Parish Councils. It is proposed that once a structure is formulated, they will be invited to join the Partnership.

6. Who to contact in other areas that have transitioned to a Unitary Authority.

Councillor Lithgow reported that he had identified other groups of Parish Councils that he will approach for more information on how they operate. Councillor Mitton, is able to provide

WELLINGTON TOWN COUNCIL

Councillor Lithgow with contact details of other County Associations who can be contacted for information on their transitions into new Unitary Authorities.

7. Consideration of who will chair the meetings going forward, frequency and date of next meeting.

Councillor Lithgow asked for nominations for the role of acting chairman going forward. It was proposed by Councillor Vest, and seconded by Jan Butterley that Councillor Lithgow continue the role and it was carried by unanimous agreement. The next meeting will be held in 6 weeks time (25th November 2020)

8. Any other items for discussion.

None

The meeting closed at 7.25pm.

Wellington Town Council

Minutes of a meeting of the Wellington Town Centre Committee held on 21st October 2020 via Zoom at 10.30am

Present: Councillors M Lithgow (Chair), J Lloyd, M McGuffie, J Thorne. N. Powell-Brace
 Richard Coupe, Sharon Davis, Keith Wheatley.
 Alice Kendall – Acting Town Clerk
 Annette Kirk – Deputy Town Clerk

1. ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR

RESOLVED to elect Councillor Lithgow as Chairman for the forthcoming year.

2. CO-OPTION OF NON-COUNCIL MEMBERS TO THE COMMITTEE

RESOLVED to co-opt Richard Coupe, Sharon Davis and Keith Wheatley to the Committee leaving one vacancy that will be considered at the next meeting.

3. APOLOGIES

Apologies had been received from Councillor S Pringle-Kosikowsky.

4. DECLARATIONS OF INTEREST

Councillor Thorne declared a personal interest in item 6 as his daughter is a hirer of the Shop.
 Richard Coupe was the creator of the town community magazine.

5. IN LIEU OF PUBLIC SPEAKING TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF PUBLIC

No written representations had been received.

6. POP UP SHOP

- Alice Kendall, Acting Town Clerk circulated a report with the agenda prior to the meeting. The diary for the rest of year is now full with a number of bookings already confirmed for the first six months of 2021.
- It was reported that the current Licencees were having issues with the Air Conditioning Unit. The Acting Clerk will arrange for this to be serviced. Councillor Powell-Brace said there were similar problems last winter and she arranged for someone to look at it.
- Councillor Thorne raised the point about the shop opening hours, as he recalled in a previous meeting that it was agreed we would not stipulate the shop opening hours and it was down to the Licencee to decide what hours they wished to trade. Councillor Powell-Brace supported these comments. Concerns were raised whether the noise would impact on the flat above. It was agreed that the Acting Clerk would amend the licence and handbook and circulate to Councillors.
- Councillor Thorne asked when the lease was up for renewal –it was confirmed that it was a 2 year lease with early release clause after 12 months. Renewal is due in October 2021. The Acting Clerk will place this for consideration on the next agenda.

7. PROMOTIONAL SPACE

Annette Kirk, Deputy Clerk reported that we had received enquiries from:

- The Hungry Bear – Catering Van Booking from 3rd November 2020 to 3rd May 2021 on Tuesday, Thursday and Saturdays.
- Barclays Bank – Customer support with Banking needs, fraud, scams and wellbeing.
 Date: Friday 13th November 2020

Concerns were raised over the booking of this area. Councillor Lithgow (Chair) confirmed that the SWT Licence Department, with the support of the Police, would like to see the Farmers Market Stalls to use this area as part of their licence conditions. SWT still await a reply from the Farmers Market.

It was felt that The Hungry Bear should be offered a Saturday booking from 3pm to target the afternoon and evening shoppers. It is understood that Farmers Market around 1pm.

Councillor Powell-Brace left meeting.

8. FARMERS MARKET

Councillor Lithgow (Chair) confirmed as above.

Concerns were raised over the use of the promotional space leading up to Christmas. Richard Coupe informed the meeting that the Rotary Club usually host Father Christmas next to the Christmas Tree. Until such time that confirmation is received regarding the Farmers Market Licence it was important that use/bookings for this area are put through the Town Council Office.

9. TO RECEIVE FEEDBACK FROM SWT ON THE INDICATIVE PLAN FOR THE TCEF

- Councillor Lloyd read the report following further meetings/negotiations with Lisa Redman SWT with comments relating to projects detailed on the indicative plan that was previously submitted. We need to be clear on timescales and costing. Items added to the indicative plan: Electrical infrastructure (electrical points at Promotional Space in front of Old Post Office and Outside Co-op). Project Management: Deputy Clerk Annette Kirk to be taken on, on a 3 hour contract per week.
- Keith Wheatley confirmed that the street entertainers would not need the use of the promotional space area now as they would be walk about entertainers
- It was agreed that we needed to market the street entertainment as soon as possible using Around Wellington Facebook Page, Town Council Facebook and Website, Richard Coupe – The Edge Community Magazine. Richard Coupe said it would be cheaper to have a whole page advert in the magazine than produce leaflets, as they are often thrown away/lost.
- Keith Wheatley will get three marketing specialist quotations. Keith had received an estimate of £200 +VAT per month & £400 +VAT per month depending on what package is required.
- Councillor Lloyd said we could promote the Shopappy Initiative for Local Businesses
- Keith Wheatley proposed enrolling the services of Sally Mann, Agent in somerset for entertainers – cost in the region of £700/£800 per event for 3 separate entertainers – she would deal with everything e.g. risk assessments, insurance, etc. this would be for 4 hours entertainment. This we felt was too long, with 3 hours being preferred. Keith is very keen to support the Creative sector, which the Committee were in agreement with.
- Keith Wheatley to commence street entertainment from Saturday 21st November and thereafter on Saturday 28th November, 5th December, 12th December, 19th December. Further dates to be considered in January 2021 if a success.
- Changing facilities will need to be provided for the street entertainers. Possible places: Community Centre, Quaker House and Councillor Lithgow's house, as he lives in the town.
- Annette Kirk, Deputy Clerk to collate all quotations, estimates and documents – to be emailed to committee members for approval.
- Richard Coupe had received a quotation for signage – to be forwarded to Annette Kirk, Deputy Clerk.
- Annette Kirk, Deputy Clerk to organise a town walk about – Councillors Mark Lithgow, Michael McGuffie and Janet Lloyd to attend.
- Councillor McGuffie, as part of his climate application grant asked that we install a tree in front of the former HSBC building. Concerns were raised over the potential mess from fallen leaves, bird droppings etc. A circular bench around the base of tree was a favourable option. It was felt that there was also space to fit a flower tower

- Replacement of the two existing bike racks in the town centre.
- Councillor Lloyd asked that all estimates in relation to the projects on the indicative plan are sent through to Annette Kirk, Deputy Clerk at the Town Council Office.

RESOLVED by majority vote, that Annette Kirk, Deputy Clerk be offered a temporary contract to provide Project Management for 3 hours per week to enable administration of the fund (gathering quotations, placing orders, providing feedback to SWT etc.)

9. DATE OF NEXT MEETING

The date of the next meeting was agreed as Wednesday 25th November 2020 at 10.30am.

The meeting closed at approx. 12 noon

WELLINGTON TOWN COUNCIL**MINUTES OF THE STAFFING AND RESOURCES COMMITTEE HELD REMOTELY VIA ZOOM ON WEDNESDAY 21 OCTOBER AT 2.00 PM**

Present: Councillors Lloyd (Chair), Govier, Lithgow, Thorne and Stock-Williams
Alice Kendall – Acting Town Clerk/Assistant Clerk
David Farrow – Incoming Town Clerk

1. Apologies

Apologies were received and accepted from Cllrs Hunt and Smith.

2. Declarations of Interest

Cllr Lloyd declared an interest in items 4 and 5 as a customer of MTM IT, the Council's IT consultant.

Cllr Thorne declared an interest in items 4 and 5 as a customer and personal friend of MTM IT, the Council's IT consultant.

Cllr Govier declared an interest in items 4 and 5 as a customer of MTM IT, the Council's IT consultant.

3. 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 was replaced with the presentation of any written submissions received from members of the public. No representations had been received.

4. To consider matters relating to the Council's Office premises and staff working

Taking into account the most recent Government advice regarding Coronavirus, it was agreed that the Council Office remain closed with staff continuing to work remotely. Appointments can be made by members of the public who require in-person assistance. The possibility of a video entry system/doorbell was briefly discussed with the IT Consultant who can provide the Council with options and quotations. Councillors agreed that this would be a useful addition to the building. Additional office space was discussed and it was agreed that contact be made with Sally Stark at Somerset West & Taunton Council to find out more information on the availability of the community office on the ground floor. This will be brought back to a future meeting.

5. To consider the Council's IT, phone and website arrangements

A new telephone system was discussed and Councillors agreed it was much needed. The IT Consultant had provided some initial information on a system offered by the Council's current phone and broadband provider. As the Council is no longer tied into a contract with this provider, it was agreed that options should be explored to ensure the most appropriate provider and system is obtained. This matter will also be brought to a future meeting. The Assistant Clerk gave an update on the current website accessibility position. The IT Consultant is currently working on this including running tests on the website.

6. To be updated on the Longforth Road Public Toilets

The Assistant Clerk reported that as a result of an electronic vote, the toilets were to remain locked overnight and be cleaned twice per day. This has been reported back to ID Vere. Contact details of the security company were requested from ID Verde as it was understood that the locking services needed to be paid directly to this company. A response was still awaited at the time of the meeting but the Assistant Clerk will keep Councillors updated.

7. To resolve to exclude the press and public to enable discussion of confidential matters relating to staffing

RESOLVED that under section 1 item 2 of the Public Bodies (Admission to Meetings) Act 1960, members of the press and public be excluded from the meeting to allow discussion of confidential staffing matters.

8. Confidential items

(a) Temporary staffing arrangements

See separate sheet.

9. Date of next meeting

This was set for Wednesday 25th November at 2.00 pm

There being no further business, the meeting closed at 2.45 pm

END

WELLINGTON TOWN COUNCIL

MINUTES OF THE STAFFING AND RESOURCES COMMITTEE HELD REMOTELY VIA ZOOM ON WEDNESDAY 21 OCTOBER AT 2.00 PM

Present: Councillors Lloyd (Chair), Govier, Lithgow, Thorne and Stock-Williams
Alice Kendall – Acting Town Clerk/Assistant Clerk
David Farrow – Incoming Town Clerk

8. Confidential items

(a) Temporary staffing arrangements

After some discussion, it was agreed that a temporary member of staff would not be employed for the weeks leading up to the new Clerk starting in post. The Deputy and Assistant Clerk will keep in regular contact with the Mayor to keep her updated on workloads etc.

RECOMMENDED that any additional hours worked by the Deputy Clerk during the next 6 weeks can be taken as time in lieu up to 10 hours. Any amount over this will be paid as overtime.

END