



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 1st March 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/85835489209?pwd=b3lyb0RqcGRjSIU1aW9vejN2M1VqQT09>

Meeting ID: 858 3548 9209

Passcode: 826076

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 25th February 2021.

David Farrow

Town Clerk

07983 697740

dave@wellingtontowncouncil.co.uk

23 February 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 Finance, Planning and Full Council meetings on 1 February (copies attached).

5. TO RECEIVE A REPORT FROM THE MAYOR

6. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

Sergeant Dan Bishop will present a report to the Council.

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

The report is attached to the agenda.

Recommend that the Council support the application of Wellington Cricket Club for £15,000 of Section 106 Funding as a contribution towards the costs of building new cricket nets

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 have been circulated by e-mail. Since submitting the documents, the Club have also applied to the Community Chest fund at SWT. As requested at previous meetings, further information has also 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 19th March 2020, 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 1 February is attached. Full details of all electronic voting are available on the Council's website.

12. COUNCIL ACCOUNTS

To note and approve the bank reconciliation up to 22nd February 2021 (attached)

13. 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;

- Wellington Network Partnership – 10th March 2021 - 6.30pm
- Town Centre Committee – 24th March 2021 – 10.30am
- Staffing and Resources Committee – 24 March 2021 – 2.30pm
- Environment & Open Spaces – 14th April 2021 – 6pm
- Allotments – 24th May 2021 – 6pm

14. FEEDBACK FROM THE ALLOTMENTS COMMITTEE

The Committee met on Tuesday 15 February: the minutes of the meeting are attached. Councillor Lloyd will give an update.

15. APPOINTMENT OF INTERNAL AUDITOR

The finance committee will make a recommendation on the appointment of a new Internal Auditor.

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 1ST FEBRUARY 2021 AT 6.00PM**

PRESENT: Councillors J Lloyd (Chair), M Lithgow, M McGuffie, S Pringle-Kosikowsky, J Thorne, A Govier, N Powell-Brace, C Booth, W Battishill, J Hunt

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

Two members of the press were in attendance.

187. APOLOGIES

Apologies were received and accepted from Councillors Barr, Smith and Stock-Williams

188. DECLARATIONS OF INTEREST

Councillor Pringle-Kosikowsky declared an interest as a member of South West Heritage Trust and on matters affecting the work the Trust may be involved in.

Councillor Lloyd (Chair) on behalf of Wellington Town Council declared an interest with Agenda no.4d case ref: 43/20/000141 – Council office building adjacent to 26 Fore Street.

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.

Councillor Lloyd 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.

189. PUBLIC PARTICIPATION

No Public Participation

190. 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: 43/20/0149/LB** Proposal: Conversion of first, second and third floors into 2 No. flats with alterations to ground floor and formation of entrance at 2 High Street, Wellington
- b) **Case Ref: 43/20/0148** Proposal: Change of use and conversion of first, second and third floors into 2 No. flats with alterations to ground floor and formation of entrance at 2 High Street, Wellington

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

- c) **Case Ref: 43/20/0069** Proposal: Erection of 1 No. dwelling with associated works to the side of 1 Popes Lane, Wellington

RECOMMENDED to support approval subject to any Planning Officer recommendations. Councillors did raise the following concerns:

- The proposed dwelling being on the corner of very busy road and within close proximity to the junction and traffic lights
- The increased traffic level using Popes Lane following completion nearby housing developments
- To look in to obtaining an ecological survey on the said site and the effect on wildlife in that area

- d) **Case Ref: 43/20/0141** Proposal: Erection of 1 No. detached dwelling in the car park to the rear of 26 Fore Street, Wellington

RECOMMENDED to support approval subject to any Planning Officer recommendations. Councillors did raise the following concerns:

- The impact of the dwelling on Squirrel Court Residents
- The noise/disturbance from the adjacent public house, The Vintage Inn's Beer Garden.
- Design changes to be made, to improve appearance. No outside space to the property. i.e. garden

191. SOMERSET WEST & TAUNTON DISTRICT COUNCIL - 2021 PLANNING DECISIONS FOR INFORMATION ONLY (not for discussion):

Application Number	Proposal	Address	WTC Recommendation	SWT Decision
43/20/0119	Change of use from Class A1 to Class A4	13 High Street, Wellington	Approval	Approved
43/20/0120/A	Display of 1 No. externally illuminated fascia sign and 1 No. externally illuminated projecting sign at 13 High Street, Wellington	13 High Street, Wellington	Approval	Approved
43/20/0131/T	Application to pollard one Lime tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1981	Wellington School, adjacent to 9 Corner Close, Wellington	Approval	Approved

The meeting ended at 6.55pm

.....
 Councillor Janet Lloyd
 Mayor

WELLINGTON TOWN COUNCIL MINUTES 1st February 2021**MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD ONLINE VIA ZOOM ON MONDAY 1st February 2021 AT 7.00 PM**

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

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

2 members of the press were in attendance.

Also in attendance for a specific agenda item was Sergeant Daniel Bishop

192 WELCOME AND INTRODUCTIONS

The Mayor opened the meeting.

193 APOLOGIES

Apologies had been received from Councillors M Barr, N Smith, R Henley and N Smith.

194 DECLARATIONS OF INTEREST

Councillors Govier, Lithgow and 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 Booth declared a personal interest in item 8a as a member of the SWT Community Chest panel

Councillor Lloyd declared a personal interest in item 12, relating to payments to MTMIT, being a former customer of MTMIT, the Council's IT consultant.

Councillor Thorne declared a personal interest in item 12 relating to payments to MTMIT, being a personal friend of MTMIT, the Council's IT consultant.

Councillor Govier declared a personal interest in item 12, relating to payments to MTMIT, being a customer of MTMIT, the Council's IT consultant.

Councillor Thorne declared a personal and prejudicial interest in item 16 as his daughter and her business partner make use of the Pop up Shop.

WELLINGTON TOWN COUNCIL MINUTES 1st February 2021

195 MINUTES

RESOLVED approve and formally adopt the minutes of the Planning and Full Council meetings held on 11 January 2021.

196 MAYOR'S REPORT

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

197 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 managing potential breaches of lockdown requirements.

In response to a question from Councillor Govier, Sgt Bishop advised that he was unaware of any reports of fraudulent phone calls in the town but asked that Councillor Govier pass him any details outside of the meeting.

Councillor Lithgow asked that Sergeant Bishop pass on the Town Council's congratulations to Rob Brown on his promotion to Sergeant and top thank him for all he had done during his time in the town.

198 CLERK'S REPORT

The report prepared by the Clerk had been previously circulated to Councillors and it was so noted.

199 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 and that a representative from the Club to attend the Finance meeting to give further information on the application/project.

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

The Clerk advised that no representations had been received.

201 CORRESPONDENCE

The Clerk advised that no correspondence had been received.

202 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

WELLINGTON TOWN COUNCIL MINUTES 1st February 2021

decisions made since the Council meeting of 7th December was attached to the agenda, with the full voting records available on the Council website.

RESOLVED to note and accept the voting report.

203 COUNCIL ACCOUNTS

To note and approve the December bank reconciliation.

RESOLVED to accept the Bank reconciliation.

204 SECTION 106 MONIES RELATED TO CADES FARM DEVELOPMENT

A letter from the Section 106 and CIL Officer with Somerset West and Taunton had been circulated with the agenda.

204 (a) Community Hall

The Town Clerk advised that he had spoken to the Section 106 and CIL officer who had confirmed that the intention was for the land to be transferred to the Town Council to facilitate the building of a community hall/community facilities. He had also spoken at length to the Chair of the Bishops Hull Hub which was overseeing the development of a community hall in a similar context. The identified funding would only be a contribution to costs and fundraising would be required. It was also clear that the project needed to be community led and that there needed to be significant engagement with the community to determine what was required and to inform the design. To meet the requirements of the S106 agreement a contract must have been let to build the facilities within 5 years of the land being transferred.

Councillor Battishill advised the Council that he had done some preliminary work in seeking views on what was needed and there was no clear consensus at this stage with some residents wanting a shop, some a hall and some not wanting anything. He also updated the Council on residents' concerns around the management of the estate and the need to pay £180 fee to the management company.

Councillor Thorne expressed concern that SWT were passing responsibility to the Town Council for the project when it was better equipped to deliver it.

Councillor Hunt asked that consideration be given to what sport pitch provision could be made as part of the development.

It was agreed that this was an exciting opportunity for the estate and surrounding areas.

RESOLVED to agree in principle to the transfer of the land and associated funding subject to further discussion with SWT regarding timescales for decision making and to allow more comprehensive community engagement. The Town Clerk will liaise with Councillor Battishill about how to take this forward.

WELLINGTON TOWN COUNCIL MINUTES 1st February 2021

204 (b) Provision of Sports/Playing Pitch Facilities

It was noted that SWT was seeking clarification in relation to how this funding was to be used. It was also noted that it had been reported in the previous weeks Wellington Weekly that the football club was moving forward proposals to relocate a pitch to the Longforth Road estate area and concerns were raised that this had not been discussed more widely.

Councillor Govier advised that he had been discussing this with the football club and the key issue was about trying to resolve the issues caused by the football and cricket clubs sharing the same ground. He also advised that the cricket club had approached him to see if too could access some of the S106 funding to help fund the installation of new nets.

RESOLVED for the Town Clerk to convene a meeting of the Playing Pitch Strategy Group to discuss respective plans and to report back to the Council to enable a response to be sent to the Section 106 CIL Officer.

205 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;

- Staffing & Resources – 27th January 2021 – 2.00pm
- Wellington Network Partnership – 10th February 2021 - 6.30pm
- Allotment Committee Meeting – 15th February 2021 – 6.00pm
- Town Centre Committee – 24th March 2021 – 10.30am
- Environment and Open Spaces Committee – 14th April – 6pm

206 FEEDBACK FROM THE ENVIRONMENT AND OPEN SPACES COMMITTEE

The Committee met on Tuesday 19 January 2021 and the minutes of the meeting had been circulated previously and were noted. Councillor McGuffie updated the Council on the work of the Committee.

RESOLVED That the Council accept the transfer of the 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 being agreed.

207 FEEDBACK FROM THE TOWN CENTRE COMMITTEE

The Committee met on Wednesday 20 January and the minutes of the meeting had been circulated previously and were noted. Councillors Lloyd and Lithgow updated the Council on the work of the Committee.

WELLINGTON TOWN COUNCIL MINUTES 1st February 2021

RESOLVED that the Council agree 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 31st 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 booking.
- Bookings to be limited to two weeks in the 6 weeks to Christmas unless applications allow otherwise.

208 FEEDBACK FROM THE STAFFING AND RESOURCES COMMITTEE

The Committee met on Wednesday 27 January (not the 25th as detailed on the agenda) and the minutes of the meeting had been circulated previously. Councillor Lloyd updated the Council on work of the Committee.

208 (a) TO CONSIDER THE REPLACEMENT OF THE TOWN COUNCIL PHONE SYSTEM

The Councillor Lloyd and the Town Clerk outlined the reasons for needing to update the Councils phone system.

RESOLVED to agree to purchase a replacement phone system for the Town Council from Taurus Clearer Communications

208 (b) TO CONSIDER EXCLUDING THE PRESS AND PUBLIC TO ALLOW CONSIDERATION OF A CONFIDENTIAL STAFFING MATTER

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.

208 (c) PROPOSED CHANGES TO THE TOWN COUNCIL STAFFING STRUCTURE

The Town Clerk explained the rationale for proposing a change to the Councils staffing structure based on his paper presented to the Staffing and Resources Committee

RESOLVED that:

1. The post of Assistant Clerk be redesignated to a Deputy Responsible Financial Officer/Assistant Clerk and regraded in accordance with the recommendation from the Somerset Association of Local Councils.
2. The current Assistant Clerk postholder be slotted into this redesignated post and
3. Instead of recruiting a second Assistant Clerk recruit an Administrative assistant/Apprentice at an appropriate time when the office is being utilised.

There being no further business, the meeting closed at 8.35 pm.

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Councillor Janet Lloyd Mayor



REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL (REMOTE) MEETING ON 1 March 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 cannot 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. Expenditure against the Coronavirus Budget within the current financial year amounts to £4,953.88 out of an agreed budget of £10,000.

3. IT and Comms IT

The Council's IT systems are working well in general although the email server did go down for a period this month resulting in some emails being lost and delays in some being sent and received. Following the decision at the February Council meeting the contract with Taurus Clearer Communication has been signed and work is underway to install the new phone system. It should be up and running by the end of March 2021.

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 (see item below).

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 January meeting of the Council it has entered into an agreement with Scribe to purchase its Finance and Accounting System. The system is now in place and running parallel with the existing finance system and training is being arranged for the staff. Assuming no last-minute problems all financial management arrangements will be undertaken through the Scribe system alone from the 1 April 2021.

9. Relocation of the Pyramidion

Following the February meeting of the Council a meeting was arranged with a group of councillors and representatives of the National Trust where options were considered including relocating the Pyramidion as a whole or in part with a trail of cairns around the town. The stones need to be removed from the site at the Monument by the end of May at the latest. It was agreed that further information was required so following the meeting I wrote to the National Trust asking for more detailed costings of rebuilding the Pyramidion in its entirety to establish a base line for moving forward. I also wrote to The Highways Department of SCC in relation to the possibility of relocating it to a roundabout. At the time of writing this report I am still awaiting responses. I am also still trying to establish whether the stones could be stored elsewhere – The DLO depot is a possibility and Jo O'Hara is exploring that for us.

10. Railway Station

The Strategic Outline Business Case has now been submitted to the Department for Transport. Sarah Povall, Strategy Specialist, Somerset West and Taunton Council will be attending the April meeting of the Town Council to provide further updates.

11. The Possible return of Face-to-Face Meetings

The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face-to-face meetings from 7 May. Our Annual Meeting is scheduled for the 10 May as the 3rd is a bank Holiday. NALC is working with several national bodies to press the government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. However, at this time government has no plans to extend these regulations and so the advice is that we should start preparing for the real possibility of face-to-face meetings from May. Officers of the Council will review guidance being issued by NALC and SALC and report back to the next meeting.

12. The Basins

The meeting to consider the Councils position in relation to purchasing the land owned by the Crown Estate is taking place on Tuesday 23 February which is after the deadline for this report to be circulated. Burges Salmon, acting on behalf of the Crown Estate, has confirmed which areas of land are covered by the relevant Title (ST1516) and also that all parcels of land related to the Title have to be purchased – they will not consider selling it in part. A verbal update will be provided at the meeting.

13. Residents and Business Surveys

Following the last meeting of the Town Centre Working Group work has commenced on developing two surveys – one for business and one for residents – to find out their perceptions of the town centre and to understand what changes they would like to see whilst recognising the limitations of what the Town Council can and can't do.

14. Playing Pitch Strategy

Following the last Council meeting Councillors Lloyd, Govier and I met with representatives of the towns cricket, football and rugby clubs and a representative of the Wellington and District Sports Federation on Tuesday 16 February. The context of the discussions was the request from SWT in relation to how the balance of S106 funding relating to the provision of sports pitches/facilities should be allocated. All clubs have ambitious plans including the football club looking at relocating to Longforth Road to address issues caused by ground sharing with the cricket club and the rugby club looking to enhance its facilities having purchased the Beech Grove pitch. The cricket club are also installing new cricket nets.

It was agreed there was a need to pull the individual plans together in one place to understand what financial support might be needed when, how that could be provided and then develop a strategy around that. The strategy will also consider how other sports clubs in the town and Court Fields School could be drawn into these plans to enhance their offer. Court Fields is in discussions with the FA around installing a 3G pitch at the school which will also be available for community use. A further meeting will be held in a month's time with clubs being asked in the meantime to share their plans including where possible timescales so that an overarching plan can be developed which can also inform recommendations around use of S106/CIL/other funding.

What was agreed by those present was that a request from the Cricket Club for £15,000 from S106 funds as a contribution towards installing new nets on the recreation ground should be supported. The vast majority of the required funding has been provided by private benefactors.

Recommendation that the Town Council support the cricket club's application to SWT for £15,000 of S196 funding as a contribution to the installation of new nets.

15. Protocol in the Event of the Death of a Senior Public Figure

Officers have been reviewing the arrangements in relation to the above and have recently received advice from the National Association of Civic Officers (NACO). That advice is that when marking a death, the wishes of the family need to be foremost and that can only be known when we can take a lead from the Government and the Palace and when we have a feel for public reaction and public expectations. NACO will do all that it can to relay information to its members, but it suggests that when required to act Councils move at a dignified pace, thinking about each step when the time is right. Discussions will be held shortly with church representatives in the town to discuss and agree what arrangements need to be in place.

16. Cades Farm Community Hall

Following coverage on social media and in the Wellington Weekly 10 people have come forward to express an interest in joining a Management Group to oversee the project. The closing date for volunteers is the end of February. A Zoom meeting will be set up in the first couple of weeks of March for those who are interested. The Chair of the Bishops Hull Hub has offered to join the meeting to share his experiences and contact has also been made with the Community Council for Somerset who offer consultancy support to community and village halls.

17. Actions from the February Council Meeting

Subject	Action to be taken	By	Comments/Update
Grant Application	Invite applicant to attend next meeting	APK	Done
Expenditure Report	Check salary payments (net or itemised)	APK	Done – changed to net going forward. Detailed breakdown available for Mayor/Clerk to check in the transaction notes on new system.
IT Support Budget code	Check breakdown and items for re-coding (IT Budget)	APK	Done – IT expenditure associated with costs of website development finalisation. Re-coding checks being carried out as new system is implemented.
Cades Farm Community Centre	Discuss further with SWT & Cllr Battishill	DF	Underway
Playing Pitch	Convene meeting of Playing Pitch Strategy Group	DF	Meeting 16 th Feb
Dormouse Wood	Accept offer of transfer and payment	DF	Underway
Pop Up Shop	Implement Christmas booking	APK	Underway
Phone System	Order new system	DF & MTMIT	Underway
Staffing re-structure	Implement	DF	Done

Dave Farrow
Town Clerk
23 February 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 (27th Jan - 5th Feb)	05.02.21	APK emailed DF, JL and ML for approval	05.02 - Approved	05.02 - Approved	05.02 - Approved	APPROVED	JL - Declared an interest in Payments to MTMIT as a former customer		
Dog Bin Request	Request for additional dog bin at cades farm. Cost £375.95 + VAT, and then £5.56 +VAT each time to empty the bin, on a frequency of twice a week. Two locations offered (marked 2 and 3 on map)	09.02.21	APK emailed members of E&OS committee		09.02 Approve. Location 2	09.02 Approve	APPROVED			
Accounts for Payment	Accounts for Payment Schedule of Payments sent to DF, JL and ML for approval (5th - 12 Feb)	12.02.21	APK emailed DF, JL and ML for approval	12.02 - Approved	12.02 - Approved	15.02 - Approved				
Dog Bin Request	Request for additional dog bin at longforth farm. Cost £375.95 + VAT, and then £5.56 +VAT each time to empty the bin, on a frequency of twice a week.	18.02.21	APK emailed members of E&OS committee		18.02 - Approve	18.02 - Approve	APPROVED			

Wellington Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 22/02/2021		
	Cash in Hand 01/04/2020		400,078.40
	ADD Receipts 01/04/2020 - 22/02/2021		475,874.58
			875,952.98
	SUBTRACT Payments 01/04/2020 - 22/02/2021		252,186.05
A	Cash in Hand 22/02/2021 (per Cash Book)		623,766.93
	Cash in hand per Bank Statements		
	Petty Cash 22/02/2021	0.00	
	Lloyds Treasury Deposit 22/02/2021	56,225.14	
	Lloyds Deposit Account 07788306 22/02/2021	256,501.28	
	Lloyds Current Account 2195145 22/02/2021	311,040.51	
			623,766.93
	Less unrepresented payments		0.00
			623,766.93
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		623,766.93
	A = B Checks out OK		

WELLINGTON TOWN COUNCIL**Minutes of the Allotments Committee Meeting held online via Zoom on Monday 15th February 2021 at 6.00 pm**

Present: Councillor J Lloyd (Chair)
 Councillors: M McGuffie, V. Stock-Williams, C. Booth, J Hunt,
 Deputy Clerk: Annette Kirk
 Town Clerk: Dave Farrow

6 members of Public

1. Apologies

No apologies received.

2. Update on Plot Vacancies and Waiting list

The Basins Allotments – No plots available. 23 People on Waiting list
 Longforth Farm Allotments – 30 people registered interest

3. Rent

Everyone paid

4. General Maintenance and Inspections

Inspections: Next inspection planned for the last two weeks in April 2021 – pending Government Guidance. Councillor Lloyd (chair) suggested that the teams could continue with their inspections, adhering to social distancing rules. Another option is for Councillor Lloyd and Annette Kirk Deputy Clerk to complete all the inspections. .

ACTION: Councillor Lloyd and Deputy Clerk Annette Kirk to complete inspections if Councillors Barr is unavailable. We would wait until the next Government announcement made on 22nd February 2021 before confirming how the plot inspections were to be completed.

- a. **Plot 93** – A meeting had been arranged between Peter Joint, Wellington One Team and Marion Vincent to agree Works schedule. Marion Vincent reported that they had started stage 1 of works and removed breeze-blocks. They had to remove the back retaining wall, to enable them to remove the concrete base. Marion Vincent to provide a written update.
 Greenway Ground Maintenance - invoice £227.50 to erect Safety/Security Stock Fence – Wellington One Team to reimburse costs
- b. **Skips** – Two skips were hired from Wasteology Ltd in November 2020 at a cost £270.00 plus VAT each.

- c. **4 small plots 18a, 18b, 19a, 19b & footpath** – Greenway Ground Maintenance invoice £392.75 to put in path with bark chippings surface. £82.25 to clear rubbish left by previous tenants. The four new small plots are now let and tenants have begun getting the plots ready for cultivation.

Action: AK to follow up progress on Plot 93.

5. Allotment Competition:

Date – 1st Week July 2021

Categories:

- i. Best Cultivated
- ii. Best Ecological
- iii. Best Managed
- iv. Best Newcomer

Judges: Councillor Janet Lloyd & Allan Cavill (ex Regional representative of the National Society of Allotment Growers)

Action: AK to confirm Allan Cavill's availability and to circulate notice to Tenants.

6. Longforth Farm Allotments

Councillor Lloyd (chair) gave an update on negotiations with the developers Bloor Homes. Under the Section 106 Agreement – Bloor Homes to provide rainwater collection facilities. We would want Bloor Homes Developers to provide a shed and guttering for each plot. A zoom meeting with SWT's CIL & Section 106 Case Officer from SWT was held a couple of weeks ago, where concerns were raised over the quality of the soil and hardstanding area to the main gate entrance. WTC to obtain further advice and guidance. A further meeting to be arranged with a representative from Bloor Homes.

Helen Gillingham – Transition Town Wellington presented to the committee her findings with accompanying photographs following her recent inspection of the Longforth Farm Allotment land, with further advice provided by Allan Cavill.

Concerns Highlighted

- Beyond tarmac area at entrance – former hardstanding area beyond – possible car park area
- Soil light and soft under foot – worms found, sign of good quality soil.
- Clumps of reeds (hard grass) recommend this is cut regularly with tractor and mower, this will suppress the grass.
- No soil scrap evidence
- Evidence of some fly tipping. Paint pot, small pile of building rubbish
- Subsoil – clay like which is common for the Wellington area
- Broken bricks & stone – common to be found in the ground
- Tent/ homeless person living under oak tree
- Manhole cover found
- The site is sheltered with raised banks which will make it a good site for allotments

- Pond – water table further advice to be sought.

Entrance off the Taunton Road to be looked at, as there is large ditch and hedgerow which could give access to the site.

Current hedgerow not that old, Helen Gillingham recommended in future to look at hedge laying.

Annette Kirk Deputy Clerk reported a new boundary fence and entrance gate will need to be erected to enable landowner to maintain hedgerows.

7. Any items Tenants may wish to raise

- Plot 49 – Samuel Berg asked had his application to erect shed been approved. Councillor Lloyd (Chair) confirmed it had.
- Helen Gillingham Transition Town Wellington expressed her gratitude to town council for circulating her notice on “How to Grow Vegetables the no dig and organic way” on 9th Feb 2021 – it was well attended
- Plot 19b – Lindsey Stanton – reported that the padlock was missing off gate. Marion Vincent believed a tenant who keeps chickens regularly removed the padlock when shutting up his chickens.
- Plot 93 – Marion Vincent could we circulate the gate code to all tenants again
- Councillor Hunt suggest a chain is attached to the padlock and fixed to post to make it more difficult for people to remove the padlock

Action: Annette Kirk Deputy Clerk to email all tenants with gate code and write to tenants who had no email address.

8. Next meeting Date: Monday 24th May 2021 at 6pm

Meeting Closed: 6.40pm