



## 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 1<sup>st</sup> February** at **7.00pm**.

*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/83390319344?pwd=Vm1Wa0ZsS3JXRkFFLzN5VW03SHBRQT09>

Meeting ID: 833 9031 9344

Passcode: 669529

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 28 January 2021.

David Farrow

Town Clerk

07983 697740

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

26 January 2021

**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 11 January (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**

The Finance Committee will make a recommendation on the following;

**(a) Rockwell Green War Memorial Institute Club**

The Club is applying for a grant of £5,000 for a kitchen refurbishment project. The application and supporting papers were circulated by e-mail in December 2020. Since submitting the documents, the Club have also applied to the Community Chest fund at SWT. As requested at the last meeting, further information has been circulated by e-mail.

**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. CORRESPONDENCE**

No correspondence has been received.

**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 11 January is attached. Full details of all electronic voting are available on the Council's website.

**12. COUNCIL ACCOUNTS**

**To note and approve the November bank reconciliation (attached)**

### **13. SECTION 106 MONIES RELATED TO THE CADES FARM DEVELOPMENT**

To consider the attached letter from Somerset West and Taunton in relation to

#### **(a) Community Hall**

Whether the Town Council wishes to accept the transfer of land for the provision of a Community Hall along with associated funding of £250,000 (letter attached)

#### **(b) Provision of Sports/Playing Pitch Facilities**

How the £359,700 allocated in the Agreement for the provision of sports and playing pitch facilities should be used

### **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;

- Staffing & Resources – 27<sup>th</sup> January 2021 – 2.00pm
- Wellington Network Partnership – 10<sup>th</sup> February 2021 - 6.30pm
- Allotment Committee – 15<sup>th</sup> February 2021 – 6pm
- Town Centre Committee – 24<sup>th</sup> March 2021 – 10.30am
- Environment & Open Spaces – 14<sup>th</sup> April 2021 – 6pm

### **15. FEEDBACK FROM THE ENVIRONMENT AND OPEN SPACES COMMITTEE**

The Committee met on Tuesday 19 January: the minutes of the meeting are attached.

Councillor McGuffie will give an update.

**RECOMMENDATION:** That the Council accept the transfer of land for the Dormouse Wood as set out by CG Fry in its paper dated 18 January 2021 with a commuted sum of £50,000 being given to the Council for ongoing maintenance and support subject to Heads of Terms etc being agreed.

### **16. FEEDBACK FROM THE TOWN CENTRE COMMITTEE**

The Committee met on Wednesday 20 January; the minutes of the meeting are attached.

Councillors Lloyd and Lithgow will give an update.

**RECOMMENDATION:** To amend the “application system” for Christmas Bookings for the last two weeks in November and all weeks in December as follows

- Applications to be submitted before 31<sup>st</sup> August.
- Each application will be numbered as received.
- Drawing numbers which are then matched to the application.
- Deposits to be paid within two weeks of allocation to secure bookings.
- Bookings to be limited to two weeks in the 6 weeks to Christmas unless applications allow otherwise.

### **17. FEEDBACK FROM THE STAFFING AND RESOURCES COMMITTEE**

The Committee does not meet until Wednesday 25 January 2021 Councillor Lloyd will give an update and where decisions are required by The Council, these will be circulated 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 11<sup>TH</sup> JANUARY 2021 AT 6.15PM**

**PRESENT:** Councillors J Lloyd (Chair), D Bradley, M Lithgow, M McGuffie, S Pringle-Kosikowsky, V Stock-Williams, J Thorne, A. Govier, N Powell-Brace

Dave Farrow (Town Clerk)  
Annette Kirk (Deputy Clerk)  
Alice Kendall (Assistant Clerk)

One member of the public and two members of the press were in attendance.

**160. APOLOGIES**

Apologies were received and accepted from Councillors Hunt and Battishill

**161. DECLARATIONS OF INTEREST**

Councillor Powell Brace declared a personal interest with Agenda no. 5F: case ref 43/20/0145 – lives on junction next to property

Councillor Thorne declared a personal interest with Agenda no.5A. case ref: 43/20/0086 – The contractor he works for, have a contract with Lidl.

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.

**162. PUBLIC PARTICIPATION**

Dave Farrow, Town Clerk read out the statement from Mattias Daly Regional Head of Property Lidl Great Britain Limited – summarising the key points of their recently submitted updated planning documents.  
Case ref: 43/20/0086

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

- a) Case Ref: 43/20/0144 Proposal: Installation of 3 No. roof lights to the rear elevation with changes to side and rear fenestration at Church Lodge, Churchfields, Wellington
- b) Case Ref: 43/21/0001 Proposal: Erection of a single storey extension to the rear and storage shed in the garden of Foxdown Lodge, Foxdown Hill, Wellington

- c) Case Ref: 43/21/0002 Proposal: Erection of a 3 No. bay garage to the rear of 8 High Path, Wellington

**Applications under Item 4 of the agenda were not decided at the meeting, as we await Planning Officers Reports. These will be deferred to a future meeting**

**164. 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: 43/20/0086 Revised details that have been submitted by the applicant to address concerns/objections in relation to the planning application - 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

It was proposed and seconded to recommend approval of this application. There were three votes in favour, three votes against and four abstentions. Using their casting vote, the Chairman voted against the proposal, therefore the motion was not carried. Given this outcome it was agreed that a narrative in relation to the application should be submitted for the Planning Authority's consideration.

The revisions to this application were discussed in detail and at length by councillors and correspondence received from Lidl by both the Town Council and Cllr Thorne were read out by The Clerk. Following lengthy discussion a proposal was made and seconded to support the application but this was not carried, on the basis set out in the paragraph above.

The Council wish to be clear that it supports the opening of a Lidl store in the town, the key issue is around the location and other considerations as detailed in the minutes of the October Planning Meeting. The vote reflected the position that for some councillors the additional information provided by Lidl was not sufficient to address the concerns raised by the Town Council in October whilst others considered that there was sufficient mitigation provided to support the application. The Town Council would welcome further discussions about possible alternative locations for a Lidl store in the town.

- b) Case Ref: 43/20/0133 Proposal: Repair and replacement of sash windows at The Old Court, Mantle Street, Wellington
- c) Case Ref: 43/20/0134/LB Proposal: Repair and replacement of sash windows at The Old Court, Mantle Street, Wellington

**Items b) and c): RECOMMENDED** to support approval subject to any Planning Officer recommendations.

d) Case Ref: 43/20/0138 Proposal: Application for Outline Planning with all matters reserved for the erection of 1 No. detached bungalow on land to the rear of Allendale Terrace, Northside, Rockwell Green

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

e) Case Ref: 43/20/0139 Proposal: Erection of a single storey and a first floor extension to the rear of 76 Bramley Close, Wellington

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

f) Case Ref: 43/20/0145 Proposal: Erection of 1 No. dwelling with associated landscaping, car parking and access at Hayman Mill, Westford Grange, Lower Westford, Wellington

**RECOMMENDED** that this application be refused on the following grounds;

- Concerns that the property is being squeezed on a small piece of land and the impact on neighbouring property
- Concerns over the access to the site, as the entrance is on a blind corner
- Concerns over the safety of children walking to school – no pavement on what is already a very busy road.
- The significant impact and load of traffic on the railway bridge and water bridge

g) Case Ref: 43/20/0151 Proposal: Approval of reserved matters following outline application 43/06/0016 for the access, appearance, landscaping, layout and scale for the erection of an industrial building with associated yard and external works on land at Westpark 26, Chelston

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

The meeting ended at 7.15pm

.....  
Councillor Janet Lloyd  
Mayor

## WELLINGTON TOWN COUNCIL MINUTES 11<sup>th</sup> January 2021

### MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD ONLINE VIA ZOOM ON MONDAY 11 JANUARY 2021 AT 7.00 PM

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

David Farrow (Town Clerk), Annette Kirk (Deputy Clerk), Alice Kendall (Assistant Clerk)

2 members of the press were in attendance.

Also in attendance for specific agenda items were Sergeant Daniel Bishop and Emma Jones, National Trust.

#### **165 WELCOME AND INTRODUCTIONS**

The Mayor opened the meeting. She thanked the Assistant Clerk for all that she had done during her time as Acting Town Clerk before the new Clerk had taken up his role at the end of November.

#### **166 APOLOGIES**

Apologies had been received from Councillor W Battishill.

#### **167 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 Thorne declared a personal interest item 4c being a personal friend of the Churchwarden giving permission for the grant application to be made.

Councillor Govier declared personal interests relating to item 4b as a social member of the Wellington Cricket Club and item 4c as a member of St John's Church and Churches Together

Councillors Stock-Williams and Powell-Brace declared personal interests relating to item 7 as volunteers for the National Trust.

#### **168 MINUTES**

**RESOLVED** approve and formally adopt the minutes of the Planning and Full Council meetings held on 7 December 2020.

#### **169 MAYOR'S REPORT**

The Mayor read a report which is attached to the minutes.



**170 TO RECEIVE A REPORT FROM THE LOCAL POLICING TEAM**

Sergeant Daniel Bishop presented his Police report for the previous month which had been circulated in advance of the meeting and is attached to the minutes. The Mayor thanked Sgt Bishop and his team for all that they were doing particularly in relation to supporting the DVLA in dealing with untaxed vehicles and around COVID.

In response to a question from Councillor Thorne, Sgt Bishop confirmed that the two properties involved in the drug related issues were located in North Street and Riverside.

Cllr Hunt asked whether, given that Wellington appeared to be a COVID hotspot, the police had needed to intervene in many cases relating to breaches of lockdown requirements. Sgt Bishop reported that they had received 18 calls. Most of these were over Christmas and most were issues outside the town boundary. There had been minimal penalties invoked. He explained that their approach would continue to be to explain and encourage with penalties being used as a last resort. This approach had been successful to date.

**171 TO RECEIVE AN UPDATE ON THE WELLINGTON MONUMENT RESTORATION PROJECT INCLUDING THE POSSIBLE RELOCATION OF THE PYRAMIDION STONES.**

The Mayor welcomed Emma Jones from The National Trust. Emma reported that work at the Monument was proceeding well and was still on track to be completed by the end of May. All the stone that needed replacing in the shaft had been and work was now underway on the internal stairs with work on the plinth to follow. The sale of Monument stone has so far raised c£4,000 and this would start again when the current COVID lockdown ends.

There had been record number of visitors to The Monument which, whilst welcome, had led to the car park being full and cars being parked on the road which was a concern, but that there was nothing the National Trust could do about that. Emma confirmed that there were no plans to extend the car park but that consideration was being given to widening the entrance to it.

Regarding the relocation of the Pyramidion stones Emma reported that the contractors working on the Monument had offered to help with replacing missing stones and relocating and rebuilding the Pyramidion. The estimated cost would be in the region of £15,000. The site at the Monument would have to be cleared by the end of May so a decision regarding the Pyramidion would need to be made by then.

It was agreed that more work was needed to understand the scale of any relocation project and how it could be funded.

## WELLINGTON TOWN COUNCIL MINUTES 11<sup>th</sup> January 2021

### RESOLVED

1. That Emma Jones would send photographs of the stones to the Clerk who would then forward to Councillors along with plans/drawings that had previously been sent by Emma to The Mayor
2. The Clerk would arrange a Zoom meeting in the next two weeks to involve any interested councillors, Emma and representatives of the architects and stone masons working on the Monument.

### 172 CLERK'S REPORT

The report prepared by the Clerk had been previously circulated to Councillors and it was so noted. The Clerk highlighted to the Council that due to the current lockdown requirements and also pressure on other public bodies there may be a delay in projects that Town Council staff were involved in.

In addition to the items in the report the Clerk gave a verbal report in relation to the Precept amount that had been agreed at the previous meeting. Since the meeting SWT Council had reviewed the basis on which the calculations were made which would have resulted in a slight decrease in the household precept. Given that at the December meeting the Council had agreed the principle of 'no change' an adjustment needed to be made to the Precept amount being requested by the Town Council.

**RESOLVED** that the Precept for 2021/22 should be changed from £353,543, being the amount agreed at the December meeting, to £353,354.

### 173 GRANT APPLICATIONS

#### (a) Rockwell Green War Memorial Institute Club

The Club applied for a grant of £5,000 for a kitchen refurbishment project. The application and supporting papers were circulated by e-mail in December 2020. Since submitting the documents, the Club have also applied to the Community Chest fund at SWT.

**RESOLVED** to defer this application to the next meeting until it is known if a grant will be given by SWT. Also that further information will be requested from the club regarding the number of current members and membership numbers over the last 5 years to inform a future decision.

#### (b) Wellington Cricket Club

The Club applied for a grant of £603 for a series of youth coaching sessions. The application had been circulated to Councillors by e-mail.

**RESOLVED** that a grant of £100 per weekly session be awarded. Due to lockdown, it is unlikely that all of the sessions will take place, therefore the Club will contact the Clerk to claim the grant retrospectively.

## WELLINGTON TOWN COUNCIL MINUTES 11<sup>th</sup> January 2021

### **(c) St John the Baptist**

The Organisation applied for a grant of £3,000 to contribute towards the cost of a permanent electrical installation to support their Angels of Hope project. The application had been circulated to Councillors by e-mail.

**RESOLVED** that a £3,000 grant be awarded.

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

The Clerk advised that no representations had been received.

### **175 CORRESPONDENCE**

The Clerk advised that no correspondence had been received.

### **176 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 7<sup>th</sup> December was attached to the agenda, with the full voting records available on the Council website.

**RESOLVED** to note and accept the voting report.

### **177 COUNCIL ACCOUNTS**

#### **(a) To note and approve the November bank reconciliation.**

**RESOLVED** to accept the Bank reconciliation.

### **178 TO CONSIDER SECTION 106 MONIES AND CIL MONIES AVAILABLE FOR BIDS**

The Mayor reminded Councillors that this had been discussed at the December meeting of the Council and that it had been agreed that it should be an agenda item at this meeting to share ideas about how funding could be used. Suggestions were needed, in particular for how the £5000 Section 106 funding should be allocated between play and outdoor recreation. Given the proximity of the site to the rugby club it was suggested that some funding may be allocated to the mini and junior section. At this point The Clerk declared an interest as the Chair of the Mini and Junior Section of Wellington RFC. Other suggestions were made in relation to the skatepark and Basins. Councillors were asked to forward any further suggestions to The Town Clerk.

### **179 DERELICT TOWN CENTRE BUILDINGS**

Councillor Thorne raised concerns regarding the condition of the former Tears shop and 27 North Street. In relation to the former Tears shop, it was reported that the condition of the building was deteriorating and was having an impact on the neighbouring shop. The shop is also part of the town centre Conservation Area. Councillor Lithgow advised that the owners and SWT Council had been contacted

## WELLINGTON TOWN COUNCIL MINUTES 11<sup>th</sup> January 2021

regarding the concerns but that it appeared no action could be taken. IT was agreed that the Town Clerk should raise the Councils concerns with the SWT Heritage Officer.

In relation to 27 North Street concerns were raised regarding the scaffolding blocking the pavement and the length of time being taken to undertake the building work. Councillor Lithgow reported that SWT Council were aware of the concerns and were taking action. The Town Clerk will monitor the situation and make contact with SWT and SCC Highways officers dealing with the matter and report back at a future meeting.

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

It was noted that the following meeting dates had been agreed by their Committees/groups;

- Environment & Open Spaces – 19<sup>th</sup> January 2021 – 6.00pm
- Town Centre Committee – 20<sup>th</sup> January 2021 – 10.30am
- Staffing & Resources – 27<sup>th</sup> January 2021 – 2.00pm
- Wellington Network Partnership – 10<sup>th</sup> February 2021 - 6.30pm
- Allotment Committee Meeting – 15<sup>th</sup> February 2021 – 6.00pm

It was also noted that Gladman developers had asked for a meeting with the Town Council to discuss their plans for the site north of Exeter Road, Rockwell Green and that this would be taking place on 21<sup>st</sup> January 2021 at 6pm

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

### **181 COVID 19 – IMPLICATIONS OF NATIONAL LOCKDOWN**

Councillors discussed the support that was available to particularly vulnerable residents. It was noted that as the current lockdown requirements are not as robust as in March/April last year, not all support that had been in place then was were now. The Town Clerk reported that he and the Deputy and Assistant Town Clerk were reviewing the information provided last year to see what was still relevant and would be publishing it again when that work was completed. Councillor Thorne reported that Spark Somerset had been commissioned by SCC to coordinate volunteers across the County and The Town Clerk said that he would contact them to see what was in place in Wellington. There were concerns that there would be unmet need in the Town and Councillors were asked to contact the Clerk if they became aware of any support arrangements being provided that the Council could publicise and possibly support through the COVID budget.

**There being no further business, the meeting closed at 8.50 pm.**

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**Councillor Janet Lloyd Mayor**



## **REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL (REMOTE) MEETING ON 1 February 2021**

### **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. With the announcement of the National Lockdown staff continue to work from home and are limiting time in the office to the absolute minimum. The Clerk will continue to monitor work underway to determine what can and can't be undertaken given the restrictions that are currently in place. We will do as much as we can virtually but Councillors should expect that some work may not be able to be completed in this context. Since the last meeting and following discussions with representative of Churches Together in Wellington the Town Council has booked advertising space in the Wellington Weekly to promote services and support that are available to the community. The first appearance of this was the 29 January 2021. The cost of this will be charged to 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**

The Council's IT systems are working well. A report will be provided to the next meeting of the Staffing and Resources Committee making a recommendation in relation to the purchase of a replacement phone system

### **Zoom Meetings**

All Council meetings continue to be held via Zoom and this generally works satisfactorily. In-person meetings will only reconvene when Government and Public Health 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 as required.

### **4. 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.

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 Clerk and Richard Hopkins the Id Verde local manager.

### 8. Finance and Accounting System

Following the last meeting of the Council it has entered into an agreement with Scribe to purchase its Finance and Accounting System.

### 9. Actions from the January Council Meeting

Subject	Action to be taken	By	Comments/Update
<b>Monument Pyramidion</b>	Drawings to be circulated	DF	Done
	Arrange Zoom meeting with Emma, Architect and Stone Masons	DF	In progress (new date to be confirmed)
<b>Precept Adjustment</b>	Amount to be adjusted following final numbers from SWT	DF	Done
<b>Grant Applications</b>	Request more information from RGWMC	APK	Done
	Cricket Club - conditional award	APK	Letter sent
	Angels of Hope	APK	Award letter sent

Dave Farrow  
Town Clerk  
26 January 2021

WELLINGTON TOWN COUNCIL ELECTRONIC DECISIONS RECORD										
CORONAVIRUS BUSINESS CONTINUITY MARCH 2020										
ITEM	DATE	HOW CIRCULATED	Clerk approval	COUNCILLOR DECISIONS/VOTE/OUTCOME			COMMENTS			
				JL	ML					
Accounts for Payment	Accounts for Payment Schedule of Payments sent to DF, JL and ML for approval (18th December 2020 - 8th Ja 2021)	08.01.21	APK emailed DF, JL and ML for approval	08.01 - Approved	08.01 - Approved	08.01 - Approved	<b>APPROVED</b>	JL - Declared an interest in Payments to MTMIT as a former customer		
Accounts for Payment	Accounts for Payment Schedule of Payments sent to DF, JL and ML for approval (15th Jan - 25th Jan)	25.01.21	APK emailed DF, JL and ML for approval	25.01 - Approved	25.01 - Approved	08.01 - Approved	<b>APPROVED</b>	ML declared a personal interest in item f as a member of a Rotary Club and a volunteer at the pop up sjob booking the payment refers to		

**Wellington Town Council**

**INCOME AND EXPENDITURE RECONCILIATION**

**Period 1st April 2020 to 31st March 2021**

£ : p

<b>Balance brought forward at 1st April 2020</b>	<b>£400,078.40</b>
<b>Add cashbook receipts cumulative to 31st December 2020</b>	<b>£478,805.22</b>
<b>Total</b>	<b>£878,883.62</b>
<b>Less cashbook expenditure cumulative to 31st December 2020</b>	<b>£228,561.20</b>
<b>Balance brought forward as 31st December 2020</b>	<b>£650,322.42</b>

<b>Lloyds Current Account No. 02195145</b>	<b>30.12.2020</b>	<b>£337,600.36</b>
<b>Lloyds Deposit A/C No. 07788306</b>	<b>09.12.2020</b>	<b>£256,496.92</b>
<b>Lloyds Treasury Deposit placed 22.04.20</b>		<b>£56,225.14</b>
<b>Total</b>		<b>£650,322.42</b>
<b>Less unrepresented cheques</b>		<b>£0.00</b>
<b>Total</b>		<b>£650,322.42</b>

**Signed.....**  
**Mayor**

**Date: 31st DECEMBER 2020**

**Unrepresented cheques**

**None**



**Section 106 (S106)**

MR D FARROW  
TOWN CLERK  
WELLINGTON TOWN COUNCIL  
28 FORE STREET  
WELLINGTON  
TA21 8AQ

21 January 2021

<b>PLANNING APPLICATION:</b>	43/10/0127
<b>SITE ADDRESS:</b>	CADES FARM COTTAGE, TAUNTON ROAD, WELLINGTON, TA21 9HG
<b>DEVELOPMENT DESCRIPTION:</b>	DEVELOPMENT OF UP TO 300 DWELLINGS WITH A LOCAL CENTRE, PUBLIC OPEN SPACE LANDSCAPING, HIGHWAYS ACCESS AND ASSOCIATED INFRASTRUCTURE WORKS AT LAND AT CADES FARM, OFF TAUNTON ROAD, WELLINGTON, AS AMENDED

Dear Mr Farrow,

The S106 Agreement attached to this planning approval, dated 11 July 2012, contains the following obligation on the developer:

Schedule 4, Paragraph 9:

*'To transfer the Community Hall Land to the Borough Council (or to the Borough Council's nominee) as soon as the Estate Road has been constructed and the Local Centre Area is Serviced ("the Transfer Date") such transfer to include provisions requiring the Community Hall Land to be transferred back to the person transferring the Community Hall Land to the Borough Council (or its nominee) in circumstances where no contract has been let for the construction of a community hall within 5 years of the Transfer Date'*

The Community Hall Land means an area of 1050 m2 within the Local Centre Area for the provision of a community hall as shall be approved by the Borough Council.

The Council has been contacted by the developer to advise that they are in a position to transfer the Community Hall Land to the Council or the Council's nominee as required above.

The Council has already received a payment of £250,000.00 from the Cades Farm development for the provision of community facilities.

Please can you advise whether the Town Council are in a position to accept the Community Hall Land transfer from the developer to use in conjunction with the community facilities payment to establish a Community Facility / Community Hall?

Whilst writing, and keeping to the subject of the S106 requirements of the Cades Farm development, we have also collected £359,700.00 to be spent on outdoor recreation. The Agreement specifies that these funds must be used for the provision of sport / playing pitch facilities within the area of Wellington.

To date Wellington Tennis Club has received £15,000.00 and we have historical notes earmarking the remainder of these funds to be used to provide playing pitches at Longforth Farm.

However, we are aware that the outdoor recreation requirements in Wellington may have changed since these historical notes were made so we would greatly appreciate input from the Parish Council on how these outdoor recreation funds would most benefit your local community.

I look forward to hearing from you regarding these matters.

**Rebecca Staddon**

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## WELLINGTON TOWN COUNCIL

### MINUTES OF A MEETING OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE HELD ONLINE VIA ZOOM ON TUESDAY 19<sup>TH</sup> JANUARY 2021 AT 6.00P.M.

**Present:** Councillors M McGuffie (Chairman), J Lloyd, M Lithgow, V Stock-Williams, S. Pringle-Kosikowsky,  
**In attendance:** Councillor Thorne  
David Farrow, Town Clerk  
Annette Kirk, Deputy Clerk  
Alice Kendall, Assistant Clerk  
Dr J O'Hara, Somerset West & Taunton Council  
11 members of the public including members of the Wellington Mills CIC and Transition Town Wellington

#### 1. Apologies

Apologies were received from Councillor C Booth and Tom Borg (PPL0)

#### 2. Declarations of Interest

Councillor Pringle-Kosikowsky declared a general interest as an employee of South West Heritage Trust who often make comment on items such as Tonedale Mill.

#### 3. In lieu of public speaking to receive any representations from members of the public

No written submissions had been received.

#### 4. Footpaths

##### (a) To receive a verbal update on Footpaths

As Tom Borg had given apologies for the meeting, a report was circulated by e-mail and was noted.

##### (b) To make representation on the attached Public Path Diversion Order relating to path WG 14/6

It was understood that this was an official process for a diversion that is already in place. It was agreed that there were no comments to be made.

##### (c) To discuss condition of unadopted paths across the wildlife pond area adjacent to the Basins and the Sports Centre

The Chairman reported that he had been contacted by a member of the public regarding boggy paths in this area. However, it is difficult for the Town Council to give funding for works on land that is not owned by themselves. It was agreed that too much work to the paths would affect the environment of the setting. It was understood that the Rugby Club may have some wooden bark chippings that could be laid. Councillors re-iterated the importance of appropriate footwear when walking in the winter months. It was further reported that decking around the ponds also require work.

**RESOLVED** to suspend standing orders to allow a member of the public to speak briefly.

Standing Orders were re-instated.

It was agreed that Somerset West & Taunton officers be contacted to further discuss the matter.

**5. Update from somerset county council ref climate emergency Fund**

**(a) Correspondence has been received from the County Council informing that decisions on Grant awards has been delayed until after the closing date of the second application window (12th January).**

A letter was circulated and noted.

**(b) Consideration of how Street Tree project will be managed should it be successful in attracting a grant.**

It was agreed that a plan needs to be made detailing who will manage the project in the first stages and what is required going forward (maintenance etc.). The Town Clerk will discuss with staff to ascertain what is required.

**6. To consider cycling provisions**

**(a) Consideration of current cycling provision and steps that can be taken to encourage cycling (including a possible cycle path to Taunton).**

**(b) Discussion of potential stakeholders for a cycling forum for Wellington (including public bodies and local organisations / residents / cyclists)**

**(c) Note and consider contents of Taunton – Wellington cycle path feasibility study.**

A Copy of the Taunton to Wellington Cycle Route Feasibility Study was circulated by e-mail before the meeting. It was understood that a bid has been made to the County Council to enable further investigation.

Councillor Lithgow felt it important that the project to replace the bike racks in Town using the Emergency High Street Fund is completed as soon as possible to help encourage cycling.

**RESOLVED** to approach Sustrans to find out what professional advice can be sought to promote cycling and walking. Also, to contact other stake holders (police, schools, SCC, SWT, cycling groups and the public).

It was felt that perhaps the in-town proposals in the feasibility study could be carried out using CIL or 106 monies.

It was further agreed that a presentation on the feasibility study was expected as it was partly funded by the Town Council. The Town Clerk will contact the Taunton Area Cycling Campaign to arrange this for a future Council meeting.

**7. To consider land parcels and update on land ownership at the basins**

- (a) Consideration of various small public land parcels and the process for identifying these and possible transferring them to WTC ownership.**
- (b) Consider also scope for transfer of larger parcels owned by other local authorities into the ownership of the Town Council.**

Councillor Stock-Williams read a note she had received regarding the ownership of 6 parcels of land at the Basins. The Town Clerk reported that he had investigated past communications with Burges Salmon, the solicitors for the Crown Estate, but more work is required. It was agreed that a legal firm would need to be employed to find out what land parcels the Town Council could take ownership of.

**RESOLVED** to set up a working group, to include Dr Jo O'Hara, to discuss this matter further and set out more information for a future meeting.

**8. Fox's' Field**

District Councillor Marcus Kravis joined the meeting for this item. He thanked all those involved in getting this project to its current position. Anita Roy (Wellington Mills CIC and Transition Town Wellington) gave a detailed update on the project's history and what is now required to move forward. A community consultation will soon take place to gather information on wish list items for the site. She further reported that the Transition Network have awarded the project a grant of £3,500. She re-iterated that the project would not be possible without the Town Council's support which she hopes will continue. The Chairman thanked Anita and Councillor Kravis for attending.

**9. Dormouse Wood**

The Town Clerk had circulated a report from C G Fry detailing that they propose transferring the woodland area to the Town Council with a commuted sum payment of £50,000 subject to heads of terms etc. being agreed.

**RECOMMENDED** to Full Council that the offer be accepted subject to heads of terms etc. being agreed.

**10. Tree Planting**

Councillor Lithgow gave an update on the free tree scheme provided by SWT. Between the Town Council and Transition Town £100 worth of trees were obtained. This amounted to approx. 30 trees that were planted in an area at the Dormouse Wood.

**11. Town Walk**

Councillors Lithgow and McGuffie reported that they had met briefly to discuss the possible locations of finger posts. The Chairman encouraged Councillors to report any possible issues they notice while in the town.

**12. Benches**

Councillor Lloyd asked about the current position on the bench offered by the League of Friends to possibly be placed in the Basins. The Assistant Clerk reported that they had been directed to the Basins Volunteer group to discuss possible

locations. It was agreed that the bench held in stock could be placed in Tonedale, near the One Stop store. Councillor Thorne reported that he had previously identified several locations for benches, including Tonedale, which was submitted to the previous Town Clerk. The Assistant Clerk will try to find this report.

Councillor Pringle-Kosikowsky asked if Town Council benches were available for dedications/sponsorship. The Assistant Clerk will prepare further information on this and report back to the next meeting.

### **13. Reduction of use of resources (refuse/reduce)**

The Chairman had added this to the agenda to give consideration to the scope for environmental efficiencies in the Town Council's current and future activities. It was suggested the Town Council look at moving to paperless meetings. Officers were asked to think about the source of electricity supplies for Council property.

### **14. Areas of interest statement – identification of future activities (council / community)**

- (a) Reduction of use of resources (refuse/reduce)
- (b) Increasing sustainability (reuse, repair, recycle)
- (c) Increasing resilience (localism)

The possibility of trees being planted on the Town's large roundabouts was briefly discussed. As a result of this discussion, Councillor Lloyd reported that she had seen an article in the Wellington Weekly News reporting a possible change in conditions to the proposed highways/roundabout works as a result of the Bagley Road development. She will be taking this matter further.

It was agreed that this will be a standing agenda item for future meetings with Biodiversity added to the list.

### **15. Date of Next Meeting**

The next meeting was set for Wednesday 14<sup>th</sup> April 2021 at 6pm

The meeting closed at 7.55 p.m.

## **WELLINGTON TOWN COUNCIL**

### **Minutes of a meeting of the Wellington Town Centre Committee held on 20<sup>th</sup> January 2021 via Zoom at 10.30am**

**Present:** Councillors M Lithgow (Chair), J Lloyd, M McGuffie, J Thorne. S Pringle-Kosikowsky,  
Richard Coupe, Sharon Davis, Keith Wheatley. Donna Musson  
Annette Kirk – Deputy Town Clerk  
Dave Farrow – Town Clerk  
Alice Kendall – Assistant Clerk

#### **1. Apologies**

None received.

#### **2. Declarations of Interest**

Councillor Thorne – Personal Interest in Agenda Item 3: Election of non-council member Donna Munson, Rule 7 Bistro – regular customer and friend.

Prejudicial Interest in Agenda Item 6: Pop Up Shop – Christmas booking recommendation as his daughter is a user of the Shop at this time of year.

Councillor Lloyd – Personal Interest in Agenda Item 3. Election of non-council member Donna Munson, Rule 7 Bistro – regular customer and friend

#### **3. CO-OPTION OF NON-COUNCIL MEMBERS TO THE COMMITTEE**

**RESOLVED** to co-opt Donna Musson to the Committee

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

No written representations had been received.

#### **5. WELLINGTON FOOTFALL COUNTER**

- The Footfall Counter is positioned on the lamp post at the entrance to Squirrel Court
- Somerset West & Taunton District Council will pay for the first year of monitoring. Wellington Town Council to meet the cost of £75 per annum thereafter.
- Footfall Counter covers Fore Street, both sides of the street up to the Iron Duke
- Footfall Counter figures given by all towns at SWT's Opening of the High Street weekly meeting

## 6. POP UP SHOP

- An update report was circulated with the agenda prior to the meeting. The Assistant Clerk gave a report that due to Covid-19 lockdown, the next booking will be third week of February 2021 subject to current Lockdown Restrictions being lifted.
- Proposal for a fairer “application system” for Christmas Bookings for the last two weeks in November and all weeks in December:
  - Applications to be submitted before 31<sup>st</sup> August.
  - Each application will be numbered as received.
  - Drawing numbers which are then matched to the application.
  - Deposits to be paid within two weeks of allocation to secure bookings.
  - Bookings to be limited to two weeks in the 6 weeks to Christmas unless applications allow otherwise.

**RECOMMENDATION:** To amend the “application system” for Christmas Bookings for the last two weeks in November and all weeks in December:

## 7. RETAIL PREMISES

- Notes from KW were circulated to the committee prior to the meeting
- KW gave a report on the idea of establishing a co-working space in one of the town centre’s empty retail premises.
- KW suggested that the TCEHF (Town Centre Emergency High Street Fund) to support the pilot scheme
- Further work to be done on finding suitable premises. Suggested premises: Tui Shop, Shaul’s Bakery and Barclays
- Mark Wathen Economic Development SWT to find funding to support a feasibility study for the initiative
- Concerns were raised over how this was going to be managed, including: security, cleaning, running costs etc.,

**RESOLVED:** For the Committee to continue discussions with Mark Wathen, Economic Development, SWT to fund and complete the feasibility study on the need/demand for a co-working space in the town

## 8. PROMOTIONAL SPACE/STREET TRADING CONSENTS

- Email circulated from John Rendell Specialist – Licensing, Somerset West and Taunton Council re: Changes to Street Trading Consents was noted by the Committee



- The Deputy Clerk informed the Committee that she had a conversation with Steve Deakin, Parking Manager, Somerset County Council regarding the Council taking over the full management/control of the parking layby in front of the old post office. He recognised that this needed to be addressed following the amount of enquiries for the area leading up to Christmas. He said there was no policy in place and he would speak to colleagues and come back to us.

**RESOLVED:** That Council Officers to continue negotiations with Steve Deakin, Somerset County Council to take over the management of the parking layby in front of the old Post Office.

- Eat Festival Application received to hire the Promotional Space on 4<sup>th</sup> September 2021

**RESOLVED:** To accept the Eat Festival Application to use the Promotional Space Area on 4<sup>th</sup> September 2021

## **9. FARMERS MARKET**

- Councillor Lithgow updated Committee regarding the Farmers Market's current licence and confirmed that since being granted their new licence, they were already in breach of the licence conditions, It was seen recently they had 4 stalls in the area in front of the Co-op not 3 stalls as agreed in the licence. Councillor Lithgow had reported this to SWT Licencing
- The Deputy Clerk informed the committee that an email had been sent to Parking at SWT, looking at relocating the market to North Street or South Street Car Parks. We await a reply
- The general feeling was that the Parking area at the Fore Street end of North Street Car Park was a good location, as access to the North Street Car Park could be from the North Street end.
- Councillor Lithgow also reported that an organisation called Somerset Farmers Markets were keen to come into Wellington and they would be approaching the current Licence Holder. We should wait to see if its viable for Somerset Farmers Markets to set up in Wellington
- The Committee agreed we did not need to buy two Gazebos
- The Committee agreed to hold off discussions about owning market stalls until we receive further news on the Farmers Market development/growth.

## **10. FILMS**

- Councillor McGuffie felt we need to revisit this idea, as further work needed to be done to see where, and how we can hold filming events in the town/Wellington Park

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

- Councillor Lloyd led the report following further meetings/negotiations with Lisa Redston SWT :
  - Wellington Town Council had submitted their first 8 weekly report. Councillor Lloyd thanked the Deputy Clerk for her efforts in putting the Project Report together.
  - Lisa Redston SWT is encouraging all local towns to come together to have an informal chat, sharing ideas on what they are doing to get their High Street back on its feet. William Collier to send invites out to attend.
- The Street Entertainers Events in December 2020 were very well received from Wellington Residents and the entertainers could be considered for future events
- The Introtweet Social Media Results Report were circulated to Committee Members for information
- Other Ideas for TCEF – “Living Roof” on Bus Shelters: Councillor Lithgow said the bus shelters are in such poor condition and they would need refurbishing/replacement. It is on his radar and is well aware of the work that is needed on the Bus Shelters. Hold fire on this idea.
- The Deputy Clerk was asked to progress the fingerpost signs. The committee agreed on the Black & Gold Heritage Design, they would like to see town crest on top.
- The Committee reviewed the Living Walls Project Proposal from Oasis. In general, it was felt that the idea of having them on the railings at top of High Street (Costa End) was a good one. A few concerns were raised, were they replaceable, ongoing maintenance etc. The Deputy Clerk to confirm costs and further railings we could use.
- DM asked that local contractors could be approached to tender for the living railings. The Deputy Clerk said now the committee have seen Oasis Proposal and like the idea, we can approach local companies to tender.
- The Committee agreed that Longforth Toilet did not need any further plants, as they have bedding plants troughs put up and maintained annually.

## 12. RESIDENTS SURVEY

- **To consider undertaking a survey of residents on the future of and activities in the Town Centre to inform the development of a Town Centre Vision and Strategy and the delivery of activities for the coming year:**
  - This was received as a good idea, as it was felt the public would feel more engaged with the Council with what was going on. This in turn would bring positive feedback
  - The Town Clerk said there was various ways of doing this e.g. Social media, newspaper, website
  - Town Clerk reported that we had started looking into how we would create the survey with MT-MIT and how we can best capture feedback from Wellington Residents.

**RESOLVED:** That the Council’s Officers continued with the work creating the survey

### **13. DATE OF NEXT MEETING**

The date of the next meeting was agreed as Wednesday 24<sup>th</sup> March 2021 at 10.30am.

The meeting ended at approx. 11.50am