

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL
HELD AT Court Fields School Hall, Wellington TA21 8SW on Monday 4th
October 2021 at 6pm**

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

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

Darren Roberts Planning Officer - Somerset West & Taunton District Council

Two members of the press in attendance.

No members of the Public

257 APOLOGIES

Apologies were received and accepted from Councillors J Lloyd, D Bradley, N Smith and C Booth

258 DECLARATIONS OF INTEREST

Councillor Thorne declared an interest in Agenda Item 5C (case ref: 43/21/0098) 5D (case ref: 43/21/0100/A) & 5E (case ref: 43/21/0101/LB) – lives close to 12 Fore Street Wellington

Councillor Govier declared an interest in Agenda Item 5C (case ref: 43/21/0098) 5D (case ref: 43/21/0100/A) & 5E (case ref: 43/21/0101/LB) – knows the applicant personally

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 Stock-Williams and Councillor Govier 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.

259 PUBLIC PARTICIPATION

No Public Participation.

260 APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

- a) Case Ref: 43/21/0064 Proposal: Removal of 3m of garden wall to the rear for access to the garden for off road parking at 1 Bulford, Wellington

RESOLVED to approve the application subject to the Planning Officer's report and on the condition that the applicant provides a gate.

261 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: 43/21/0095** Proposal: Conversion of former outbuilding into 1 No. bungalow with erection of extension to the side at 59 Lodge Close, Wellington (retention of works already undertaken)

RECOMMENDED that this application be approved

- b) **Case Ref: 43/21/0097/T** Proposal: Application to carry out management works to one Yew tree included in Taunton Deane Borough (Wellington No.2) Tree Preservation Order 2000 at The Priory, Priory, Wellington (TD859)

RECOMMENDED that this application be approved subject to the Tree Preservation Officer's recommendations.

- c) **Case Ref: 43/21/0098** Proposal: Change of use of ground floor commercial areas to use Class E at 12 Fore Street, Wellington

- d) **Case Ref: 43/21/0100/A** Proposal: Display of 1 No. non-illuminated fascia sign and 1 No. non-illuminated projecting sign at 12 Fore Street, Wellington

- e) **Case Ref: 43/21/0101/LB** Proposal: External alterations to the front elevation of 12 Fore Street, Wellington

RECOMMENDED that this application be approved

- f) **Case Ref: 43/21/0103/LB** Proposal: Replacement and relocation of boiler with various internal and external alterations at The Old Farmhouse, 28 Millstream Gardens, Wellington

RECOMMENDED that this application be approved

- g) **Case Ref: 43/21/0061** Proposal: Application for Outline Planning, with all matters reserved, for the erection of 3 No. dwellings on land to the west of Haymans Mill, Westford, Wellington as amended by agents email of 15th September 2021 "Application for Outline Planning, with all matters reserved, for the erection of 2 No. dwellings on land to the west of Haymans Mill, Westford, Wellington"

The Council requested this application be deferred to the next Planning Meeting on Monday 1st November as there was insufficient information on the planning portal i.e. no plans showing proposed 2no. dwellings. The Planning Officer Darren Roberts displayed the said Plans on the night of the meeting but Councillors felt this did not give them enough time to make comments regarding the application. He will refer this to the Case Officer

262 SOMERSET WEST & TAUNTON DISTRICT COUNCIL - 2021 PLANNING DECISIONS FOR INFORMATION ONLY

Application Number	Proposal	Address	WTC Recommendation	SWT Decision
43/21/0042	Replacement of conservatory with the erection of a single storey extension to the rear of	81 Dobree Park, Rockwell Green, Wellington	Approval	Approved
43/21/0069	Erection of a part single storey and part two storey extension to the front of	25 Alexandra Road, Wellington	Approval	Approved
43/21/0083	Erection of an outbuilding to be used as ancillary accommodation in the garden to the rear of	2A Oaken Ground, Rockwell Green, Wellington	Approval	Approved
43/21/0080	Erection of a single storey extension to the front of	37 Sylvan Road, Wellington	Approval	Approved
43/21/0085/NMA	Non-material amendment to application 43/19/0106 to alter the wording of Condition No's 3 (Tree Protection Measures), 4 (Surface Water Drainage), 5 (Construction Environment Management Plan), 6 (External Works), 7 (Cycle and Footway Connections) and 10 (Materials) at Phase 3 on land at	Jurston Farm, Wellington		Refused

Wellington Town Council Planning Meeting 4th October 2021

43/21/0089/NMA	Non-material amendment to application 43/18/0097 to relocate the bins from individual sheds to 3 No. communal bin stores at	6 Cornhill, Wellington		Approved
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The meeting ended at 6.30pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 4 OCTOBER 2021

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT COURT FIELDS SCHOOL HALL, WELLINGTON TA21 8SW ON MONDAY 4 OCTOBER 2021 AT 7.00 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, A Govier, R Henley, J Hunt, M McGuffie, N Powell-Brace, S Pringle-Kosikowsky, J Thorne, V Stock-Williams

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

Two members of the press and two members of the public were in attendance.

263 WELCOME AND INTRODUCTIONS

The Mayor opened the meeting.

264 APOLOGIES

Apologies were received and accepted from Councillors Booth and Lloyd who were unable to attend because of personal commitments and Councillors Bradley and Smith who were unable to attend because of work commitments

265 DECLARATIONS OF INTEREST

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

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

Councillor Lithgow declared a prejudicial interest in item 7 as a director of WHERE.

266 MINUTES

RESOLVED to approve and formally adopt the minutes of the Planning and Full Council meetings held on 6 September 2021.

267 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No public representation had been received.

268 REPORT FROM THE MAYOR

The Mayor reported that he had circulated details of his engagements in September and early October prior to the meeting. He also reported that he had attended the Howard Road Fun Day and had had the pleasure of opening the Welly Welcome Weekend Street Fair on 25 September. In relation to the Street Fair, he wished to publicly thank the Deputy Clerk and Councillor Lloyd in particular for all the hard work they had put in to making the Fair a success and to all those who had helped out on the day.

269 CLERK'S REPORT

The Clerk's report had been circulated with the agenda along with a copy of the Council Work Plan which the Clerk reported would be a regular part of his report in future. The Council noted the content of the report

269 TO RECEIVE A REPORT FROM THE LOCAL POLICING TEAM

Sergeant Bishop's report had been circulated in advance of the meeting. Councillor Thorne raised concerns that he had been unaware that discussions were taking place in relation to CCTV provision in the town. He asked that representations be made to Somerset West and Taunton Council that any reduction in CCTV provision in the town would not be welcomed.

270 TO RECEIVE A REPORT ON THE DELIVERY OF THE STREET FAIR THAT TOOK PLACE ON 25 SEPTEMBER 2021

The Deputy Clerk reported that the Street Fair had been a huge success and that everyone was pleased with the way that it had gone. It had been a long day but worthwhile. She thanked all the Councillors who had turned out on the day to help and in particular Councillor Barr who had helped put up the bunting first thing in the morning and had returned at the end of the day to take it down as well as taking his turn on the Town Council stall.

271 TOWN CENTRE COMMITTEE HELD ON 8 SEPTEMBER 2021

Having considered the draft minutes of the Committee, it was **RESOLVED**

(a) **Pop Up Shop** - to accept the Renewal Lease by reference to the Existing Lease - following item 1.1. "Contractual Term" be amended to read "5 years"

(b) **Christmas Lights** - to approve the Transfer of Five Electric Boxes from Somerset West and Taunton Council to the Town Council.

(c) **Street Furniture on the Corner of Fore Street and South Street** – not to accept the design and quotation from Benchmark Ltd for a Shoreline curved bench and Two Planters on the basis of the cost involved and asked the Town Centre Committee to revisit the proposal.

272 MARKET EVENTS

272.1 Somerset Farmers Market

Given that the Somerset Farmers Market is now unable to deliver the monthly market that had been planned for the last Saturday of each month it was **RESOLVED** that

(a) The Town Council continue to take steps to secure a regular Farmers Market on the High Street and seek advice from the National Association of British Markets Authorities

(b) discussions should be held with the Victor Sawdye, Licence Holder of the Wellington Produce Market, to see if its offer could be extended to hold a larger market once a month and to encourage more local traders to join or, if that is not deliverable, to go out to tender

WELLINGTON TOWN COUNCIL MINUTES 4 OCTOBER 2021

to find an organisation to deliver a regular Farmers Market with an emphasis on ensuring local providers are prioritised

(c) as part of (b) the Town Council offer to provide administrative/coordination support utilising the experience gained through managing the delivery of the Street Fair.

71.2 Christmas Market

Given that the intention had been to ask the Somerset Farmers Market to deliver the Christmas market on the 27 November it was **RESOLVED** that

(a) the Town Council should coordinate the provision of the Christmas Market utilising the experience gained through delivering the Street Fair and working with local providers and

(b) as a first step to submit a road closure application for the High Street for the duration of Saturday 27 November 2021.

272 TO AGREE THE DISTRIBUTION OF COUNCIL FUNDS AND SAVINGS AS RECOMMENDED BY THE FINANCE COMMITTEE

The paper containing the proposed distribution of funds had been circulated with the agenda. It was **RESOLVED** to approve the recommendations for the distribution of Council funds and savings as set out in the paper and as previously agreed by the Finance Committee at its meeting on the 6 September.

273 TO COMMENT ON REQUESTS FOR S106 FUNDING

A paper detailing the request had been circulated with the agenda. Concern was raised that the Council had already made a recommendation in relation to the use of some of the S106 funds to support the relocation of the football club and that the totals being requested exceeded the amount available. The Clerk advised that Somerset West and Taunton Council were seeking the Council's views on the expression of interest applications to enable it to determine which applications met the criteria for the S106 funding and how the funds should be allocated.

After some discussion, it was **RESOLVED** that the Council would support all three applications in principle as all would provide significant benefit to the town. It was noted that if there were insufficient funds available to support all applications then the Town Council could consider using Community Infrastructure Levy (CIL) funding to support the projects. In relation to the rugby club application it was requested that as part of the process the club be asked to return the footpath between the Recreation Ground and the Basins to public ownership.

274 TO RECEIVE AND NOTE THE REPORT OF THE EXTERNAL AUDITOR

The External Auditor Report and Certificate 2020/21 were circulated with the agenda and had previously been circulated to councillors. It was **RESOLVED** to accept the Report.

At this juncture, Councillor Lithgow left the meeting as he had declared a prejudicial interest in the next item. The Deputy Mayor, Councillor Stock-Williams took the chair.

276 SERVICE LEVEL AGREEMENTS

The Finance Committee had previously considered a draft Service Level Agreement with WHERE and proposed to the Council that it be approved. It was **RESOLVED** that a new 3 year agreement

WELLINGTON TOWN COUNCIL MINUTES 4 OCTOBER 2021

be entered into with WHERE granting payment of £2,500 per year. Before signing the agreement, the Deputy RFO will check that their Annual Report contains figures of hours provided and number of people who used the service. It was also confirmed that the new template for SLAs requires more in-depth monitoring and that the payment process carried out by Officers had changed slightly to ensure this is adhered to.

There being no further business, the meeting closed at 8.20pm.

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Councillor Mark Lithgow
Mayor



REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE COUNCIL 1 NOVEMBER 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. IT and Comms IT

The Council's IT systems continue to work well in general.

2.1 Website/Facebook

These continue to be managed in house by the Deputy and Assistant Clerk and Administrative Apprentice. We have now opened new Twitter and Instagram accounts and will be using them alongside Facebook to promote our work.

2.2 Communications

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

2.3 As reported at the last meeting the Outlook system has now been migrated to Office 365. The next step of modernising our systems will be to move our documents to the cloud based One Drive making them more easily accessible online for staff and councillors. This will be an important step to moving towards reducing the amount of paper and photocopying that we do. A reminder that from the beginning of November we will no longer be sending emails to personal email addresses. Our IT consultant is still available provide guidance to support those unable to attend the drop in sessions that we ran to enable them to set up their council email address on their laptop/tablet/phone. Please contact me if you require support.

3. Office and Public Services

Council offices opened on Monday 13 September with opening hours of 9.00 – 14.00. Numbers of people visiting the office remain quite low. This could be down to changes in habits because of lockdown and/or greater clarity on the phone system about which branch of local government to contact for which service. The phone system has been changed to enable members of the public to still ring through to the office and speak to a member of staff until 17.00. It had been switching to answerphone at 14.00.

The CAB office and Museum remain closed. We understand that CAB intend to reopen but no date has been given and repairs are needed to the window to address water ingress before they can re-open.

4. Longforth Road Public Conveniences

Twice daily cleans are being undertaken by ID Verde. Following concerns raised about the cleaning regime of the toilets, systems have been put in place to monitor the arrangements more closely. Where it is apparent that twice daily cleaning is not taking place this has been raised with ID Verde.

5. Community Warden Service

The Community Warden Service is now operating over 21 hours per week. Contact has been made with SWT re increasing the amount of street cleaning capacity but with no resolution as yet.

6. Council Work Plan/Actions taken

A copy of the Council Work Plan is attached to this report for information. This has been updated with actions taken since the last meeting. It is still a developing model of working which will evolve over time.

7. Remembrance Events 2021

Arrangements are in hand for the marking of Armistice Day and Remembrance Sunday on the 11 and 14 November respectively. Councillors are reminded that there will be a two minute silence in the town centre on the 11 November and a parade through the town to the park from Wellington School and a Remembrance Service in the park on Sunday 14 November. Councillors are formally invited to both events.

Given the current significant increase in COVID numbers, alternative plans are being considered for the Remembrance Sunday event in case advice is given that large gatherings of people should be avoided.

8. Christmas Light Switch On and Christmas Events

(a) The Christmas Light switch on will take place on Saturday 27 November as previously agreed by the Council. The High Street will be closed from 12.00 – 20.00 with a Christmas Market and entertainment prior to the switching on of the lights at 17:00.

(b) As with last year Christmas entertainment has been booked through Fuse Entertainment for the first three Saturdays of December.

9. Monthly Bank Reconciliation

Attached as appendix A.

10. Council Chamber

SWT are making arrangements to enable the windows in the Chamber to be opened. They are at present painted shut meaning the room cannot be used for any length of time because we are unable to ventilate it. Work will be required from the outside of the building via a scaffolding tower or cherry picker.

10. Meetings in November

4 November 14.30 – virtual meeting with SWT Climate Change Team

10 November 18.00 – Town Centre Committee – venue tbc

11 November – Armistice Day – 11.00 am - two minute silence in town centre

14 November – Remembrance Sunday Service and Wreath Laying – Parade through the town from Wellington School and service in the park – parade steps off at 14.55 Service starts at 15.15.

15 November 19.00 – informal budget meeting – venue tbc

Dave Farrow

Town Clerk

25 October 2021

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 25/10/2021		
	Cash in Hand 01/04/2021		605,816.42
	ADD Receipts 01/04/2021 - 25/10/2021		583,749.93
			1,189,566.35
	SUBTRACT Payments 01/04/2021 - 25/10/2021		204,752.71
A	Cash in Hand 25/10/2021 (per Cash Book)		984,813.64
	Cash in hand per Bank Statements		
	Petty Cash	25/10/2021	29.99
	Lloyds Treasurers PC 87331468	25/10/2021	536.21
	Lloyds Treasury Deposit	25/10/2021	0.00
	Lloyds Deposit Account 07788306	25/10/2021	256,518.44
	Lloyds Current Account 2195145	25/10/2021	732,173.41
			989,258.05
	Less unrepresented payments		4,444.41
			984,813.64
	Plus unrepresented receipts		
B	Adjusted Bank Balance		984,813.64
	A = B Checks out OK		

WELLINGTON TOWN COUNCIL

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE WELLINGTON COMMUNITY CENTRE 14 OCTOBER 2021

Present: Councillors Lithgow (Chair), Govier, Lloyd, Stock-Williams and Thorne
David Farrow – Town Clerk, Rebecca Hunt Administrative Apprentice

277 Apologies

No apologies were received.

278 Declarations of Interest

None were declared.

279 Minutes

RESOLVED to approve the minutes of the meeting held on the 11 August 2021.

280 Questions and Comments from Members of the Public

None had been received.

281 Local Government Reorganisation in Somerset

(1) The Town Clerk gave an update following his and the Mayor's attendance at a conference held on the 7 October 2021 organised by the Unitary Council Implementation Team. He had previously circulated the presentations to all councillors.

He noted that the intention was to repeat these events over the coming year and that he hoped that in future they would be used more to engage town and parish councils with constructing future structures.

(2) The draft list of assets had been circulated with the agenda. It was drawn from the Somerset County Council (SCC) and Somerset West and Taunton (SWT) Asset registers held on their respective websites. The Town Clerk advised that it wasn't necessarily complete as the SWT list hadn't contained information about play areas or CCTV cameras. It was intended to give an oversight to inform future discussions about the possible devolution of assets with the respective Councils.

(3) It was agreed that a vision statement should be developed, and the Committee asked the Town Clerk to draft a form of words for consideration.

282 CCTV Provision in Wellington

The Town Clerk reported that he had attended a virtual working group meeting on the 13 October attended by representatives from SWT, Minehead and Watchet town councils, the police, including Sgt Dan Bishop, and the team that monitored CCTV in Sedgemoor. He explained the rationale for the review and said that he had been advised that the representations made by Sgt Bishop and him on behalf of the Town Council had been considered and, in all likelihood, the suggested reductions would not be taking place. However he expected that at some point the Town Council would be approached to contribute towards the cost of CCTV provision and that it may also be among assets that could be devolved to the Town Council under the unitary arrangements.

283 Council Work Plan

The Work Plan activities relating to the Policy and Resources Committee had been circulated with the agenda. It was agreed that this should form the basis of the Committees work. Any suggested amendments should be sent to the Town Clerk.

284. Proposed Model for Organising and Holding Public Events

Councillor Thorne's paper had been circulated with the agenda. It was agreed that the Town Council had a role to play in supporting events and facilitating delivery where it was needed and that funding should be set aside for that but there was not agreement that the model proposed by Councillor Thorne was appropriate. The Town Clerk suggested some quick and easy consultation with the community about what events they would like to see take place. This was agreed.

285. Longforth Road Toilets Remodelling

The Town Clerk presented updated plans received from Healthmatic including a Changing Places facility. It was agreed that the Committee should **RECOMMEND** to the Town Council that the Longforth Road Toilet block should be redesigned to have three cubicles and a Changing Places facility recognising that this would leave little space for a retail/office space in the block

286 Proposed Lease for Additional Council Office

The proposed revised lease taking in to account the additional office space being used as a result of the Housing Team moving out had been circulated with the agenda. The Committee agreed to **RECOMMEND** to the Town Council that the revised terms be accepted.

287 Staffing Update

The Town Clerk tabled a report showing the amount of additional time that staff had been working over their contracted hours over the last 6 months. He reported that this was as a result of a general increase in Council work being undertaken and in addition to that the role it had undertaken in managing the delivery of the Street Fair. The Committee thanked the staff for the work they had done and recognised that workloads were only going to increase. It was agreed to **RECOMMEND** to the Town Council that the staffing complement should be increased to maximum 7 FTE and that the Town Clerk be given flexibility for determining how that should be used recognising that any increase should be incremental based on an assessment of workload. The Town Clerk will consider how this should be reflected in the budget setting process.

288 Budget Setting 2022/23

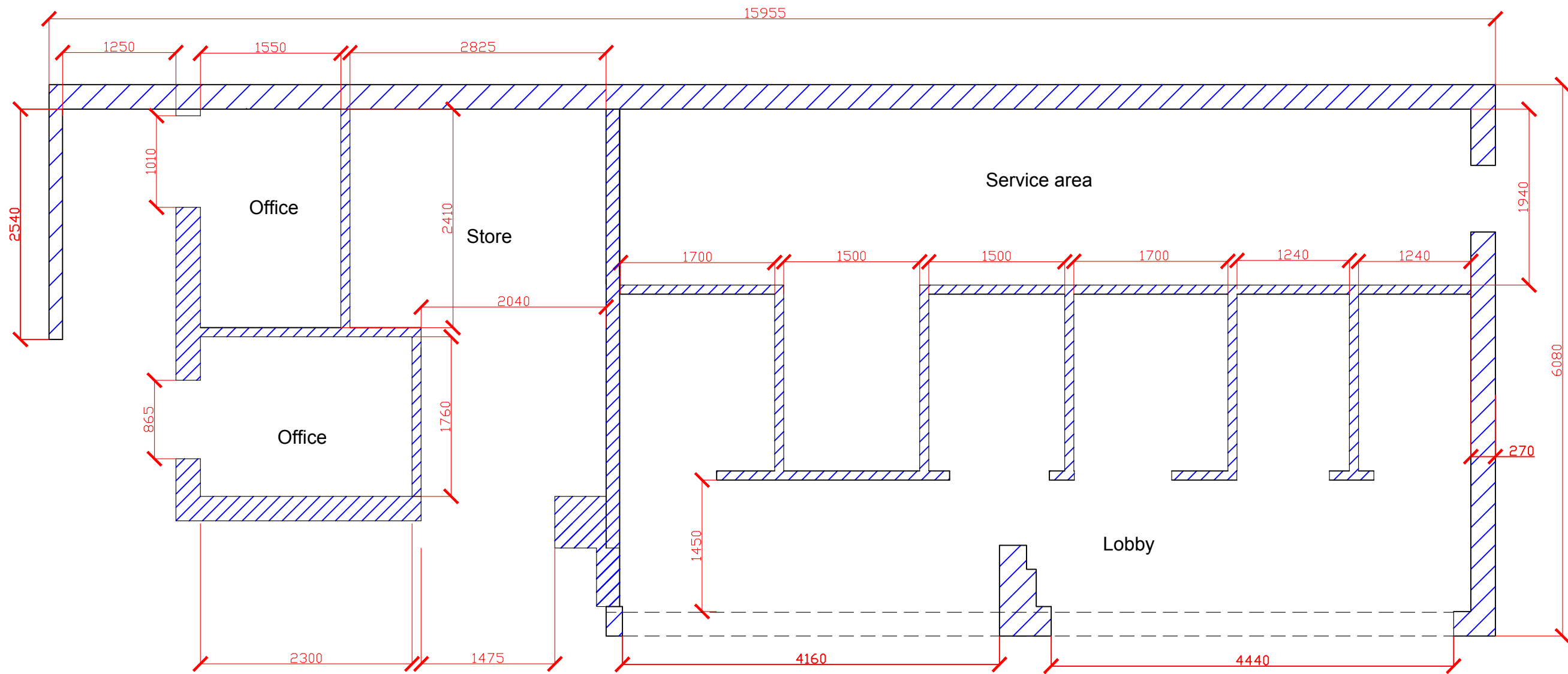
The Town Clerk asked the committee to consider, on the basis of the work plan, what needed to be built into the budget planning process which had just been commenced. He detailed some of the projects that had been discussed over the last few months for consideration. It was agreed that the Committee would consider what they wanted to build into the budget for next year and feed it back through the budget planning process

289 To Consider a Proposal to Establish a Wellington Schools Children's Parliament Event in June 2022.

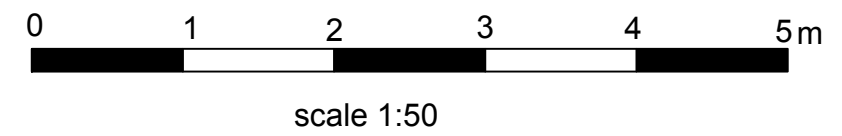
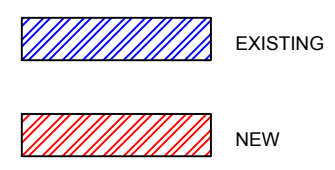
A paper had been circulated with the agenda. The Committee agreed to **RECOMMEND** to the Town Council that a wellington Schools Children's Parliament should be established and that a sum of money should be set aside to implement the winning ideas. The Town Clerk will make a separate proposal in relation to the amount as part of the budget setting process.

There being no further business, the meeting closed at 8.30pm

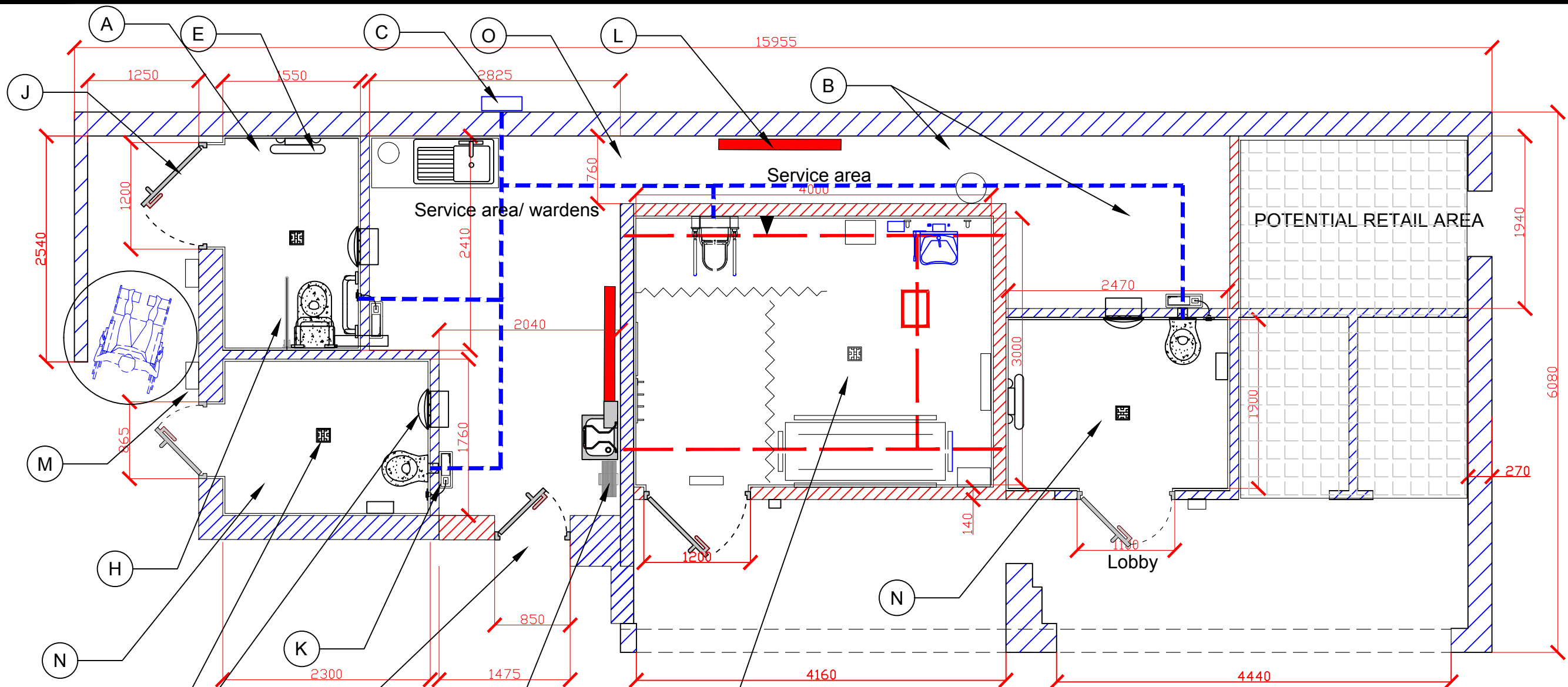
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Councillor Mark Lithgow
Chairman



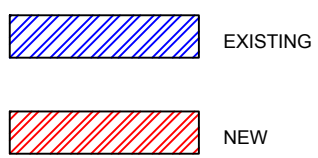
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WELLINGTON TOWN COUNCIL			
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TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON			
SCALE	DATE	DRAWN BY	CHECKED BY
1:50	SEPT-2021	B W DAVIES	
@A3			
		Tel: 01249 822063 Fax: 01249 823140 e-mail: ops@healthmatic.com	
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR			
DRAWING NUMBER		REVISION	
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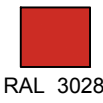
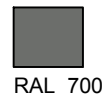
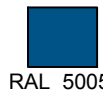
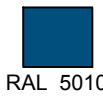
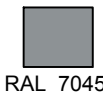
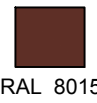
NOTE
Screen wall to be removed for
1500mm turning circle



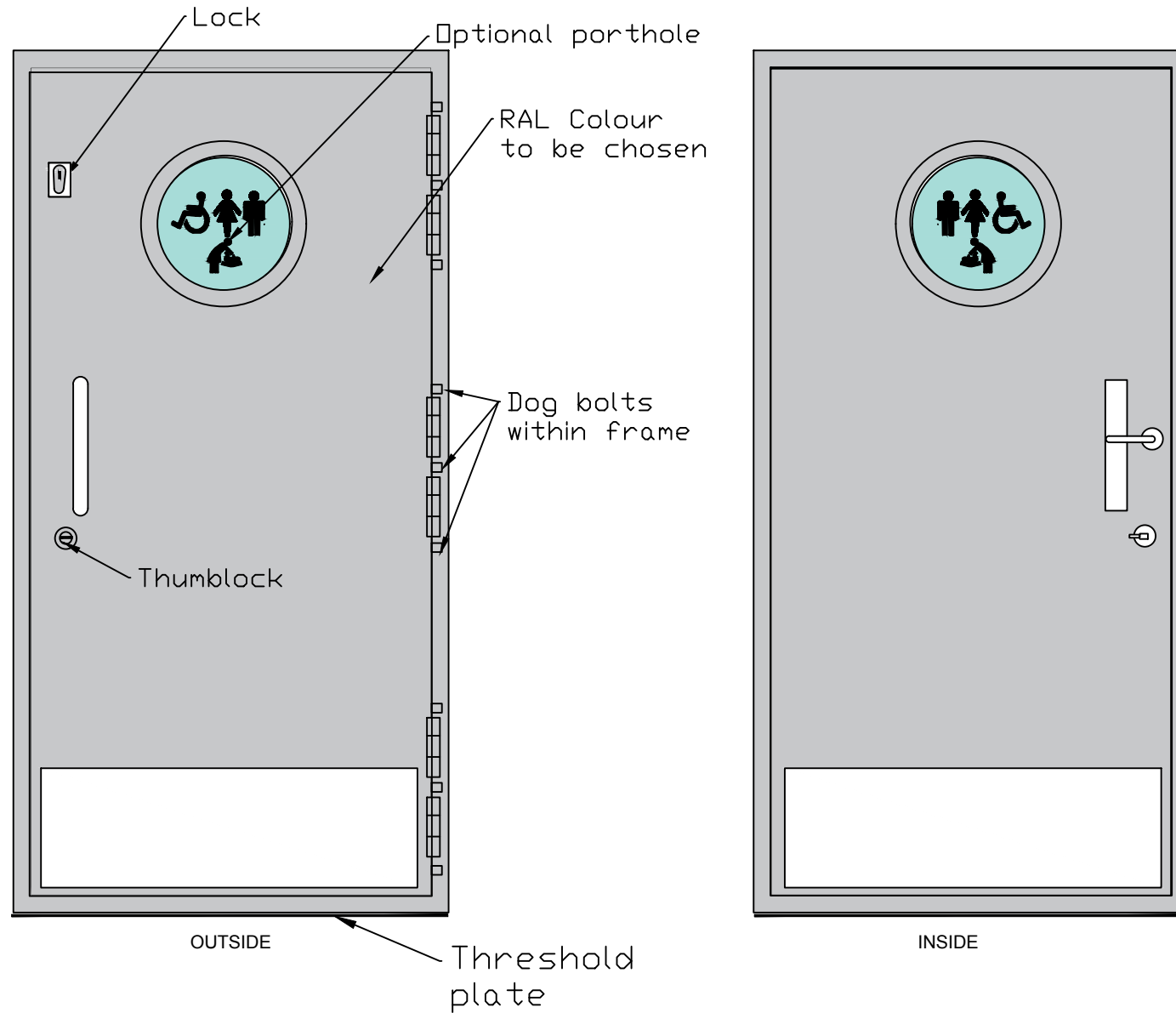
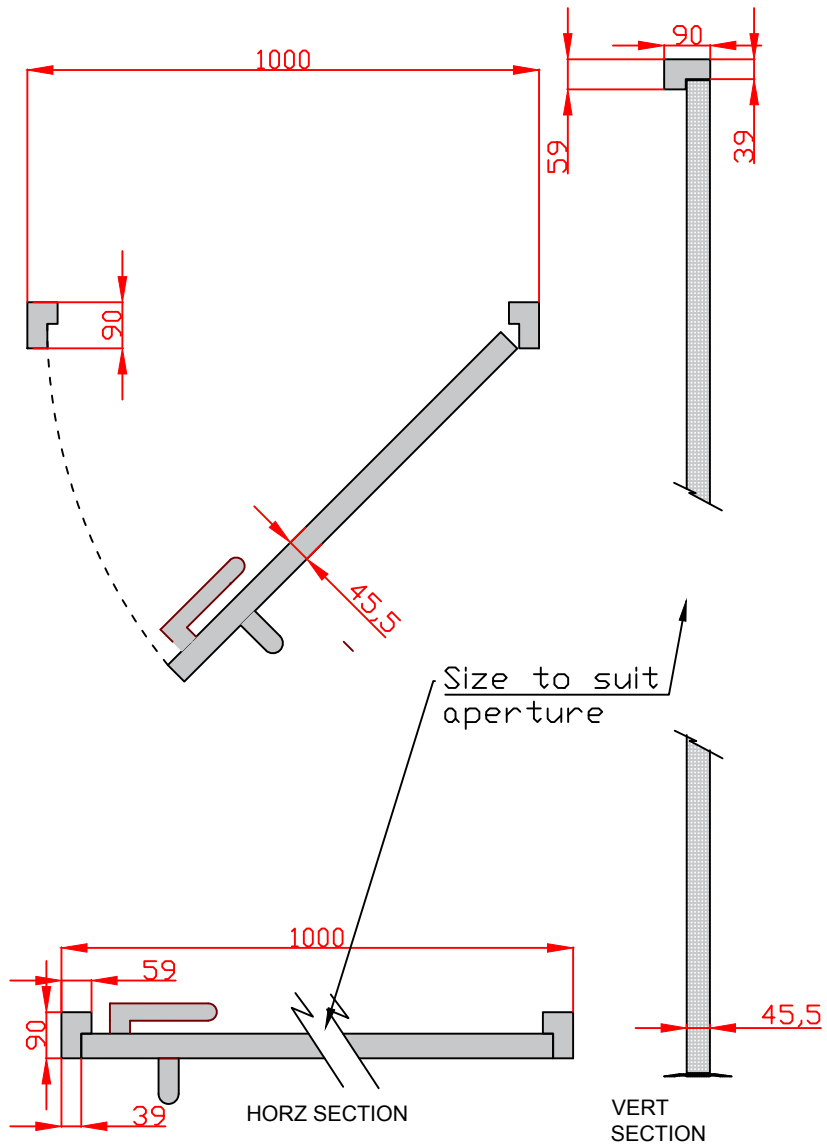
scale 1:50

- A Accessible to part M regs.
- B Service area
- C Extract min.6L/sec
- D Service door
- E Baby change
- F Floor gully
- G Handwash/dryer
- H Doc M pack
- I Washdown
- J Accessible door
- K Wave-on flush system
- L Tube htr. frost protection service
- M Coinpay and/or contactless entry
- N Unisex
- O Cut through
- P Changing places (see generic changing places dwg)

REV	DATE	DESCRIPTION	
CLIENT			
WELLINGTON TOWN COUNCIL			
DRAWING TITLE			
TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON			
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		Tel: 01249 822063 Fax: 01249 823140 e-mail: ops@healthmatic.com	
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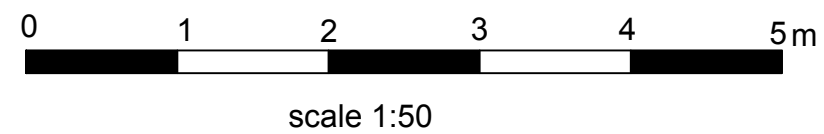
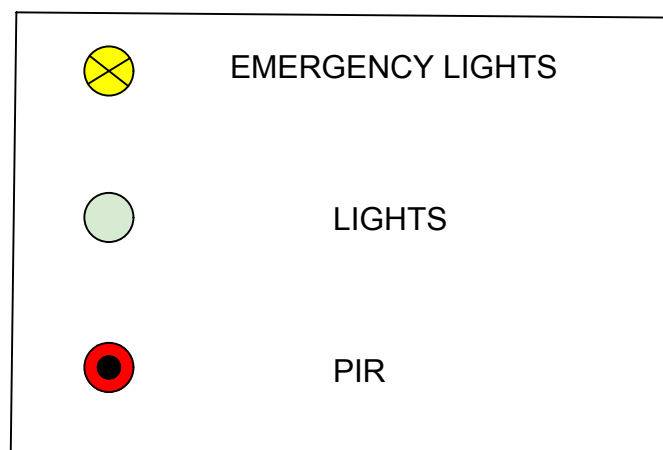
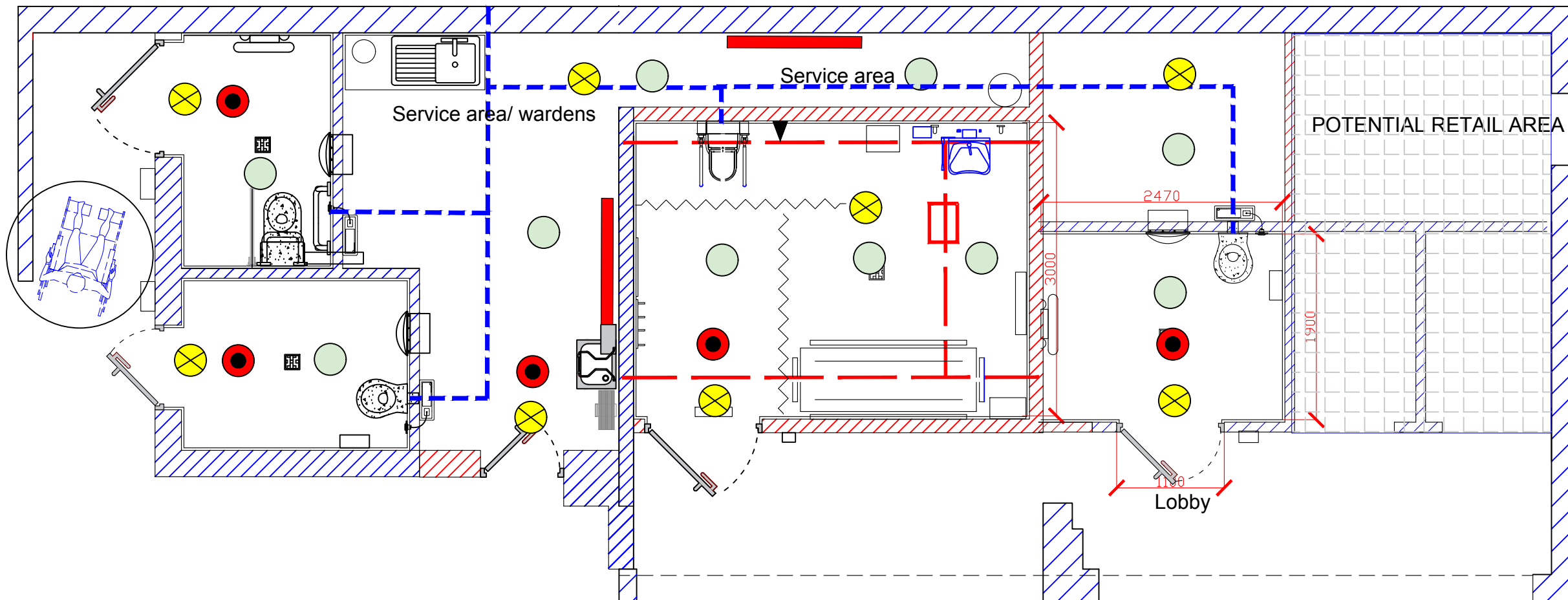


Frequently used RALs



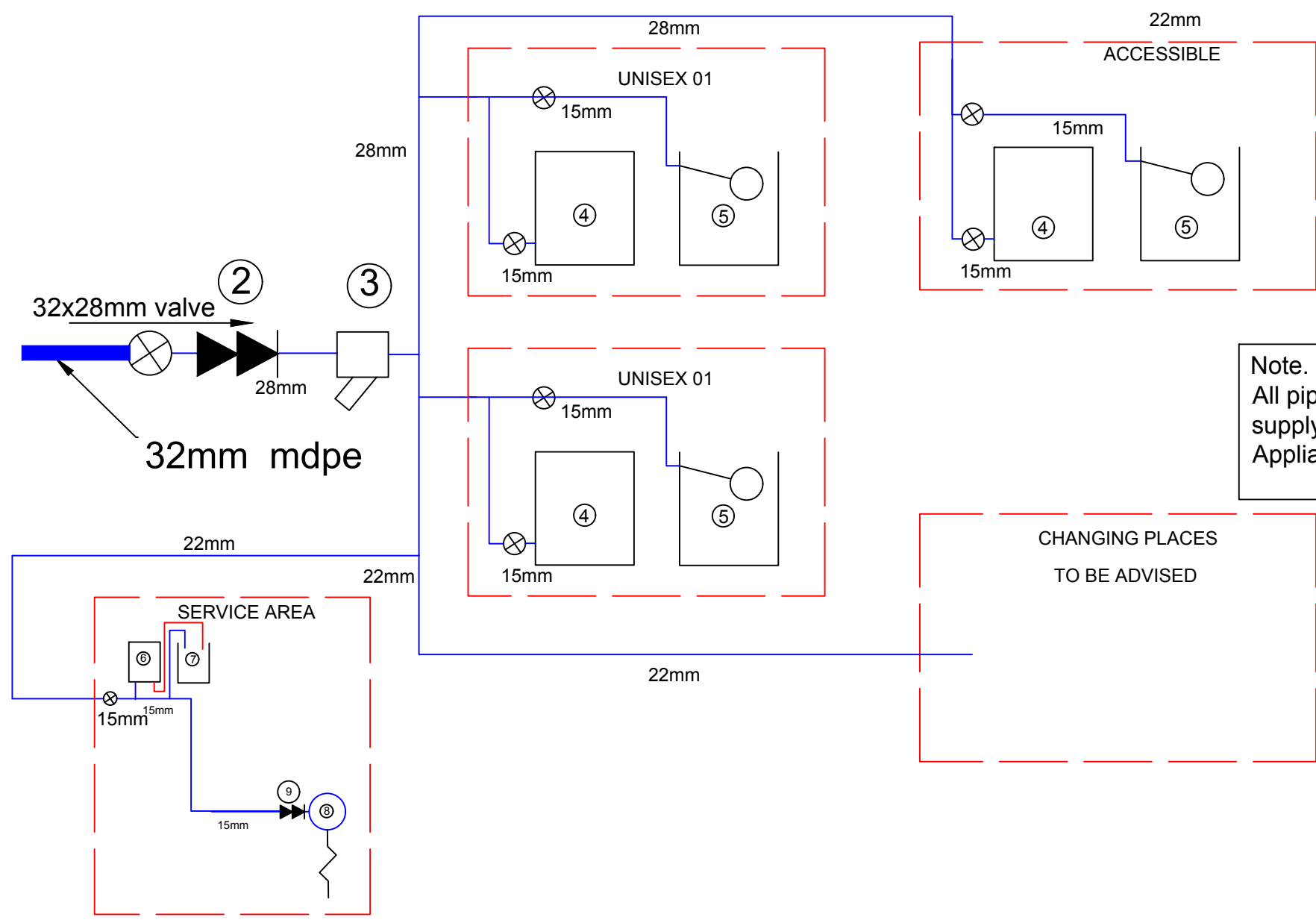
HEALTHMATIC TOILET DOOR

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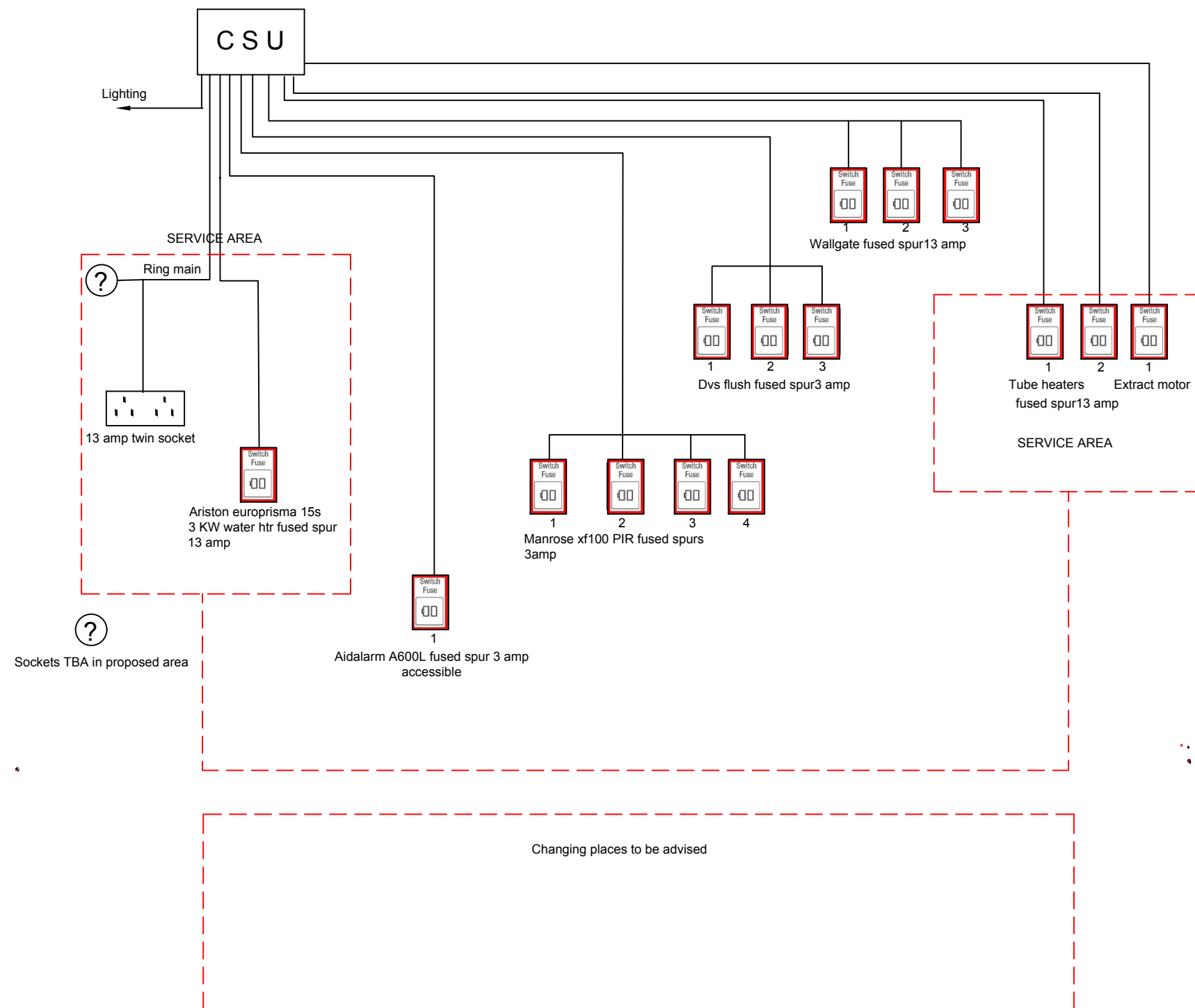
CLIENT			
WELLINGTON TOWN COUNCIL			
DRAWING TITLE			
TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON			
SCALE	DATE	DRAWN BY	CHECKED BY
1:50	SEPT-2022	B W DAVIES	
@A3			
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR		Tel: 01249 822063 Fax: 01249 823140 e-mail ops@healthmatic.com	
DRAWING NUMBER		REVISION	
HM-WTC-LRW-04			


- 2 Double check valve
- 3 Drain cock
- 4 Wallgate thrii handwash
- 5 Toilet cistern dvs flush
- 6 Ariston europisma 15 s 3kw
- 7 Cleaners sink
- 8 Hoselock compact reel
- 9 double check valve
- ⊗ Isolation valves



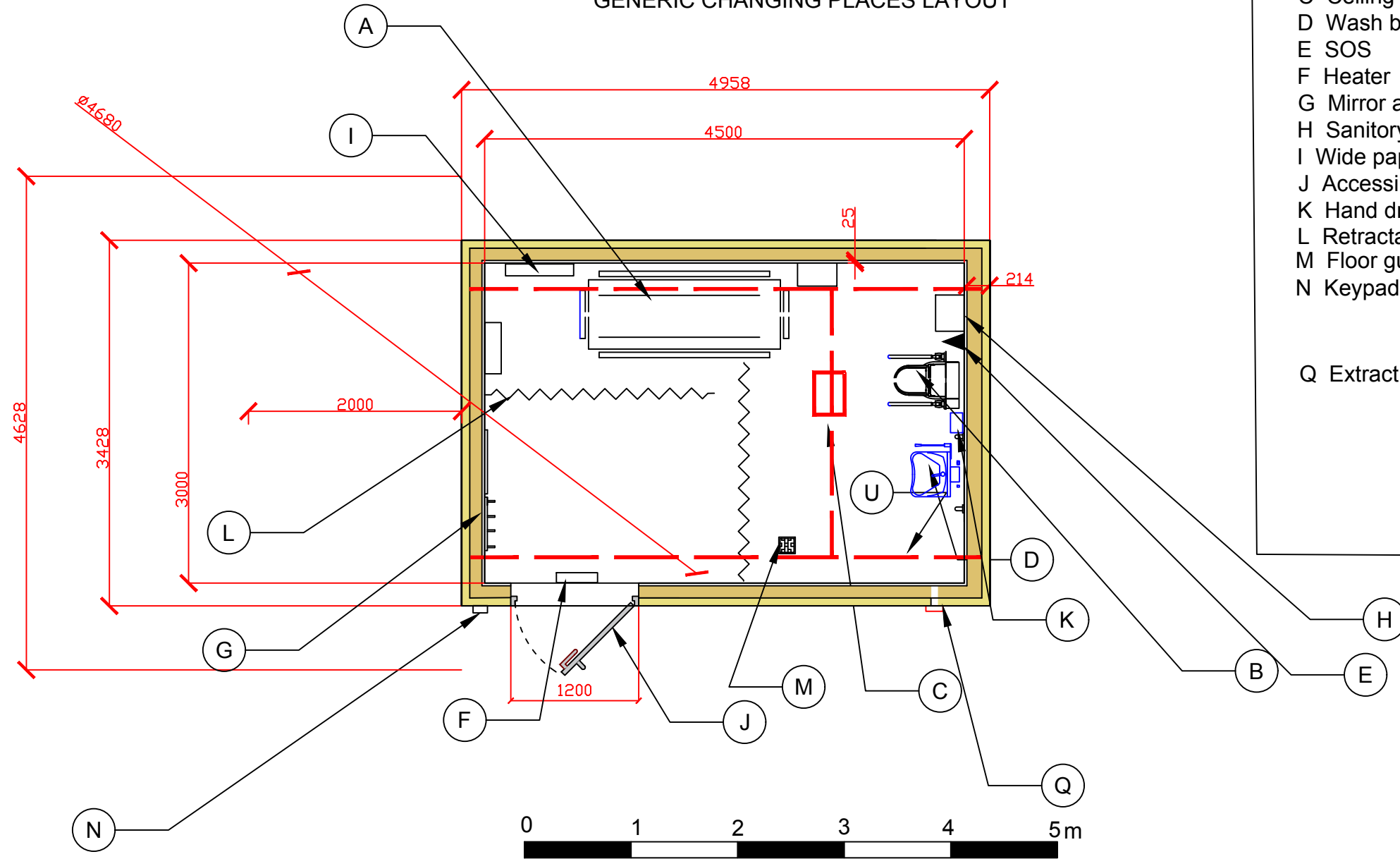
Note.
 All pipework/fittings WRAS approved and installed water supply (water fittings) regulations 1999, Appliances and Dart Valley cistern flush WRAS approved

REV	DATE	DESCRIPTION
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TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON		
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REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR		
Tel: 01249 822063 Fax: 01249 823140 e-mail ops@healthmatic.com		
DRAWING NUMBER		REVISION
HM-WTC-LRW-05		



REV	DATE	DESCRIPTION	
CLIENT			
WELLINGTON TOWN COUNCIL			
DRAWING TITLE			
TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON			
SCALE	DATE	DRAWN BY	CHECKED BY
	SEPT-2021	B W DAVIES	
@A3			
		Tel: 01249 822063 Fax: 01249 823140 e-mail ops@healthmatic.com	
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR			
DRAWING NUMBER		REVISION	
HM-WTC-LRW-06			

GENERIC CHANGING PLACES LAYOUT



CHANGING PLACE LEGEND

- A Height adjustable changing bench
- B Wc adjustable with close shower facility
- C Ceiling hoist and track
- D Wash basin, adjustable
- E SOS
- F Heater
- G Mirror and hooks
- H Sanitary bin
- I Wide paper dispenser
- J Accessible door
- K Hand dryer
- L Retractable privacy curtains
- M Floor gully
- N Keypad entry system

- Q Extract min.6L/sec



scale 1:50

REV	DATE	DESCRIPTION

CLIENT			
WELLINGTON TOWN COUNCIL			
DRAWING TITLE			
TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON			
SCALE	DATE	DRAWN BY	CHECKED BY
1:50	SEPT2021	B W DAVIES	

@A3

healthmatic

REDMAN ROAD
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WILTS
SN11 9PR

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Fax: 01249 823140
e-mail ops@healthmatic.com

DRAWING NUMBER	REVISION
HM-WTC-LRW-07	

Report on Overtime

For Policy and Resources October 2021

1 Introduction

This report sets out the amount of overtime worked by each member of staff and monies paid. These figures cover 1st April – 11th September which is approx. half of the current financial year. Payroll was run early on 10th September due to the Deputy RFO being on leave when it would normally have been done.

2 Normal working hours

The current staff work the following hours per week (Mon – Fri)

Town Clerk	37
Deputy Clerk	30
Deputy RFO	30
Admin Assist.	37

3 Overtime worked

The following hours of overtime were worked in the months detailed below;

	April	May	June	July	Aug	Sept
Town Clerk	0	22	11	12	2.5	8.75
Deputy Clerk	10	13	13.75	5.5	13.25	12.75
Deputy RFO	8	12	4.5	0.5	7	8
Admin Assist.	N/A	N/A	N/A	N/A	0	0

4 Monies Paid vs Budget

The amount budgeted for Salaries for the 2021/22 year is £110,962.00. This figure was calculated at the end of 2020 based on the staffing levels at that point (plus an additional assistant clerk);

- Town Clerk – 37 hours per week
- Deputy Clerk – 30 hours per week
- Assistant Clerk x2 – 30 hours per week
- Finance Assistant – 11 hours per month

Of that, £1,765.55 was included as an estimation for overtime by calculating 1 weeks' worth of overtime per employee based on the breakdown above.

To date, the spend against the Salary budget is £55,439.51, 50% of the budget. Due to differences in the actual staffing situation and the estimated position when calculated in late 2020, there will be an overspend at year end of approx. £10,000. When an average of 3 hours of overtime per week is taken into account for the Deputy Clerk and Deputy RFO, this increases the overspend up to approx. £13,500 (12.3% over budget).

The overspend figures are approximate as the pay award scales for 2021-22 are still being negotiated and are often published in Nov/Dec so back pay will be due. It is likely that two years of pay awards (2021-22 and 2022-23) will be published at the same time so figures for the next budget can be much more accurate.

It should also be noted that the Town Clerk's overtime is kept as TOiL.

WELLINGTON TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, FORE STREET, WELLINGTON ON WEDNESDAY 20 OCTOBER 2021 AT 6.30PM

Present: Councillors M McGuffie (Chairman), C Booth, J Lloyd, S Pringle-Kosikowsky and V Stock-Williams.

In attendance: Councillor Thorne
David Farrow, Town Clerk (remotely)
Alice Kendall, Deputy Responsible Financial Officer/Assistant Clerk
Rebecca Hunt, Administrative Apprentice
Adam Lockyer - for item 293
Two members of the public (Transition Town Wellington)

290 APOLOGIES

No apologies had been received.

291 DECLARATIONS OF INTEREST

No interests were declared.

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

A representative from Transition Town Wellington read a representation on their views for the Street Tree project. The Town Clerk informed the meeting that he had already replied to the e-mail stating that although it was on the agenda for this meeting, it was just an update and no decisions were needed at this stage. She also gave a brief update on Fox's Field.

293 TO RECIVE AN UPDATE ON THE PROPOSAL TO DEVELOP A COMMUNITY FARM IN WELLINGTON

At its July meeting the, Town Council agreed to provide funding of £1,500 to fund a feasibility study for the development of a community farm in Wellington. Adam Lockyer attended the meeting to provide an update on progress. The presentation included information on land and projected costs and income required for the project. The final business plan is due to be published in the week following the meeting but he will make sure a copy is circulated to the Council as they kindly provided the funding for the initial work.

Councillor Lloyd asked how many allotment plots were planned in the proposed layout and asked who might manage them. It is thought that there will be approximately 30 with more details to be confirmed.

Councillor Stock-Williams asked about a risk register. Adam reported that although it is not part of the business plan, a risk assessment is being prepared as a separate document.

294 TO CONSIDER A SPECIFICATION FOR THE REFURBISHMENT OF THE RICHARDS CLOSE PLAY AREA

A draft specification was circulated with information on possible replacement equipment pieces. Councillor Thorne was concerned that outdoor fitness equipment was rarely used in other locations. Councillor McGuffie asked that a fenced toddler area be included. More inclusive/accessible items were also requested. The Deputy RFO asked that Councillors forward any ideas or examples of equipment as soon as possible.

It was **RESOLVED** that an updated specification be drafted after a site visit. Also, that some form of consultation of the local residents be carried out. This will be brought back to the next meeting.

295 REVIEW OF DOG BIN PROVISION

A map showing the locations of dog bins in the Town was circulated. It was confirmed that although most belong to Somerset West & Taunton Council, they will not install any new bins.

A location for a requested bin was detailed on the map. This request had been received for the April meeting which was cancelled. The Deputy RFO informed Councillors that the cost of a new bin through Somerset West and Taunton costs £395. However, if there is an appropriate fence to attach to, we can source one directly for around £250. Each empty would then be charged at £6 per time. It was **RESOLVED** to install a bin in this location (Aspin Close).

296 TO CONSIDER HOW TO DEVELOP A STRATEGY FOR ACHIEVING THE COUNCIL'S POLICY TO REDUCE CARBON EMISSIONS

The Town Clerk gave an update on how he thinks this project should move forward. He reported that there will be an online meeting with the district Council in the first week of November to discuss their strategy for Climate Change. It was agreed that information will be fed back from that meeting.

It was **RESOLVED** that a specialist consultant should be appointed to create the Council's strategy. Quotations will be sought and reported back to a future meeting.

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

It was reported that Transition Town were working with Carbon Literacy and other partners. The Clerk asked that they contact him with the information.

It was **RESOLVED** re-instate standing orders.

297 DORMOUSE WOOD

The Town Clerk reported that he had spoken with C G Fry who have confirmed that the principle of transferring the land still stands. It has been delayed however, due to the issue of Phosphates offset as they may need to do more

work on this land as part of their mitigation obligations. They will retain ownership until this has been addressed.

298 COUNCIL WORK PLAN

The Clerk had circulated an extract of the Council’s work plan relating to the Committee’s work. This was noted and it was requested that the Street Tree project be added. There was a short discussion on the Wellington to Taunton Cycle route. The Town Clerk also confirmed that he has been in touch with SUTRANS to start discussions on cycling options in the town and was awaiting a response.

299 BUDGET PLANNING 2022/23

The Chairman informed the meeting that there is currently £20,000 budgeted for Environmental Improvements, the Deputy RFO confirmed that £9,000 of which was for the Street Tree project. A general discussion was had as to how much might be best budgeted for the new financial year. The Deputy RFO reported that at present there was a very low spend against this budget line.

It was **RECOMMENDED** to the Finance Committee (and the subsequent informal Budget meeting) that the unspent funds from 2021/22 is carried forward as an earmarked reserve and a new budget of £20,000 be allocated to make a total of £40,000 available.

300 STREET TREE PROJECT

The Town Clerk reported that he is still waiting for a reply from the County Council in relation to costs for the necessary underground surveys to be carried out.

Councillor Lloyd re-iterated the importance of a maintenance schedule being included in the project plan including having leaves removed from pavements as they can lead to multiple hazards.

Having heard the concerns during public representation, the committee confirmed that planting trees in the ground was their preferred and first option.

301 DATE OF NEXT MEETING

It was agreed that the committee should meet more often (every other month) and that the date of the next meeting will be 14 December at 6.30pm.

There being no further business, the meeting closed at 8.00 p.m.

.....
Councillor Michael McGuffie
Chairman

WELLINGTON TOWN COUNCIL

Minutes of an Extraordinary meeting of the Wellington Town Centre Committee held at United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Wednesday 21st October 2021 at 6pm.

Present: Councillors: M Lithgow (Chairman), N. Powell-Brace, J Lloyd, M McGuffie, J. Thorne, V Stock-Williams, S. Pringle-Kosikowsky
Richard Coupe. Sharon Davis

Annette Kirk – Deputy Town Clerk
Rebecca Hunt – Admin Assistant

302 Apologies

Councillor M Lithgow was in attendance but due to being on-call asked Councillor J Lloyd to Chair the meeting

Keith Wheatley

303 Declarations of Interest

Councillor N Powell-Brace declared a personal interest in Agenda Item 7.1 – friend of Nick Riley of Riley Garden Works

304 Questions and Comments from Members of the Public

None.

305 Terms of Reference – Welcome Back Fund £36,660

Recommendation: Full Council to change the current Town Centre Committee Terms of Reference to enable the Town Centre Committee to have the powers to act as the Council's delegated body for the receipt of and spend against the Government's Welcome Back Fund award for Wellington Town Council of £36,660.00. In doing so to manage the fund in line with associated regulations, terms of acceptance or guidance relating to the funds given and to carry out all required administration in respect of the award.

306 Welcome Back Fund – Benches

i) **Resolved:** To accept quotation from Glasdon UK Ltd to purchase 11 x Lowther Seat Enviropol 10 Slats (Brown) – length 1903mm from Glasdon UK Ltd:
Agreed locations as follows:

- Mantle Street between planters – 1 Bench
- United Reform Church left recess – 2 benches
- United Reform Church right side – replace double bench – 2 benches
- Entrance to North Street Car Park Left Side – 1 bench
- Fore Street – recess in front of Community Office – 1 bench
- Monmouth Gardens – replace 3 Wooden Benches – 3 benches
- Old Post Office, High Street – replace bench – 1 bench

- ii) **Resolved:** To accept quotation from Recycled Furniture – Recycled Plastic with Wood Grain effect to be located on the “Roly Poly” Green, Victoria Street.

307 Street Furniture - Corner of South Street/Fore Street

RESOLVED: To accept quotation from Benchmark Ltd one Shoreline Curved Bench. Costs to be covered by the Emergency High Street Fund

- Shoreline Planter to be placed in front of bench – deferred to next Town Centre Committee meeting on 10th November 2021.
- Finger Post Arms: Councillor V Stock-Williams asked that when wording is agreed the correct wording of “The Basins Nature Reserve” used
- Straight Seat to be considered between Notice Board and Hanging Basket Post – it was agreed this would be deferred to next Town Centre Committee meeting after meeting with Victor Sawdye, Wellington Produce Market

308 Coach Park – Longforth Road

- i) **RESOLVED:** To accept quotation from Create Landscaping to clear the existing shrubs from the garden area. Lay a heavy-duty membrane. Cover with Buff Stone Chippings, cost to be covered by the Emergency High Street Fund
- ii) **RESOLVED:** To accept quotation from Shelter Store – 2 Bay, four-sided bus shelter with Expoxidated Laminate Bench. Colour Black. To include Delivery and Installation. Cost to be covered by the Emergency High Street Fund.
- iii) Bollards – deferred to next Town Centre Committee meeting. Somerset West & Taunton District Council to advise whether they will replace these and to repair the tarmac surface to the coach park bays. Stainless Steel Bollards Quotations to be obtained while we wait reply.
- iv) Planters and Seating adjacent to bus Shelter – Deferred to next Town Centre Committee meeting

309 Emergency High Street Indicative Plan and Welcome Back Indicative Plan

Coach Park costs as detailed above to be added to Emergency High Street Fund – update indicative plan
Councillor M Lithgow asked for the “Living Wall” project to be revisited

The meeting ended at approx. 7.30pm

.....
Councillor Mark Lithgow
Chairman



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Town Centre Committee

As amended to incorporate management of the £100,000 Town Centre Emergency Fund and adopted at the meeting of Wellington Town Council held on 5th October 2020

Name of Committee: The Wellington Town Centre Committee

Purpose: To review and report to the Council on issues faced by shops and businesses in Wellington, with an emphasis on:

- Vacant Shops and other commercial premises;
- The challenges facing businesses already operating in Wellington;
- Public Facilities and amenities in the town centre;
- Proposing practical solutions to issues identified which are affordable and within the scope of the Council's powers.

To act as the Council's delegated body for the receipt of the Somerset West and Taunton Council's Town Centre Emergency Fund (TCEF) award for Wellington Town Centre of £100,000. In doing so to manage the fund in line with all associated regulations, terms of acceptance or guidance relating to expenditure of funds given and to carry out all required administration in respect of the award.

To act as the Council's delegated body to deliver projects to the value of £36,660 allocated funding from the MHCLG Welcome Back Fund. In conjunction with Somerset West and Taunton Council, to manage the fund in line with all associated regulations, terms of acceptance or guidance relating to expenditure of funds given and to carry out all required administration in respect of the allocated funding.

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

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

Membership: Membership of the Committee will comprise elected Councillors and co-opted members of the public. It is intended that the members of the public co-opted onto the Committee will have some particular relevant experience or expertise relating to the matters under consideration by the Committee. At least one member shall be a representative of a local trading organisation (where one such group exists), and at least two members shall be independent traders within Wellington. The Committee will also elect to its membership, where possible, a District Councillor (who may be nominated by the District Authority), and a County Councillor (who may be nominated by the County Authority).

The Committee shall comprise no more than 11 members and will include the current Mayor. There will be a maximum of 4 non-Councillor members. Councillors Lithgow, Thorne, Powell-Brace, Pringle-Kosikowsky, McGuffie and Lloyd (Mayor) will serve for the 2020 – 2021 operational year. Subject to availability, the Town Clerk or the Deputy Town Clerk will attend meetings to provide expertise and to take minutes.

Should any of the elected members of the Committee resign, the Chairman will consult with the other elected members and, if it is deemed necessary, seek another elected Councillor to fill the vacancy.

If any co-opted member of the Committee resigns from the Committee at any time, the Committee as a whole shall vote on a replacement, who will then be approached by the most appropriate member of the Committee.

Operation of the Committee:

- In matters relating to the Town Centre Emergency Fund, (TCEF) and The Welcome Back Fund (WBF) and at all times complying strictly with all rules of the Fund and in accordance with the Council's financial regulations, Code of Conduct and Standing Orders, the Committee has full power to:-
 - ❖ Receive and disburse payments relating to the TCEF
 - ❖ Make decisions on expenditure – all such decisions to be approved by formal vote with an accompanying minute confirming each decision
 - ❖ Instruct works to be carried out as approved in the Fund's Indicative Plan
 - ❖ In conjunction with Town Council staff deliver the activities or services as approved in the Fund's Indicative Plan
 - ❖ Draw on the services of the Council's staff to arrange works, issue invoices or to pay for goods or services.

- In matters relating to general Town Centre business The Committee has power to operate only as set out in these Terms of Reference and has no power whatsoever to implement any recommendations without express approval from the Council. Additionally, members will only have decision-making authority when voting at full Council on issues presented by the Committee relevant to the Committee's operational remit.

- Meetings of the Committee will be held at least four times a year, as and when designated by the Chairman, and subject to availability.

- The Committee will appoint a Chairman for the year ahead at its first meeting following the Annual Meeting of the Council. The Chairman must be a Councillor.

- If the Chairman is not able to attend a meeting another elected Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting, each member having one vote.
- In the case of a tied vote, the Committee's Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate an Agenda by email for each meeting, at least 5 working days prior to meeting.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors as soon as practicable, and to the public as deemed appropriate.
- Whilst it is recognised that the following issues are of critical importance to Wellington, in order to make the best use of the time available (and mindful of the work which is already ongoing elsewhere in respect of these issues) the Committee will not consider or make recommendations on any issue directly relating to:
 - ❖ The provision of a railway station for Wellington;
 - ❖ The Northern Relief Road; and/or
 - ❖ The restoration of the Wellington Monument.
- One of the elected members of the Committee will report to the Council at each monthly meeting as to the progress of its deliberations. Each monthly report will include specific updating on all activities relating to the delivery and administration of the Town Centre Emergency **The Welcome Back Fund**.
- In matters not relating to the Town Centre Emergency Fund **and The Welcome Back Fund** the Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core activities to a maximum of £500 (per item) to be taken from the Community Services budget. All items of expenditure will be reported at the next Council meeting.
 - ❖ In the event that more than £500 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.
- Where expenditure relates to the Town Centre Emergency fund **and The Welcome Back Fund**, there is no restriction on the amount of expenditure the Committee can authorise on the strict proviso that:-
 - ❖ the item in question is an approved, pre-costed item within the Indicative Plan, as agreed with SWTC.
 - ❖ all terms of the Fund are complied with, and
 - ❖ expenditure is in line with the Council's financial regulations
- Any amendments to these Terms of Reference must be by formal resolution at a full Council meeting, and in the instance that amendments relate to the delivery and administration of the Town Centre Emergency Fund **and The Welcome Back Fund** shall be formally ratified by the appropriate representative of the District Council.

ADDITIONAL CHRISTMAS LIGHTING

The Manager (by instruction of the Owner) of Joseph Welch Jewellers has contacted the office to enquire about possible installation of additional Christmas Lighting on their building (1 South Street).

The current scheme in South Street has just one cross street fixture (Amicus Law – Joseph Welch) and two wall mounted snowflake motifs (Green Dragon and Scott's Lane).

Festive Lighting have suggested, and are able to supply at this late stage, a curtain style installation similar to the Iron Duke in a white colour with flash/twinkle function. They have provided the below mock-up;



There is an electrical socket on the building which powers the cross street banner (external accessories can extend/split the supply), but new anchor bolts and catenary wires will be required.

2021 will be the Council's second year of a three-year contract with The Festive Lighting Company but they have agreed that this could be added for 2021 and 2022. The cost of hire for the accessories required and the light curtain is **£772.36 per year**. For comparison, the cost of hire of the light curtain and accessories for the Iron Duke is £956.26 per year.

Install of the new anchor bolts can be carried out by WGS when they erect the lights for this year. The cost of this will be **£500**. The yearly install and take down will be an additional **£280** on top of the existing agreement the Council has with them. The cost for the new fixings is reliant on them being installed on 4th November when the main lighting scheme is erected.

The budget line for the hire of Christmas Lights is currently at 100% spend, however, funds can be transferred from the Switch on Event budget line as it is estimated that this will be underspent at year end. This is due to some items being paid for from the Emergency High Street Fund. The additional cost can then be added to the budget for 2022/23.

In 2020 the charge for the annual installation was £6,126.50 and the amount budgeted for 2021 is £7,000. I would expect installation costs be very similar to last year.

The Council is asked to consider these additional lights and associated costs.

Alice Kendall
Deputy RFO & Assistant Clerk
25 October 2021