

**WELLINGTON TOWN COUNCIL MINUTES 2 AUGUST 2021**

**MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT COURT FIELDS SCHOOL HALL WELLINGTON TA12 8SW ON MONDAY 2 AUGUST 2021 AT 7.00 PM**

**PRESENT:** Councillor M Lithgow (Mayor),  
Councillors M Barr, W Battishill, C Booth, D Bradley, R Henley, J Lloyd, M McGuffie, S Pringle-Kosikowsky, J Thorne, N. Smith, V Stock-Williams

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

One member of the press was in attendance.

**156 WELCOME AND INTRODUCTIONS**

The Mayor opened the meeting.

**157 APOLOGIES**

Apologies were received and accepted from Councillors A Govier, J Hunt and N Powell-Brace. These were accepted and the Mayor advised that a draft policy on managing Councillor attendance would be considered at the meeting of the Council's Policy and Resources Committee on the 11 August.

**158 DECLARATIONS OF INTEREST**

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

Councillors Thorne declared a personal interest as a member of Somerset County Council.

**159 MINUTES**

**RESOLVED** to approve and formally adopt the minutes of the Planning and Full Council meetings held on 5 July 2021. Councillor Thorne asked if the previous practice of circulating draft minutes in advance of the meeting could be re-introduced and the Town Clerk agreed to do this.

**160 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

No public representation had been received.

**161 REPORT FROM THE MAYOR**

The Mayor reported that he had attended 3 civic events since the last Council meeting; the opening of new Florist at the Rumwell Farm Shop, a photo exhibition run by the Royal British Legion at The Lawns Club in Taunton and a Civic Ceremony in Chard to celebrate the efforts of those who had provided support to the community during COVID. Councillor Barr asked if in future The Mayor would be providing a written report. The Mayor said that at this point he did not intend to because of time commitments.

**162 CLERK'S REPORT**

The Clerk's report had been circulated with the agenda and was noted. Councillor Lloyd asked why members of the public were still able to attend the meeting, but Sergeant Bishop had been

## WELLINGTON TOWN COUNCIL MINUTES 2 AUGUST 2021

asked not to attend. The Town Clerk said that following concerns raised at a previous meeting about COVID numbers in the town and Council meetings he had circulated an email to councillors with some ideas about how we could limit face to face contact at meetings, and thereby limit the risk of transmission, which had formed the basis of the approach to this meeting and the later agenda item on the subject. Only one councillor had replied. The public have a right to attend Council meetings whereas visiting speakers attend at the invitation of the Council. The Clerk therefore considered that to reduce face to face contact the Council should limit those invited to attend.

Councillor Thorne asked for details of the broadband speed in the Council office. The Clerk could not give detail but said he would provide it. He also reported that when the new broadband line had been installed the engineer had tested it and the speed was significantly higher than it had been previously and that the staff had not been experiencing any difficulties. He agreed that this was something that needed to be kept under review.

Councillor Barr raised concerns about the number of employees undertaking street cleaning duties in the town which he thought had reduced over time and said that numbers should be brought back up to previous levels. The Town Clerk agreed to investigate this.

### **163 TO RECEIVE A REPORT FROM THE LOCAL POLICING TEAM**

Sergeant Bishop's report had been circulated in advance of the meeting and was noted.

Councillor Stock-Williams said that the policing team should be congratulated on the reduction in the number of incidents reported in the town in July.

### **164 COUNCIL MEETING ARRANGEMENTS FOR AUGUST AND SEPTEMBER**

The Town Clerks Report had been circulated with the agenda. It was RESOLVED that

- Council/Committee meetings should only be held where decisions must be made to enable us to fulfil any statutory responsibilities or as required by Standing Orders or where there are time limiting factors which make a decision essential. Even in these circumstances agendas will be kept to the absolute minimum and be limited to decisions that must be taken.
- There should be no visiting speakers and the COVID rules we have established for meetings should remain in place. The Town Clerk will discuss with Chairs of Committees whether meetings should take place and what is needed on the agenda.
- Where meetings are required, they will continue to be held either at Court Fields School or the United Reform Church Hall.
- In this time there may be circumstances where The Town Clerk may seek views on issues via email to help shape a proposal for consideration by the Town Council at its next meeting
- Council offices will not reopen to visitors until after the September Council meeting at the earliest.

## WELLINGTON TOWN COUNCIL MINUTES 2 AUGUST 2021

- Whilst the office will not be open to the public, the Town Clerk and the Administrative Apprentice will work from the office full time. The Deputy Clerk and Deputy Responsible Financial Officer/Assistant Clerk will mix working from home and coming into the office. When staff are in the office, they will work in a COVID secure way i.e. ensuring social distancing etc.
- Members of the public will continue to be able to phone the office and, if needs be, make appointments for visits. Any visits will be conducted in a COVID secure way i.e. wearing face masks/social distancing etc.
- These arrangements will be reviewed at the September meeting.

### **165 TO CONSIDER ARRANGEMENTS FOR MANAGING THE DELIVERY OF THE STREET FAIR ON THE 25 SEPTEMBER 2021**

**RESOLVED** that Town Council staff take over the coordination of activities required to deliver it. The funding of £3,000 from the Emergency High Street Fund which had previously been identified to be given to Wellington Carnival Committee to deliver the Street Fair will now be used by Council staff to do so. Should further funding be required this will come from the Emergency High Street Fund and be considered by the Town Centre Committee. If approved a revised Indicative Plan will need to be submitted to Somerset West and Taunton Council for consideration.

### **166 TO CONSIDER A NOMINATION FOR THE TOWN COUNCIL REPRESENTATIVE ON THE WELLINGTON SCHOOL GOVERNING BODY**

**RESOLVED** to recommend to Wellington School that Councillor Barr be appointed as a School Governor

### **167 LOCAL GOVERNMENT REVIEW DECISION**

Given the Secretary of State for Housing Communities and Local Government's Statement to the House of Commons on the 21 July 2021 when he announced his decision on the future structure of local government in Somerset, which was to move to one unitary council for the County as set out in the One Somerset proposal, it was **RESOLVED**:

- To welcome that a decision has been made so there is clarity about the model that is being taken forward and that work can now start on developing the new structure.
- To commit to engaging with the One Somerset team to ensure that the development of a Local Community Network (LCN) in the area meets the needs of the residents of Wellington and that there is appropriate differentiation between the role of the LCN and the Town Council
- To commit to seeking to develop the role of the Town Council by exploring what services and assets currently delivered through either Somerset West and Taunton Council or Somerset County Council could be devolved to the Town Council to deliver and manage under the new structure.
- that the Policy and Resources Committee take the lead on this work providing regular reports back to the Council on updates and where decisions are required.

**168 TO RECEIVE AN UPDATE ON THE KINGS ARMS**

Councillor Lloyd advised that she had met with the Chief Executive of Falcon Housing to discuss their plans for the building. Their intention was to create flats in the first and second floor of the building with the ground floor being used as a community space including the option of a shared working space. However, there was a lot of work that needed doing and it would 4/5 years before the ground floor space would be available.

Councillor Booth suggested that it would be useful if some information could be put up outside the building to explain what the plans were so that the public could see that something was happening. Councillor Lloyd agreed and said she would feed that back.

**169 TO RECEIVE AN UPDATE ON THE WELLINGTON- TAUNTON CYCLEPATH PROJECT**

Councillor Lloyd updated the Council on the work of the group that she and the Clerk were part of looking at how a cycle path could be delivered between Wellington and Taunton. She explained that the initial feasibility study had looked at a route to the north of the A38 but work was now being done to look at the south side. This was being complicated by the Comeytrowe development including the park and ride and the potential housing development at The Blackbird Inn. The group were looking at funding options but given the complexity of the issues it is likely to be 4 to 10 years before the cycle path would be delivered.

Councillors Thorne and Pringle-Kosikowsky both welcomed the idea of the cycle path but were concerned that the project was being over complicated leading to an unnecessary delay in delivery. Councillor Lloyd agreed to feed that back to the next meeting of the group.

**170 CHRISTMAS LIGHT SWITCH ON**

**RESOLVED** that the Christmas Light Switch On for 2021 should take place on Saturday 27 November and that a Christmas Market be planned in conjunction with Somerset Farmers Market to take place on the same day. It was noted that the Council should check with Somerset West and Taunton Council whether free parking would be available on the day.

**There being no further business, the meeting closed at 7.50pm.**

.....  
**Councillor Mark Lithgow**  
**Mayor**

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL  
HELD IN THE COURT FIELDS SCHOOL HALL, WELLINGTON TA21 8SW ON  
MONDAY 2<sup>ND</sup> AUGUST 2021 at 6.15PM**

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

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

Denise Todd Planning Officer - Somerset West & Taunton District Council

One member of the press in attendance.

No members of the Public

**149. APOLOGIES**

Apologies were received and accepted from Councillors N Powell-Brace, A Govier, C Booth, J Hunt, N Smith, R Henley

**150. DECLARATIONS OF INTEREST**

Councillor Lloyd declared an interest in Agenda Item 6 case ref: 43/21/0011 – she use to work with the applicant’s wife Mrs Newberry

Councillor Pringle-Kosikowsky declared a prejudicial interest in Agenda Item 4 (a) case ref: 43/21/0044 – the applicant is his sister-in-law and will not be voting.

Councillor Stock-Williams declared an interest in Agenda Item 5 (a) case ref: 43/21/000078-she had received correspondence detailing the shed was in fact being used for disabled equipment – she did not reply to correspondence

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 and Councillor 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.

**151. PUBLIC PARTICIPATION**

No Public Participation

.

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

- a) **Case Ref: 43/21/0044** Proposal: Erection of a single storey extension to the rear of 61 Gillards Close, Rockwell Green, Wellington

**RESOLVED** to approve the application subject to conditions set out in the Planning Officer's recommendations

- b) **Case Ref: 43/21/0051** Proposal: Erection of a single storey extension to the side and rear of 18 Queens Road, Wellington

**RESOLVED** to approve the application subject to conditions set out in the Planning Officer's recommendations

- c) **Case Ref: 43/21/0049** Proposal: Erection of a two storey and single storey extension to the side and rear of 2 Howard Road, Wellington

**RESOLVED** to approve the application subject to conditions set out in the Planning Officer's recommendations

**153. 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: 43/21/0078** Proposal: Erection of a wooden shed to the front of 86 Barn Meads Road, Wellington (retention of works already undertaken)

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

- Concerns were raised that it could potentially see an increase from neighbouring properties applying to put similar structures in their front garden which will be out of character and affect the street scene.

**154. SOMERSET WEST AND TAUNTON DISTRICT COUNCIL HAVE NOTIFIED US OF THE FOLLOWING APPEAL:**

For information: APPEAL UNDER S78 AGAINST REFUSAL OR AGAINST CONDITIONS OF APPROVAL OF HOUSEHOLDER APPLICATION REF Planning Application Ref: 43/21/0011 PINS Ref: APP/W3330/D/21/3276381 Appeal by: MR NEWBERRY Site: 8 ELWORTHY DRIVE, WELLINGTON, TA21 9AT - See Wellington Town Council Planning Minutes dated 12<sup>th</sup> April 2021

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

<b>Application Number</b>	<b>Proposal</b>	<b>Address</b>	<b>WTC Recommendation</b>	<b>SWT Decision</b>
43/21/0054/LB	Various internal and external alterations to enable conversion into a total of 5 No. flats at	The Mount, 21 High Street, Wellington (amended scheme to 43/20/0007LB)	Approval	Approved
43/21/0032	Erection of a single storey extension to the side with alterations to driveway and erection of metal railed fencing at	17 Normandy Row, Lilledon Way, Wellington	Approval	Approved
43/21/0037	Erection of a single storey extension to the rear and detached garden store at	101 Bulford, Wellington	Approval	Approved
43/21/0039	Replacement of a section of wall to car park area with close boarded fencing to form refuse bin store and delivery van parking area for 2 No. delivery vans with charging points at	Waitrose, Red Lion Court, Wellington	Approval	Approved
43/21/0048	Erection of a single storey extension to the side of	18 The Paddocks, Wellington	Approval	Approved
43/21/0063/T	Application to carry out management works to one Oak tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1998 at	61 Oakfield Park, Wellington (TD758)	Approval	Approved

Councillor Thorne asked for it to be noted that in relation to Application case no: 43/21/0054/LB above, when recommending approval of the application the Town Council had made a number of observations. The Planning Officer's report dismissed these observations when recommending approval, which was subsequently given.

**The meeting ended at 18.35pm**

.....  
**Councillor Mark Lithgow**  
**Mayor**



## **REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE COUNCIL 5 September 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. Expenditure against the Coronavirus Budget remains as it was when last reported. There is a separate item on the agenda in relation to this

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

The Council's IT systems continue to work well in general. I am pleased to report that as of 10 August the new phone system is up and running.

#### **3.1 Website/Facebook**

These continue to be managed in house by the Deputy and Assistant Clerk. We have also tasked our Administrative Apprentice who has a degree in Creative Writing, to review our approach to social media.

#### **3.2 Communications**

Staff continue to issue a range of press releases as required.

**3.3** The Outlook system has now been migrated to Office 365. There is still work to be done in relation to historic data but the 365 system is now operational in the office. Through the Policy and Resources Committee we will now be looking at moving away from using personal email addresses for Council business instead utilising the 365 licences that have been purchased for councillors.

### **4. Office and Public Services**

This is covered in a separate item on the agenda. The arrangements agreed at the last Council meeting have been in operation since then.

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. Work continues to see how the Community Office could be configured to act as a reception for the Town Council should we be able to take over that space.

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 are being undertaken by ID Verde. The Policy and resources Committee reviewed drawings from Healthmatic and the Town Clerk continues to liaise with them on this (see Policy and Resources Committee agenda item).

## 7. Community Warden Service

The Community Warden Service is now operating over 21 hours per week as reported at the last meeting. Following Councillor Barr's question at the last Council meeting in relation to the numbers of Street Cleaning staff the Town Clerk has raised this with ID Verde but at the time of writing has yet to receive a response.

## 8. Actions from the August Council Meeting

Subject	Action to be taken	By	Comments/Update
Street Fair	Take over coordination	All	Underway, update in separate agenda item
Wellington School Governor	Nominate Councill Barr	DF	Done

## 9. Monthly Bank Reconciliation

Attached below as appendix A.

Dave Farrow  
Town Clerk  
31 August 2021

## Appendix A Bank Reconciliation as at 31 August 2021

26 July 2021 (2021 - 2022)

### Wellington Town Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

<b>A</b>	<b>Bank Reconciliation at 26/07/2021</b>  Cash in Hand 01/04/2021  <b>ADD</b> Receipts 01/04/2021 - 26/07/2021  <b>SUBTRACT</b> Payments 01/04/2021 - 26/07/2021  Cash in Hand 26/07/2021 (per Cash Book)		605,816.42  231,791.52 837,607.94 120,762.89  <b>716,845.05</b>
<b>B</b>	Cash in hand per Bank Statements Petty Cash 26/07/2021 5.77 Lloyds Treasury Deposit 26/07/2021 0.00 Lloyds Deposit Account 07788306 26/07/2021 256,511.83 Lloyds Current Account 2195145 26/07/2021 473,705.78  Less unrepresented payments  Plus unrepresented receipts		730,223.38 13,378.33 716,845.05 0.00  <b>716,845.05</b>
	<b>A = B Checks out OK</b>		



**WELLINGTON TOWN COUNCIL**

**MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORM CURCH HALL 11 AUGUST 2021**

**Present:** Councillors Lithgow (Chair), Govier, Lloyd and Thorne  
David Farrow – Town Clerk

**171 Apologies**

Apologies were received and accepted from Councillors Stock-Williams, who was on holiday, and Hunt, for personal reasons

**172 Declarations of Interest**

None were declared.

**173 Minutes**

**RESOLVED** to approve the minutes of the meeting held on the 5 May.

**174 Questions and Comments from Members of the Public**

None had been received.

**175 Local Government Reorganisation in Somerset**

The Committee discussed the recent decision of the Secretary of State for Housing, Communities and Local Government that there should be a single unitary authority in Somerset. It was noted that the 'One Somerset' brand was no longer being used instead it was being referred to as The New Somerset Council.

Councillor Thorne reported that a review of ward boundaries for the new authority was being undertaken by officers of Somerset County Council which would be completed by October. There will be fewer councillors on the new authority than originally envisaged in the One Somerset proposal on the direction of the Secretary of State.

The Committee felt that at this stage it was too soon to hold meetings with either the County or District Councils and instead asked the Clerk to draw together a list of County and District Council assets in the town to enable an assessment to be made of what services or assets the Town Council may want to have transferred to it.

**176 Councillors' Attendance**

The Committee considered the proposed protocol circulated with the agenda. Councillor Thorne questioned whether the interpretation of the legislation contained in the report was correct. The Town Clerk advised that he had sought advice from the Somerset Association of Local Councils (SALC) prior to drafting the Protocol and had also sent a draft to them for comment. The Chief Executive of SALC had confirmed that the interpretation of the law contained in the protocol was correct.

After further discussion it was agreed that the Clerk should seek further advice from SALC based on Councillor Thorne's concerns.

### **177 Council Work Plan**

A draft Work Plan had been circulated with the agenda. It was agreed that this was a useful document for monitoring progress against areas of work, particularly in light of the impending restructure of local government, and that it also provided a useful structure for Committees to work to. It was **RECOMMENDED** that the Work Plan model should be adopted to support delivering the Council's work programme.

### **178 Longforth Road Toilets Remodelling**

The Town Clerk presented plans to the Committee that had been received from Healthmatic after the agenda had been sent out. A copy is attached to the minutes. The Town Clerk advised that more work was needed as he had asked that storage areas etc for the Street Wardens be retained in the building. He had also asked for a Changing Places toilet to be included. It was agreed that:

(a) The Town Clerk would ask Healthmatic to (i) redraw the plans to allow for storage/refreshment areas for the Street wardens (ii) advise whether the building was sound enough to extend upwards (iii) to price the installation of a Changing Places facility (iv) ask that in designing the new layout, consideration is given to ensuring that the carbon footprint of the provision is as small as possible.

(b) The Town Clerk would undertake more research to establish if a Changing Places facility was needed in the town.

### **179 The Queens Platinum Jubilee Celebrations 2 June 2022**

Following discussions, the Committee agreed to **RECOMMEND** to the full Council:

(a) that The Town Council should participate in the event.

(b) that the most appropriate site for the Beacon would be on Hilly Head and

(c) that the Town Centre Committee should plan and coordinate the event.

### **180 Proposal to Adopt a Climate Emergency Priority**

A paper from the Chair of the Environment and Open Spaces Committee had been circulated with the agenda. After some discussion the Committee agreed to **RECOMMEND** to the full Council that:

The Council should adopt a specific policy that it, and the town in general, should take rapid steps to reduce carbon emissions going forward, so that becoming carbon neutral by 2030 in line with local, national and international government commitments is achievable

The policy will require a strategy to be developed that sets out how this could be achieved both in relation to the Council's own activities and also across the town as a whole given the Council's role in place leadership.

The responsibility for the development and delivery of the strategy should sit with the Environment and Open Spaces Committee.

### **190 Venue for September Council Meeting**

It was noted that Court Fields School Hall was not available. It was agreed that the United Reform Church Hall and St Johns Church Hall were too small to allow for the numbers who may attend, and, in the case of the URC Hall there is a lack of ventilation. It was agreed to

explore whether Wellington School had a suitable space and if not then it was agreed that the football and rugby clubs should be explored noting that they are licensed premises but that no other options were available.

**There being no further business, the meeting closed at 3.40 pm**

.....  
**Councillor Mark Lithgow**  
**Chairman**



## WELLINGTON TOWN COUNCIL WORK PLAN

### Strategic Activities

Activity	Description	Lead Officer	Current Status	Action Proposed/Progress Since Last Review	
<b>S1 Committee: P and R</b>					
S1.1 Development of Town Vision/Plan	To provide structure to planning and reporting activities and to guide the work and priorities of the Town Council	DF		Town Clerk to propose process for developing the Plan to August P and R Committee	
S1.2 Preparation for implementation of LGR	To enter discussions with the new unitary authority about what activities/resources/assets should be transferred to the Town Council – linked to 1 above	DF		Town Clerk to work with One Somerset team to gather information around proposed asset/service transfer, development of LCNs etc	
S1.3 Development of Engagement Strategy including PR/Comms/Social Media strategy	To improve and formalise the Council's engagement process with the community to inform policy/decision making	DF		Town Clerk to develop proposals for consideration for November P and R Committee	
S1.4 Review Scheme of Delegation	To ensure that the Scheme of Delegation supports efficient implementation of Council decisions.	AK/DF		Deputy RFO/Town Clerk to develop proposals for consideration for November P and R Committee	
S 1.5 Review Council Policies and Procedures	To establish and deliver a process that ensures all Council policies and procedures are up to date and reviewed in accordance with statutory/policy requirements			Plan to be presented to August P and R Committee	
<b>S2 Committee: EOS</b>					
S2.1 Strategy for Town to become Carbon neutral by 2030	Develop Environmental Strategy for the Town – carbon neutrality etc	DF		Town Clerk/Chair of EOS to produce proposal for September Council meeting and if approved develop plan to develop strategy	
<b>S3 Committee: Finance</b>					
S3.1 CIL Strategy	To ensure that the Council has a clear plan for the use of CIL funds (linked to 1 above)	AK/DF		Deputy RFO/Town Clerk to set out expected CIL income over the next 4 years with guidance about how it can be used and links to suggested priorities	

S3.2 Review of Budget Structures	To review budget structures in context of implementation of new accounting system and	AK/DF		Completed
----------------------------------	---	-------	--	-----------

Operational Activities

Activity	Description	Lead Officer/Councillor	Actions (reference other plans if available)	Action Proposed/Progress Since Last Review
<b>Committee: Town Centre</b>				
TC 1. Return to High Street/Welcome Back Fund Project -SWT	To deliver projects funded through the various funding streams coming from SWAT and SCC	NK		See specific plans
TC 2. Town Funding Project – SCC	To deliver projects funded	NK		See specific plans
TC 3. Emergency High Street Fund £100,000	To Deliver projects funded	NK		See specific plans
TC 4. Town Centre Workspace	To work with SWAT to deliver a Town centre Shared Workspace	DF/ NK		Potential sites to be identified and costings developed to deliver project
TC 5. Christmas Fair/Lights Switch On	To set out plans for the delivery of the Christmas event			Date to be proposed to August Council meeting - project plan to follow
<b>Committee: P and R</b>				
PR1 Longforth Toilets	Repurpose the toilet block to reduce cubicles to 2/3 and use remaining space for storage and letting space	DF/NK		Awaiting proposals from Healthmatic. When approved and budget allocated will go out to tender
PR2. Re organise existing office space	Following the acquisition of the Housing Office re organise office space and acquire good quality office equipment	All		
PR3. 28-30 Fore Street	To consider whether to acquire the property either through purchasing directly or an asset transfer as part of the implementation of the new local government structure.	NK/DF		Review quotes for condition survey/remodelling. Consider case for Asset transfer rather than purchase
PR4. Cades Farm Community Hall	To establish and work with a residents' management group to run the process of delivering a Community Hall on Cades Farm	DF		Undertake community consultation
PR5. ICT/Phone System Upgrade	To upgrade IT and phone systems to make them fit for purpose	AK/DF		IT system upgraded - broadband line separated - phone system to be installed

PR6. Post Office	To work with the Post Office Ltd to re-open a Post Office in Wellington Town Centre	DF		Continue to look for potential location - Community Office? Link with shared working space project?	
PR7. Wellington Community Centre	Transfer of Trusteeship from SWAT to WTC of	DF		Awaiting information from SWAT - link with Unitary work	
PR8. Citizenship Award	To develop a Citizenship Award to recognise significant contributions to the Town	DF		Town Clerk to develop proposal	
PR9. Civic Award	Schools Award Scheme	AK/DF		Commence September 2021	
PR10. Queens Platinum Jubilee Beacon Celebrations	To deliver a local event as part of national celebrations	DF		Town Clerk to make proposal to August P and R	
PR11. Playing Pitch Strategy/Cades and Longforth 106	To determine the use of the Playing pitch S106 funding from Cades and the S106 land on Longforth Farm in the context of a revised playing pitch strategy.	DF		Continued support for football club - proposal re support for rugby club remodelling to be brought forward	
PR12. Railway Station and Associated Development	(i) To work with strategic partners to support the delivery of a new train station for the town and (ii) work with developers in relation to the development of the surrounding area	DF		To maintain links with SWAT project Officers and SW Development to ensure Town Council views are considered - link with cycling/walking projects?	
PR13. War Memorial Centenary Plaque	To design and arrange for installation of a plaque to commemorate the centenary of the unveiling of the war memorial. To arrange a ceremony on Armed Forces Day	DF		COMPLETED	
PR14 Remembrance Day/Remembrance Sunday Events				Meeting early September to discuss and plan	
<b>Committee: EOS</b>					
EOS1. Crown Estate Land/Green Corridor/Levelling Up Bid Project/Community Farm	To look at bringing into public ownership Crown Estate Land primarily situated around The Basins and surrounding areas either directly through the Town Council or as part of a wider project relating to a Green Corridor/Levelling Up Bid linked to the Mill etc	DF		Await outcome of Levelling Up Bid	
EOS2. Delivery of Carbon Neutral Strategy	To oversee the delivery of the Carbon neutral Strategy	DF		To oversee actions arising from a decision to adopt a strategy for the town to become carbon neutral by 2030	

EOS3. Dormouse Wood	To liaise with CG Fry re the transfer of ownership and then work with interested groups over management/care of site and potential use e.g. scouts	DF		Awaiting legal docs from CG Fry	
EOS4. Cycling – around Wellington and Wellington – Taunton Cycle Route	To look to improve cycle routes through the town and link in with the proposed Wellington – Taunton Cycle Route	DF		Link to PR12 and also EOS2	
EOS5. Tonedale Play Area	To redesign and rebuild the Tonedale Play Area	AK/DF		Initial plan received - proposal to get further quotes to go to EOS Meeting	
<b>Committee: Finance</b>					
F1. Address actions as identified through the findings of Internal Audit		AK/DF		Actions to be reported back to September Finance Committee	
F2. Review Asset Register and begin to utilise Parish Online	As required by recent internal audit – use Parish Online to record	AK		Utilise Parish Online to record all assets -	
F3. Review cash balances and either earmark for activities or spread balances in accordance with new policy	To address finding of Internal audit and protect the Council's financial position	AK/DF		proposal to go to September Finance Committee	
<b>Committee: Allotments</b>					
A1. Longforth Farm Allotments	To arrange for the transfer of land identified in the Longforth farm S106 for allotments and bring allotments on stream.	NK		Information awaited from Bloor Homes	

## WELLINGTON TOWN COUNCIL

### Minutes of the Allotments Committee Meeting held on 23 August 2021 at 6pm in United Reform Church Hall, 35 Fore Street, Wellington. TA21 8AG

Present: Councillor J Lloyd (Chair), M McGuffie, V Stock-Williams and J Hunt  
Alice Kendall, Deputy RFO & Assistant Clerk  
Five allotment holders

#### 191 Apologies

Apologies were received from Councillor Booth.

#### 192 Declarations of interest

There were no interests to declare.

#### 193 Minutes

**RESOLVED** to confirm and sign the minutes of the meeting held on 24<sup>th</sup> May 2021.

#### 194 Public participation

No written representations had been received.

#### 195 Allotment Competition 2021 – Results

The Chairman reported the following competition winners who will receive free rent for the coming year;

- Best Cultivation of Plot
  - Winner Plot 30
- Best Newcomer
  - Winner Plot 18a
  - Highly Commended Plot 18b
- Best Eco-Friendly Plot
  - Winners Plots 14 & 15
- Best Management of Plot
  - Winner Plot 13
  - Highly Commended Plot 12

#### 196 Update on plot vacancies and waiting list

It was reported that there are 22 people on the waiting list. Plot 89 had become vacant but the next person on the list had already been contacted.

##### a. Re-contracting of tenancy agreements

**RESOLVED** to implement the annual £2 increase to make a yearly rental charge of £24 for the upcoming year. Also, that part of the rental letter, a general message be sent out to check that all tenants are happy and able to continue with their plots.

Councillor Hunt questioned the benchmark of rental amounts that the Council were working towards, the Chair reported that plots elsewhere were charged at £50 per year so there was a way to go in catching up.

#### 197 General Maintenance & Inspections

**a. Inspection Feedback**

The Chair reported that she would be reviewing the inspections with the Deputy Clerk when she returns from holiday the following week. There are a number of plots that will require warning letters and some that will have their tenancy terminated. Councillors thought that the standard of upkeep had declined over the past eighteen months to two years and wondered if the pandemic had an impact on this (as a result of isolation etc.) . They will monitor this over the next stages of inspections as the pandemic eases.

**198 Breakdown of maintenance expenditure against rent income**

The financial report was noted. As a result of discussion during this item, Councillor Stock-Williams asked who was responsible for the perimeter fencing as some sections were in a poor state. Also, the perimeter hedges are becoming somewhat overgrown.

**199 Allan Cavill - £50 Donation to Musgrove Leukaemic Support Group**

**RESOLVED** to make a donation on Mr Cavill's behalf in recognition of his ongoing support to the Council.

**200 Longforth Farm Allotments**

It was reported that a meeting is to be scheduled in the week beginning 6<sup>th</sup> September.

**201 Anything Allotments Holders wish to raise**

Two plot holders raised the following issues and a third was involved in discussions;

- It was felt that the Council needed to be firmer with those not tending their plots. The Chair responded to say that as a result of the most current inspections, a number of warning letters and some termination letters will be sent.
- This plot holder felt that the rent should come down for those of retirement age. Also, that plot inspections dates should be more randomised and the dates should not be given to tenants as he sees a large increase in work rate just before the inspection dates. Councillors agreed that in the annual rent letter, tenants would be asked if they would prefer undisclosed inspection dates.

**202 Next Meeting Date: Monday 15<sup>th</sup> November 2021 at 6pm**

The date of the next meeting was noted.

Meeting Closed: 6.30pm

.....  
**Chair, Councillor Janet Lloyd**