

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL
HELD AT Court Fields School Hall, Wellington TA21 8SW on Monday 6th
December 2021 at 6.00pm**

PRESENT: Councillors M Lithgow (Chair), V Stock-Williams, A Govier, J Thorne, M S Pringle-Kosikowsky, M McGuffie, N Powell-Brace (from minute 369(c)) , J Hunt (from minute 369), J Lloyd,

David 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.

One member of the Public

366. APOLOGIES

Apologies were received and accepted from Councillors C Booth and D Bradley

367. DECLARATIONS OF INTEREST

Councillor Thorne declared personal interest in Agenda Item 5a (case ref:46/21/0029/CLA) – relative owns property nearby.

Councillor Thorne declared personal interest in Agenda Item 5b (case ref: 43/21/0122) – as an employee of McDonald's Fast Food Company.

Councillor Govier declared a prejudicial interest in Agenda Item 5d (case ref: 43/21/0125/LB) and Agenda Item 5e (case ref: 43/21/0124) - applicant being his employer.

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, 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.

368. PUBLIC PARTICIPATION

Email correspondence was received and circulated to Councillors prior to the meeting, from a member of the public who resides in Millstream Gardens, Tonedale, Wellington. The member of the public also spoke to raise concerns regarding Case Ref: 43/2/0093

APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

- a) **Case Ref: 43/21/0093** Proposal: Conversion of loft into ancillary accommodation with the insertion of front and rear dormers and erection of a single storey extension to the side with conversion of garage at 8 Millstream Gardens, Tonedale, Wellington.

RESOLVED to refuse the application as recommended by the Planning Officer's report.

- b) Case Ref: 43/21/0041 Proposal: Erection of a first floor extension to the side of the dwelling, single storey extension to the rear and side of the garage and conversion of garage into ancillary accommodation at 32 Prices Avenue, Wellington.

RESOLVED to refuse the application as recommended by the Planning Officer's report.

At this juncture Councillor J Hunt joined meeting

369. 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: 46/21/0029/CLA Proposal: Notification for prior approval for the installation of 1 No. 18 metre high Phase 8 monopole C/W wraparound cabinet at base and associated ancillary works on land at West Buckland Road, Wellington.

RECOMMENDED that this application be approved. The council raised concerns over the height of the mast

- b) Case Ref: 43/21/0122 Proposal: Change of use of land and buildings from agricultural to business use (Class B2 and B8) with associated access, parking and turning at Chelston House Farm, Taunton Road, Wellington.

RECOMMENDED that this application be approved. The council raised the following concerns:

- Chelston Roundabout already at traffic capacity
- Safety of lorries accessing and exiting the site, asked that a one way system be considered
- Welcome a brown field site being developed for light industry use with the potential increase in employment opportunities in the area

At this juncture Councillor N Powell-Brace joined meeting

- c) Case Ref: 43/21/0128 Proposal: Erection of a single storey extension to the main building at The Mount Veterinary Hospital, Taunton Road, Wellington.

RECOMMENDED that this application be approved.

- d) Case Ref: 43/21/0125/LB Proposal: Change of use and conversion of offices to 6 No. residential dwellings with erection of extension at 35 Fore Street, Wellington.

RECOMMENDED that this application be approved.

- e) Case Ref: 43/21/0124 Proposal: Change of use and conversion of offices to 6 No. residential dwellings with erection of extension at 35 Fore Street, Wellington.

RECOMMENDED that this application be approved.

- f) Case Ref: 43/21/0127/T Proposal: Application to fell one Beech tree and one Pine tree (dead) included in Taunton Deane Borough (Wellington No.2) Tree Preservation Order 1977 at Chimes, Pyles Thorne, Wellington (TD124).

Notification received from Planning Department prior to the meeting this application was WITHDRAWN

- g) Case Ref: 43/21/0135/T Proposal: Application to carry out management works to one Birch tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 2004 at 34 Gay Close, Wellington (TD963).

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

370. SOMERSET WEST & TAUNTON DISTRICT COUNCIL - 2021 PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number	Proposal	Address	WTC Recommendation	SWT Decision
43/21/0020	Conversion and change of use of 2 No. agricultural barns, (Barn 1 to be converted to a dog kennel business and Barn 2 to be converted into an indoor horse menage), formation of dog agility course and formation of 3 No. glamping pitches with associated parking and works at	Henley Farm, Harpford Farm Lane, Payton, Wellington	Refusal	Withdrawn
43/21/0084	Erection of a single storey extension to the side and rear and first floor extension to the rear of	39 Brendon Road, Wellington	Approval	Approved
43/21/0096	Erection of a single storey extension to the front of	13 Drakes Park, Wellington	Approval	Approved
43/21/0098	Change of use of ground floor commercial areas to use Class E at	12 Fore Street, Wellington	Approval	Approved
43/21/0101/B	External alterations to the front elevation of	12 Fore Street, Wellington	Approval	Approved
43/21/0107	Addition of Durasid cladding to the upper half of the front elevation of (retention of works already undertaken)	70 Mantle Street, Wellington	Approval	Approved

The meeting ended at 6.45pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 6 DECEMBER 2021

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT COURT FIELDS SCHOOL HALL, WELLINGTON TA21 8SW ON MONDAY 6 DECEMBER 2021 AT 7.00 PM

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

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

Two members of the press were in attendance and three members of the public

371 WELCOME AND INTRODUCTIONS

The Mayor opened the meeting.

372 APOLOGIES

Apologies were received and accepted from Councillor Bradley

Councillors M Barr and N Smith were absent.

373 DECLARATIONS OF INTEREST

Councillors Govier, 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.

Item 14 - Councillor Lithgow declared a personal interest as a customer, former employee of and shareholder in Lloyds Bank. Councillors Govier, Hunt, Powell-Brace, Pringle-Kosikowsky and Thorne also declared personal interests as customers of Lloyds Bank. It was also noted that the Town Council is a customer of Lloyds Bank.

Item 15(a) Councillor Hunt declared a personal interest as his father had made use of the service.

374 MINUTES

RESOLVED to approve and formally adopt the minutes of the Planning and Full Council meetings held on 1 November 2021 (not the 6 November as noted in the agenda heading) with the amendment that Councillor Lloyd was present at the Planning Meeting.

375 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

A member of the public addressed the Council raising concerns about the lack of a flagpole in the town. The Mayor gave assurances that the Council was looking to address this.

376 REPORT FROM THE MAYOR

The Mayor had circulated details of his engagements prior to the meeting.

377 CLERK'S REPORT

The Clerk's report had been circulated with the agenda and was noted. The Clerk noted that since circulating his report confirmation had been received that town and parish elections would be taking place in May 2022.

378 TO RECEIVE A REPORT FROM THE LOCAL POLICING TEAM

Sergeant Bishop's report had been circulated in advance of the meeting and was noted. It was **RESOLVED** that the Town Clerk should write to Sergeant Bishop on behalf of the Council congratulating him on receiving the Ray Robinson Award given by Avon and Somerset Constabulary to officers who 'have made the greatest contribution to community relations outside of Bristol'.

379 PRESENTATION RELATING TO PROPOSED DEVELOPMENT ON LAND ADJACENT TO THE A38 AND M5 SPUR

The Council received a presentation from Mr S Coles of Tetrattech Planning in relation to proposed developments on the above area of land. The Council broadly welcomed the proposals noting that it would provide employment opportunities for the town and potentially improve the Chelston Roundabout.

380 TOWN CENTRE COMMITTEE HELD ON 10 NOVEMBER 2021

The minutes of the meeting had been circulated with the agenda and were noted. It was **RESOLVED** that the £8,000 allocated for the Film Festival in 2021/22 should be taken forward in to the 2022/23 budget and that the Town Centre Committee's Terms of Reference should be amended to enable it to have the powers to act as the Council's delegated body to spend the allocated Budget of £8,000 to deliver the Film Festival.

390 ALLOTMENTS COMMITTEE MEETING 15 NOVEMBER 2021

The minutes of the meeting had been circulated with the agenda and were noted. Councillor Lloyd drew attention to the work that the Deputy Clerk had been doing to successfully bring the numbers on the waiting lists down to its lowest point for many years and thanked her for her work on that.

391 TO SET A BUDGET FOR 2022/23

The Budget report and supporting documents had been circulated with the agenda. It was **RESOLVED** to adopt the budget for 2022/23 and use it as the basis for calculating the Precept which will be set formally at the January meeting of the Council once the final Tax Base figure is confirmed by Somerset West and Taunton Council. Councillors commended the quality of the report and its presentation.

392 VENUE FOR FUTURE COUNCIL MEETINGS

The report setting out options had been circulated with the agenda. It was **RESOLVED** to continue to meet at Court Fields School for the next three months.

393 BANKING PROVISION IN WELLINGTON

A number of concerns relating to the recent inconsistent opening hours of the Lloyds Bank Branch in the town were raised. It was **RESOLVED** that the Town Clerk should write to the bank raising the concerns and seeking clarification on the bank's future plans for the town's branch.

394 GRANTS

(a) Applications

The Welly Hopper

As recommended by the Finance Committee it was **RESOLVED** that £1,100 be awarded with the proviso that the money be carried forward into the next financial year or repaid if the service does not re-start as planned in early 2022.

(b) Review of policy and application form

A revised Grants Policy and application form had been circulated with the agenda. It was **RESOLVED** to adopt the revised documents.

395 FINANCE COMMITTEE TERMS OF REFERENCE

Proposed Revised terms of Reference reflecting the changes to the Grants Policy had been circulated with the agenda. It was **RESOLVED** to adopt the revised document.

Note: Prior to the next agenda item, the Town Clerk advised that on reflection and having sent the agenda out the part of the confidential item relating to funding arrangements for the refurbishment of the Longforth Road Toilet Block should be considered in the public meeting.

396. FUNDING ARRANGEMENTS FOR THE REFURBISHMENT OF THE LONGFORTH ROAD TOILET BLOCK.

The Clerk circulated an extract from the confidential report that had been circulated with the agenda relating to the Longforth Road toilet block.

It was **RESOLVED** to agree in principle to taking out a Public Works Loan Board loan to fund the refurbishment or rebuilding of the Longforth Road Toilets and that the Town Clerk

- continues to work with Healthmatic to finalise plans for the refurbishment of the Longforth Road toilet block and
- begins discussions with the Somerset Association of Local Councils (SALC) in relation to the process of applying for the loan/s,

with a view to bringing a final proposal for consideration to a meeting of the Policy and Resources Committee in January and then to the February meeting of the Council for a formal resolution. It was noted that with the Town Council elections taking place in May the timescale for decision making would need to change to enable the decision to be made before the pre-election period.

WELLINGTON TOWN COUNCIL MINUTES 6 DECEMBER 2021

397 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

RESOLVED to exclude members of the press and public for agenda item 16 in accordance with Public Bodies (Admission to Meetings) Act 1960 as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.



REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE COUNCIL 10 JANUARY 2022

Given the short amount of working time between the December and January Council meetings there has not been a great deal of progress made on some activities

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.

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 and all our documents have now been moved to the cloud-based OneDrive making them more easily accessible online for staff and councillors. This is an important step to moving towards reducing the amount of paper and photocopying that we do. The next step will be to ensure that councillors have access to our OneDrive and that is currently being planned. 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 have continued to be open between 9.00 – 14.00 and the phone system until 17.00.

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. More formal contract arrangements are being drawn up to manage the current arrangements given recent concerns.

5. Community Warden Service

The Community Warden Service continues to operate over 21 hours per week. Contact has been made with ID Verde and SWT re increasing the amount of street cleaning capacity and a meeting is being arranged in January to discuss this.

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. Christmas Events

The Walkabout Events that took place on the 4, 11 and 18 December went well and were very well received by the community with many positive comments on social media and in the press

8 Wellington Station Project

Sarah Povall was due to be attending this meeting to provide an update. However in light of increasing COVID infection rates I felt that it was best to limit the agenda and the number of visiting speakers for this meeting. I asked Sarah to provide an update for the meeting and the key points are:

- Following the announcement of £5million funding for the project in the autumn budget statement in October of this year, the Steering Group has been working closely with Network Rail and the Department for Transport (DfT) to finalise next steps in relation to the new stations at Wellington and Cullompton.
- The funding announced will enable the project to advance significantly through the next stage of project development and design, following the submission of the Strategic Outline Business Case early last year. The £5m will be administered by Network Rail as part of the Restoring Your Railway, Rail Network Enhancements budget.
- The promoters, Somerset West and Taunton Council (SWT) and Mid Devon District Council (MDDC) have provisionally agreed with DfT that Network Rail will lead on the project from this point onwards, with support from their alliance partner Great Western Railway. It is felt that this will bring significant benefits to the project and Network Rail are currently finalising its procurement activity for the next phase, which will be communicated in the new year. The promoters are working with DfT and Network Rail to finalise the remit for the next stages; agree roles and responsibilities; and governance arrangements going forward.
- Network Rail has committed to working collaboratively with the promoters to ensure wider land-use, access, master planning and community issues can be looked at holistically. The Steering Group proposes to draft a new set of governance arrangements to reflect this and the change in project lead and this will be presented to the next Project Board for review and approval.

The target opening date for the station remains as May 2025.

9 Monthly Bank Reconciliation

Attached as appendix A.

10. Council Chamber

We are still waiting for details of when SWT will be planning to unseal the windows in the Chamber. 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.

11. Local Council Elections and Local Government Review (LGR)

It has now been confirmed that elections for town and parish councils will take place in May alongside election to the new unitary Council for Somerset. Assuming the elections take place on 5 May (the first Thursday in May) the pre-election period will commence on the 21 March 2021.

At the February meeting of the Council we will be joined by Sara Skirton, co-lead of the Community, Customer & Partnerships LGR Project workstream and Scott Weetch, SWT to discuss Local Community Networks and how one might work in Wellington.

12. Installation of Water Bottle Refill Point Outside Sorting Office

This was due to take place in November but didn't because of technical difficulties. I have now been advised that the installation will take place commencing 21 February 2022.

12. Certificate in Local Council Administration (CiLCA)

I am pleased to report that I have successfully completed the CiLCA.

14. Meetings/Events in January

12 January – Town Centre Committee – 18.00 United Reform Church Hall

18 January – Wellington to Taunton Cycle Route Meeting - 16.00 Cllr Lloyd and Town Clerk

20 January – Policy and Resources Committee - 18.30 United Reform Church Hall

25 January – Environment and Open Spaces Committee 18.30 venue tbc

Dave Farrow

Town Clerk

4 January 2022

Wellington Town Council

Prepared by: A Kendall - Deputy RFODate: 04/01/2022*Name and Role (Clerk/RFO etc)*

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 04/01/2022		
	Cash in Hand 01/04/2021		605,816.42
	ADD Receipts 01/04/2021 - 04/01/2022		589,201.78
			1,195,018.20
	SUBTRACT Payments 01/04/2021 - 04/01/2022		252,006.16
A	Cash in Hand 04/01/2022 (per Cash Book)		943,012.04
	Cash in hand per Bank Statements		
	Petty Cash 04/01/2022	22.09	
	Lloyds Treasurers PC 87331468 04/01/2021	169.25	
	Lloyds Treasury Deposit 04/01/2021	0.00	
	Lloyds Deposit Account 07788306 04/01/2021	256,522.59	
	Lloyds Current Account 2195145 04/01/2021	695,153.94	
			951,867.87
	Less unrepresented payments		8,855.83
			943,012.04
	Plus unrepresented receipts		
B	Adjusted Bank Balance		943,012.04
	A = B Checks out OK		

WELLINGTON TOWN COUNCIL WORK PLAN 2021/22

Strategic Activities

Aim	Objective	Actions	Lead Officer	Current Status	Action Proposed/Progress Since Last Review	Budget (where identified)
S1 Committee: Policy and Resources						
S1.1 To develop a Town Council Vision/Plan	To provide structure to planning and reporting activities and to guide the work and priorities of the Town Council	To develop a draft Action Plan that gathers all current projects/priorities in one place To develop an overarching vision statement for the Council. To review previous plans/priorities to determine what is relevant To carry out consultation with the public about future priorities.	DF		Town Clerk tasked with providing initial draft for consideration by Policy and Resources Committee at January meeting	
S1.2 To prepare for implementation of LGR	To begin to prepare for the new unitary authority - determine what activities/resources/assets should be transferred to the Town Council – linked to 1 above	Review SWT and SCC assets in Wellington from the respective asset registers and carry out initial assessment of likelihood/desirability of transfer. Review assets against priorities to assess how WTC might add value. Begin discussion with SWT and SCC re principles of transfer	DF		16/9 List of SCC/SWT assets extracted from respective Asset Registers on website - initial comments shared with P and R Committee via email	£2,500
S1.3 To develop an Engagement Strategy including PR/Comms/Social Media	To improve and formalise the Council's engagement process with the community to inform policy/decision making	Review current approaches to engagement Establish social media presence beyond Facebook i.e. Instagram/Twitter Increase use of regular press releases to promote work/decisions of the Council Establish online library of press cuttings relating to Council work	DF		Instagram and Twitter accounts now in place and being used Town Clerk to develop proposals for wider engagement strategy for consideration for January P and R Committee	
S1.4 To review the Council's Scheme of Delegation	To ensure that it supports efficient implementation of Council decisions.	Review spending limits for Clerk/Committees to determine if further streamlining of decisions is possible/desirable Draft recommendations for change for consideration by Committee	AK/DF		Deputy RFO/Town Clerk to develop proposals for consideration for January P and R Committee	
S 1.5 To review Council Policies and Procedures	To ensure that all necessary policies and procedures and terms of reference are in place, up to date and reviewed in accordance with statutory/policy requirements	Review policies/terms of references (TOR) /procedures against statutory requirements to see if any gaps - where gaps exist draft new ones for consideration and approval Review existing policies/TOR to establish review dates and where necessary carry out reviews	All		16/9 List of policies/procedures produced with review dates - plan developed with timeframe for updating and presenting to Council via appropriate Committee	
S2 Committee: EOS						

Key



S2.1 To develop and begin to deliver a strategy for the Town to seek to become carbon neutral by 2030	Develop Environmental Strategy for the Town detailing how the Town Council will seek to reduce its carbon footprint and also setting out how the Council will work with residents and businesses to address carbon neutrality in the town	Gather data to support establishing base line for assessment of impact of actions Explore examples of best practice to see what can be drawn down to inform the Councils strategy Liaise with SWT and SCC Climate change teams to determine what support is available, review their action plans and how they apply to Wellington Review budget for 2022/23 to increase it to enable work to be done to develop strategy and to fund initiatives. Plan public consultation to inform priorities	DF		16/9 - Policy agreed at September Council meeting - EOS to meet to plan development of strategy 25/11 update - Councilors and Clerk met with SWT Climate Change Team to discuss support available and to review SWT action plan in relation to Wellington EOS Chair and Clerk met with TTW reps to discuss their support for developing the strategy EOS meeting 14 December to discuss further	£40,000
S3 Committee: Finance						
S3.1 To develop a plan for how CIL income over the next 4 years can support the delivery of the Councils priorities	To ensure that the Council has a clear plan for the use of CIL funds	Identify CIL income for next 4 years. Look at Council priorities over that time and consider how CIL could be used to support their delivery Provide proposal for consideration by Committee/council	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 To review and realign budget structures	To review budget structures in context of implementation of new online accounting system	Line by line review of budget required to ensure proper structure in place Submit proposals for Council approval	AK/DF		Completed	

Operational Activities

Aim	Objective		Lead Officer/Councillor	Actions (reference other plans if available)	Action Proposed/Progress Since Last Review	
Committee: Town Centre						
TC 1. To utilise the SWT Return to High Street/Welcome Back Fund Project, SCC Town Funding project and Emergency High Street Fund to secure improvements to the Town Centre.	See separate Action Plans developed through the Town Centre Committee	See separate Action Plans	NK		See reports to the Town Centre Committee	
TC 3. To deliver a Town centre Shared Workspace	To have a space in town that can be utilised by people wishing to have access to office type facilities but working from home or are mobile workers.	Establish if demand Identify suitable premises Determine what funding would be required to deliver the working space Determine what funding might be available to support the development.	DF/ NK		16/9 Kings Arms identified as potential site in partnership with Falcon Housing. Further discussion to be held	
TC 4. To make arrangements for the Christmas Fair/Lights Switch On on the 27 November 2021	To deliver an event on the 27 November 2021	See separate work plan	AK		Completed although adverse weather meant that the event had to be cancelled.	
TC 5 To plan arrangements for the Queens Platinum Jubilee Celebrations in June 2022	To coordinate events in the town for the celebration of the Queen's Platinum Jubilee	Establish working group to support the delivery identify activities that maybe taking place around the town Establish budget line in 2022/23 budget Develop project Plan to deliver the events			25/11 Update - initial discussion held at November Town Centre Committee meeting - agreed Events Working Group would develop plan and report back to Committee at each meeting. 17/12 - Working Group meeting being set up for January	£25,000

Committee: P and R						
PR1 To refurbish the Longforth Toilet Block	To refurbish the toilet block to deliver 3 cubicles and a Changing Place Facility	Commission design of new layout Estimate costs of refurb and demolish/rebuild Establish budget line for work in 2022/23 budget When design approved go out to tender for work.	DF/NK		16/9 Plans received from Healthmatic. Further discussion required 25/11 update - Healthmatic provided further drawings and estimate of cost - drawings need further refinement before going out to tender. Decision re funding of work needs to be taken in context of budget for 2022/23	£10,000
PR2. To re organise existing office space in 28-30 Fore Street	Following the acquisition of the Housing Office re organise office space and acquire good quality office equipment	Agree with SWT what equipment/furniture will be left Agree date WTC can move in Review lease arrangements ensuring that gas/electricity costs are properly apportioned	All			
PR3. To explore the option of taking over all office space in 28-30 Fore Street to accommodate additional staffing requirements arising from LGO	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.	Commission valuation of property and condition survey Commence discussion in relation to potential asset transfer under LGR	NK/DF		Review quotes for condition survey/remodelling. Consider case for Asset transfer rather than purchase	
PR4. To begin work to deliver the Cades Farm Community Hall in line with the Cades Farm S106 Agreement	To establish and work with a residents' management group to run the process of delivering a Community Hall on Cades Farm	Establish residents management group Commission support from Community Council for Somerset Carry out survey re potential use to inform design Establish budgetline to support work in 2021/22 budget to carry through to 2022/23. Develop project plan for delivery	DF		CCS provided draft consultation proposal - final version being worked on	£7,000
PR5. To update the Council's ICT/Phone Systems	To upgrade IT and phone systems to modernise them and make them fit for purpose in preparation for LGO	Get quotes for installing new webbased phone system Seek approval from Council to purchase Install new Broadband line Install phone system Purchase double screens for all staff and upgrade Microsoft Office package to 365 Move file storage to OneDrive	AK/DF		16/9 Phone system installed and staff working on Office 365. Ongoing work needed re transfer of archived emails etc and moving councillors to 365 and Wellington Town Council emails	
PR6. To work with the Post Office Ltd to re-open a Post Office in Wellington Town Centre	To re-establish a post office in Wellington	Identify potential sites for PO Liaise with PO Ltd re options for delivery	DF		Continue to look for potential location - Community Office? Link with shared working space project?	
PR7. To develop a Citizenship Award	To recognise significant contributions to the life of the Town	Draw best practice examples together and develop proposal for Council approval to implement Summer 2022	DF		Town Clerk to develop proposal	
PR8. To re-establish the Civic Award and develop the concept of a Children's Parliament	For all primary schools in the town to be engaged with the Civic Award and a Children's Parliament competition	Promote Civic Award to schools Develop proposal for Children's Parliament Competition for agreement by Council Promote Children's Parliament with schools - to be held June 2022	AK/DF		16/9 launch for Beech Grove set for 30 September - Mayor and Town Clerk Children's Parliament concept agreed by council. Wellington School will host and provide refreshments. Planning will start after Christmas	

PR11. To make recommendations to SWT re 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.	To support sports clubs in the town and Court Fields School to enable them to deliver on significant sporting infrastructure developments	Review S106 Expressions of interest and submit recommendations to SWT	DF		16/9 September Council meeting agreed to support allocation of £250k to support relocation of football club or failing that provision of playing pitches at Longforth Farm. Awaiting EOI form from rugby club and cricket club. Initial discussions held re installation of 3G pitch potentially at Court Fields. 25/11 Update - Council agreed in October to support applications from rugby club, cricket club and Court Fields for a 3G pitch - now with SWT for consideration	
PR12. To support the delivery of the new 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 to ensure that the needs of the town are understood and met	To maintain links with the project through Councilor representation on the Metro Group and Clerk contact with Project Officer To liaise with the developer re the Longforth Masterplan To ensure WTC input to the Masterplan and ensure that appropriate cycle/footpath links from the town to the station are considered	DF		16/9 Awaiting details of Longforth Master Plan from SWT - intention is to invite developer to November Council meeting or separate briefing around that time to discuss. 25/11 update - Sarah Povall will be attending January meeting of Council to update on project	£15,000
PR13. To instate a 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	Agree wording for plaque Commission plaque and installation Plan event	DF		COMPLETED	
PR14 To plan and deliver Remembrance Day/Remembrance Sunday Events and Armed Forces Day	To plan and deliver events.	See separate project plan for Remembrance events Liaise with RBL/40 Commando/Wellington Cadets/Wellington School re Armed Forces Day event for 2022			Remembrance events completed - planning for next years Armed Forces Day will commence in the new year	
Committee: EOS						
EOS1.To work with partners to deliver The Green Corridor project	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	Work with partners to establish alternative funding for purchase of land if bid unsuccessful Be part of the Green Corridor Working Group Work with Community farm to support the delivery of the project Review position in relation to Crown Estate Land in light of Green Corridor work	DF		16/9 Await outcome of Levelling Up Bid. Also see confidential minute of September Council meeting. 25/11 update - Levelling Up bid unsuccessful - discussions ongoing about alternative funding models	
EOS2. To effect the transfer of the Dormouse Wood land to WTC	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	Confirm WTC position that it wishes to accept the land transfer Continue to liaise with CG Fry to effect transfer Liaise with TTW re management arrangements post transfer	DF		20/9 Advised by CG Fry that transfer delayed as need to consider how land could be used as phosphate mitigation. No issue with principle of transfer just timing	

EOS4. To deliver sustainable transport improvements in the town through the development of a Local Cycling and Walking Infrastructure Plan (LCWIP)	To look to improve cycle and walking routes through the town and link in with the proposed Wellington – Taunton Cycle Route	To work with SCC/SWT and others to deliver a LCWIP	DF		17/12 - Council considering being part of Phase 2 LCWIP programme at January 2022 meeting	
EOS5. To redesign and rebuild the Tonedale Play Area	To have a modern, accessible play area	Draft design for new play area equipment Seek views of local residents Go out to tender for delivery	AK/DF		Initial plan received considered by EOS Committee at October meeting - proposal to get further plans	CIL
Committee: Finance						
F1. To address actions identified through the findings of the Internal Audit	To have finance and risk management systems that are fit for purpose	Actions as set out in Audit Report	AK/DF		16/9 Actions reported back to September Finance Committee and Council. Note re review of councillors allowances	
F2. To review Asset Register and begin to utilise Parish Online	To have an up to date and accurate digital record of the Council's assets which can be further developed.	Review current asset register, take photographs and upload to Parishonline	AK		16/9 Asset Register utilising Parish Online approved subject to certain additions identified by Councillors at September Finance Committee and Council meetings - Completed	
F3. To 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	Identify alternative bank accounts for holding reserves for approval by Council	AK/DF		16/9 Treasury Policy approved at September Finance Committee and Council meetings. A proposal re the actual allocation of funds to be presented to the October meetings	
Committee: Allotments						
A1. To complete the transfer of the land for the Longforth Farm Allotments in accordance with the Longforth Farm S106 Agreement	To arrange for the transfer of land identified in the Longforth farm S106 for allotments and bring allotments on stream.	To confirm with developer what work will be undertaken prior to land transfer to establish a line in the 2022/23 budget for any additional work that may be required to deliver the allotments	NK		16/9 Town Clerk/Deputy Clerk and Chair of Allotments Committee meeting 29 September to review position in light of comments from Bloor Homes	

Report for the Town Council Meeting 10 January 2022

To Set the Precept for 2022/23

1. Introduction

The purpose of this paper is to recommend the precept for the Town Council for 2022/23 based on the budget agreed at the December Town Council meeting and the final tax base figures received from Somerset West and Taunton Council (SWT).

2. Recommendation

That the Precept is set at £413,677, being the shortfall between anticipated income and expenditure in the 2022/23 budget agreed at the December meeting, with the Band D cost being £76.95 pa.

3. Background

3.1 At its meeting on the 6 December 2021 the Council set its budget for the financial year 2022/23. It was resolved that any increase in Band D amounts should be capped at 15% with the shortfall to be drawn down from the Council's reserves. This resulted in a gap between income and expenditure of £413,677 to be met through the Precept.

3.2 On the day of the Council meeting, we were notified by SWT that the tax base figure to be used in calculating the per Band D household amount was 5376.16. At the time of writing the Budget Report for the December meeting we had been advised that it was 5371.10. On that basis the figures for each Council Tax band have been recalculated as follows.

Band	Number of Households	% of Total Households	Fraction of Band D Cost	PA Amount on Council Tax Demand £	Weekly Increase on Previous Year £
A	1,130	14.8	6/9 (66.67%)	51.30	0.13
B	2,808	36.7	7/9 (77.78%)	59.85	0.15
C	1,691	22.1	8/9 (88.89%)	68.40	0.17
D	938	12.3	9/9 (100%)	76.95	0.19
E	875	11.4	11/9 (122.22%)	94.05	0.23
F	164	2.1	13/9 (144.44%)	111.14	0.27
G	35	0.5	15/9 (166.67%)	128.25	0.32
H	8	0.1	18/9 (200%)	153.90	0.38
Total	7649	100			

Dave Farrow
Town Clerk

Alice Kendall
Deputy Responsible Financial Officer

Report for Town Council Meeting 10 January 2022

Proposal to offer The Freedom of Wellington to The Rifles

1. Introduction

1.1 The purpose of this paper is for the Town Council to consider a suggestion raised by local military historian Chris Penney to grant the ceremonial civic honour of The Freedom of Wellington to the British Army regiment The Rifles.

2. Recommendations

2.1 That the Town Council resolves to grant The Freedom of Wellington to The Rifles on a future date and time to be agreed.

2.2 That the Town Council resolves to form a working party to liaise with representatives of The Rifles on the detail of how and when the honour can be bestowed.

2.3 That the working party shall report to the Policy and Resources Committee when such details have been finalised, for the plans to be considered before being put to the Town Council for determination.

2.4 That the Town Council delegates the composition of the working party to the Town Clerk.

2.5 That the financial implications of the working party's approved proposals be met from the Promotion of Wellington budget

3. Background

3.1 This initiative was first brought forward in 2019 before the Covid-19 pandemic struck and the country went into lockdown in 2020, when local military historian and National Trust volunteer Chris Penney approached a number of local councillors.

3.2 The initial thought was that the honour might be timed to coincide with the reopening of Wellington Monument which at that time was still undergoing its restoration by the National Trust.

3.3 However, the pandemic saw much of life as we knew it put on hold, including some of the workings of local government, and we became used instead to holding meetings remotely and avoiding meeting with anybody outside of our 'bubble' and the initiative was therefore paused.

3.4 With the easing of Covid restrictions as 2021 progressed, thoughts turned again to the Freedom suggestion and informal conversations started with The Rifles to ascertain how receptive they would be to such an honour.

3.5 Cllr Pringle-Kosikowsky using his work links with the County Records Office and Museum of Somerset has drawn a regimental 'family tree' showing the formation and

locality of the regiments making up The Rifles and those which fought in the Duke of Wellington's campaigns.

3.6 Cllrs Lloyd and Thorne met recently in Taunton with the county secretary of The Rifles, Lt Col (Retd) Mike Motum, to learn more about the regiment's direct links with the town and were informed the regiment would consider it an honour to be awarded the town's Freedom although the logistics would require possibly several months of planning.

3.7 To date, the Town Council has awarded one Freedom of the Town, which was to Richard Fox in 2011 in recognition of his life-long voluntary work for the community.

4. Why The Rifles

4.1 Wellington Monument, of course, was erected to commemorate the Duke of Wellington's victory over Napoleon at the Battle of Waterloo on 18th June 1815.

4.2 The Rifles, which is the British Army's largest infantry regiment, is a consolidation of many historical regiments dating as far back as the Monmouth Rebellion of 1685.

4.3 Our county regiment the Somerset (Prince Alberts) Light Infantry 13th Foot was formed in the aftermath of Monmouth's defeat at the Battle of Sedgemoor.

4.4 The 13th Foot later became the Somerset and Cornwall Light Infantry, and then The Light Infantry, before the creation of The Rifles in 2007.

4.5 Several of the regiments making up today's The Rifles fought under the Duke of Wellington during what were known as The Peninsula Wars and at Waterloo itself.

4.6 They were also part of Wellington's army supporting his fortified Torres Vedras defensive line outside Lisbon - the town of Wellington is, of course, twinned with Torres Vedras.

4.7 A great many of those who fell in the First and Second World Wars and whose names are commemorated on the War Memorial in Wellington Park served in the Somerset Light Infantry.

4.8 Wellington Platoon, Jellalabad Company, Somerset Army Cadets, which is headquartered in Mantle Street, is a detachment of The Rifles.

5. The Freedom

5.1 Granting the Freedom of the Town is an honorary award to affirm the service and sacrifice given to the community by the regiment and its forebears.

5.2 It seals a bond between local residents and the regiment forged by those who served, many of whom lost their lives in the line of their duty or suffered great injury.

5.3 The status allows in perpetuity the freedom to parade through the town with colours flying, bands playing, and bayonets fixed.

Dave Farrow
Town Clerk