

MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL Held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Monday 5th September 2022 at 6.00pm

PRESENT: Councillors M Lithgow (Chair), M Barr, S Booker, A Govier, K Canham, C Govier, M McGuffie, W Battishill, J Thorne.

David Farrow (Town Clerk)
Annette Kirk (Deputy Clerk)
Rebecca Hunt (Admin Assistant)

Darren Roberts – Senior Planning Officer - Somerset West & Taunton District Council

One member of the press and one member of the public were in attendance.

214. APOLOGIES

Apologies were received and accepted from Councillors K Wheatley, J Lloyd, N Powell-Brace, C Booth and Z Barr.

215. DECLARATIONS OF INTEREST

Councillor Thorne declared a personal interest with Agenda Item 5c case ref: 43/22/0076 – he had been lobbied. Councillor Thorne confirmed he could not comment before the Planning Meeting on 5th September 2022.

Councillor McGuffie declared an interest with Agenda Item 5b case ref: 43/22/0092– He had received correspondence and had been lobbied. Councillors McGuffie did not reply and confirmed the application would be discussed at the Planning Meeting on 5th September 2022.

Councillor Govier declared an interest with Agenda Item 5b case ref: 43/22/0092– He had received correspondence but had not replied.

Councillor Lithgow declared an interest with Agenda Item 5b case ref: 43/22/0092– He had received correspondence but had not replied.

It was noted that in relation to item 5b case ref: 43/22/0092 whilst he was not a voting member of the Committee the Town Clerk was a member of Wellington Rugby Club.

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, 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.

216. PUBLIC PARTICIPATION

No participation was requested.

217. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

a) Case Ref: 43/22/0051

Proposal: Erection of a two-storey extension to the rear of 86 Mills Drive, Wellington

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

b) Case Ref: 43/22/0047/A

Proposal: Display of 1 No. internally illuminated flagpole, 2 No. internally illuminated fascia signs, 3 No. externally illuminated large wall mounted billboards, 2 No. externally illuminated small wall mounted, 1 No. non-illuminated trolley bay sign and 1 No. internally illuminated freestanding poster display unit on land immediately to the northwest of the Nynehead Road/Taunton Road/Torres Vedras Roundabout, Wellington – see comments made by Wellington Town Council 7th June 2022 planning minutes.

RESOLVED to Refuse 1no. internally illuminated flagpole on the following grounds:

- Policy D2: Approach routes to Taunton and Wellington Development which would harm the visual qualities of routes into and out of Taunton and Wellington will not be permitted.
- Policy D3: Outdoor advertisements and signs Proposals for adverts and signs will be permitted unless: A. Their siting, design, appearance, proportion and materials minimise disharmony with or detracts from their surroundings, including the design, character, architectural features, fabric and finishes of any supporting building or structure. Any signage, including projecting signage, should be below first floor window level only and any internal illumination should emphasise lettering and logos rather than the background itself; B. They intrude upon or harm views to and from the countryside, conservation areas, listed buildings, scheduled monuments or landmarks; C. They are unduly prominent or create visual clutter when viewed with any existing signs; D. They present a hazard to public safety

RESOLVED to Approve the application for 2 No. internally illuminated fascia signs, 3 No. externally illuminated large wall mounted billboards, 2 No. externally illuminated small wall mounted, 1 No. non-illuminated trolley bay sign and 1 No. internally illuminated freestanding poster display unit on land as recommended by the Planning Officer's Report

c) Case Ref: 43/22/0042

Proposal: Erection of a two-storey extension to the rear and home office outbuilding at 4 Victoria Street, Wellington

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

d) Case Ref: 43/22/0071

Proposal: Erection of single storey extensions to the sides of 6 Pyles Thorne Road, Wellington

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

e) Case Ref: 43/22/0068

Proposal: Erection of an infill section to the rear single storey extension with alterations including the removal of the vaulted ceiling and construction of a flat roof with a roof lantern at 34 Bovet Street, Wellington

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

218. 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: 43/22/0086/T

Proposal: Application to carry out management works to one Holm Oak tree included in Taunton Deane Borough (Wellington No.3) Tree Preservation Order 1998 at Drakes Place, High Street, Wellington (TD762)

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

b) Case Ref: 43/22/0092

Proposal: Alterations to land drainage works with tree removals and associated planting at Wellington RFC Athletic Ground, Corams Lane, Wellington

RECOMMENDED that this application be approved in principle. The Town council raised a number of concerns, as the plans on the planning portal did not show enough clarity. Further assurances are required from the applicant on how they plan to mitigate the effects on the local wildlife during construction and that there would be no impact on the Nature Reserve and Basins Land. The Town Council also considered that felling twelve trees was excessive, and more clarity was needed to explain why this was necessary. The rugby club should also be asked to withdraw the statement in the papers submitted stating that the Town Council supported the detailed application.

c) **Case Ref: 43/22/0076**

Proposal: Recladding of workshop unit and installation of windows at Dale House,
Station Road, Wellington

RECOMMENDED that this application be approved.

219. SOMERSET WEST & TAUNTON DISTRICT COUNCIL - 2022 PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number	Proposal	Address	WTC Recommendation	SWT (Somerset West and Taunton) Decision
43/21 /00122	Change of use of land and buildings from agricultural to business use (Class E(g)(iii) light industrial and B8 storage and distribution) with associated access, parking and turning	Chelston House Farm, Taunton Road, Wellington	Approval	Approved
43/22/0069/T	Application to fell one ash tree included in Taunton Deane Borough (Wellington No.5) Tree Preservation Order 1987	1 Hoyles Close, Wellington (TD400)	Approval	Approved
43/22/0033	Erection of a two-storey extension to the rear and side (to include a self-contained annexe) and erection of a single storey extension to the front	61 Oaken Ground, Rockwell Green, Wellington		WITHDRAWN
43/22/0044	Erection of a first-floor extension to the side	26 Alexandra Road, Wellington	Refusal	Refused
43/22/0045	Erection of a two-storey extension to the side and erection of a single storey extension to the rear	3 Corner Close, Wellington	Approval	Approved
43/22/0053/A	Display of 1 No. externally illuminated fascia sign and 8 No. non-illuminated fascia signs	Westpark 26, Chelston	Approval	Approved
43/22/0072/T	Application to carry out management works to one Oak tree included in Taunton	10 Elms Road,	Approval	Approved

	Deane Borough (Wellington No.3) Tree Preservation Order 1993 overhanging	Wellington (TD588)		
43/22/0002	Reserved matters application for approval of access, appearance, landscaping, layout, and scale for a development of 56 industrial/commercial units with associated access and landscaping	land at Westpark, Chelston	Approval	Approved
43/22/0022	Erection of an outbuilding to be used as ancillary accommodation	55 Oaken Ground, Rockwell Green, Wellington (retention of part works already undertaken)		Approved
43/22/0065/OB	Erection of 3 No. Advertisements	Lillebonne Way roundabout, Wellington		Decision of No observations were made by 23 rd August 2022

The meeting ended at 6.55pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 5 SEPTEMBER 2022

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 5 SEPTEMBER 2022 AT 7.00PM

PRESENT: Councillor M Lithgow (Mayor)

Councillors M Barr, Z Barr, W Battishill, K Canham, A Govier, C. Govier, J Lloyd, M McGuffie, J Thorne, K Wheatley

David Farrow (Town Clerk), Annette Kirk (Deputy Clerk) and Rebecca Hunt (Administrative Assistant)

One member of the press was in attendance.

220. TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

221. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN

Apologies were received and accepted from Councillors S Booker, C Booth, R Henley and N Powell-Brace

222. DECLARATIONS OF INTEREST

None in addition to the standing interests detailed at the end of these minutes.

223. MINUTES

RESOLVED to approve the minutes of the Town Council Meeting and Planning Meetings held on the 8 August 2022.

Councillor Wheatley joined the meeting at 7.05pm.

224. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public in attendance.

225. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

Sergeant Dan Bishop presented his report to the Council which had been circulated in advance of the meeting. Councillors expressed their thanks to Sergeant Bishop and his team for all the work they do around the town.

Councillor M Barr asked for clarification about the numbers of officers based in Wellington and was concerned that with the town growing police numbers had decreased. Sergeant Bishop explained that he had a team of eight officers, three police constables and four Police Community Support Officers plus himself this was supplemented by teams from Taunton which could be increased if demand required it.

In response to a question from Councillor Thorne Sergeant Bishop explained that whilst they would like to respond immediately to every call, they had to prioritise based on the information provided and the seriousness of the issue being reported.

226. TO RECEIVE A REPORT FROM THE MAYOR

It was noted that due to holidays and the Mayor being unwell he had had no official engagements in August.

227. UNITARY COUNCIL UPDATE

Councillor M Barr reported that a new Lord Lieutenant for Somerset had been appointed. Councillor Govier said that there had been no meetings during August so there was nothing new to report. The Town Clerk said that he understood that a consultation on the structure of Local Community Networks should have been published today but at the time of the meeting he had not seen anything. He would let councillors know when it was published.

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

The Clerks report had been circulated with the agenda and was noted. The Town Clerk reported that the Somerset Bus Campaign event in the town on the 9 September would now be starting at 9.30am and not 10.00am to allow those councillors attending the Cost of Living Crisis Summit at 10.00am to join it

Councillor Battishill left the meeting at 7.34pm

229. FINANCE COMMITTEE

The Minutes of the meeting held on the 8 August 2022 were circulated with the agenda and were noted.

230. POLICY AND RESOURCES COMMITTEE

The minutes of the meeting held on the 8 August were circulated with the agenda and were noted. The Town Council **RESOLVED**

- (a) To adopt the new Town Council Media Communications Policy as amended by the Committee
- (b) To adopt the revised Town Council Publication Scheme
- (c) To adopt the revised Town Council Privacy Notice
- (d) That the refurbishment of the Longforth Road Toilet block should proceed without a Changing Places facility included in the specification, given that The Iron Duke had confirmed that its Changing Places Facilities were available to the general public without having to buy food/drink from the pub, and that the Clerk should revisit the options for the block and report back at the next meeting of the Policy and Resources Committee.
- (e) That the Council engages with Community Council for Somerset Smarter Communities Team to undertake a Community Review.

231. ALLOTMENTS COMMITTEE

The minutes of the meeting held on 8 August 2022 were circulated with the agenda and were noted.

232. ENVIRONMENT AND OPEN SPACES COMMITTEE

An item relating to the Somerset Bus Manifesto was considered by the Committee at its July meeting but was not included on the August Council meeting agenda in error. The Town Council **RESOLVED** to endorse the Somerset Bus Manifesto and support the Catch a Bus Week event at the beginning of September.

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

WELLINGTON TOWN COUNCIL MINUTES 5 SEPTEMBER 2022

STANDING DECLARATIONS OF INTEREST

Members of Somerset County Council: Councillor Andrew Govier Councillor Marcus Barr Councillor Ross Henley	Members of Somerset West and Taunton Council: Councillor Janet Lloyd Councillor Andrew Govier Councillor Mark Lithgow Councillor Ross Henley Councillor Marcus Barr Councillor Chris Booth Councillor Keith Wheatley
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Councillor Mark Lithgow, Mayor



REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE COUNCIL 3 October 2022

1. Introduction

This report covers October 2022.

2. Council Work Plan

This will update councillors on matters not covered elsewhere on the agenda:

- I attended a Smarter Communities Briefing in relation to carrying out the Community Review on the 7 September 2022.
- The Wellington Cost of Living Summit took place on the 9 September and was attended by nine agencies and nine town councillors. There were useful discussions and lots of information provided about what support is available to the community.
- The Town Council Informal Workshop took place on the 10 September and I am grateful to the seven councillors who attended and the Deputy Responsible Financial Officer for her support on the morning.
- The death of Her Majesty Queen Elizabeth II and the subsequent period of Mourning and Funeral saw the Town Council instigate the Protocol governing such events. The reading of the Proclamation of Accession outside St John's Church on Sunday 11 September was well attended as was the one minute silence on the eve of the funeral. The Book of Condolence that was placed in St Johns Church and also had pages circulated to residential homes in the area, has had over 300 entries and will be held in our archive. A letter has been sent to Buckingham Palace informing them of this. We will review the application of the Protocol at a suitable time as events took place that weren't part of the Protocol and other elements weren't enacted.

3. Social Media

Our Social Media insights show that our engagement has gone down over the last 28 days relative to the previous month. We are still putting out posts regularly and have seen a lot of interest in our posts in relation to the late Queen Elizabeth II. We will continue to share our work via Facebook and Instagram as well as promote local events.

4. Monthly Bank Reconciliation

Attached as Appendix.

5. Meetings/Events in October

Date	Time	Event	Location	Who Involved
4 October	All day	Local Government Reorganisation Conference	Westlands, Yeovil	Town Clerk and any other councillor who wishes to attend
6 October	16:00	Wellington to Taunton Cycle Route Project Team	Zoom	Councillors Lloyd and Wheatley and Town Clerk

6 October	18:00	Court Fields £G Pitch Consultation Event	Court Fields School	All invited
8 October	18:00	Chard Carnival	Chard	Mayor
9 October	15:00	Evensong - Lord Lieutenant of Somerset	Wells Cathedral	Mayor
12 October	10.30	Clerks Briefing on Local Government Reorganisation	Virtual	Town Clerk
12 October	19:30	Green Corridor Advisory Group	Chamber	Town Clerk and nominated councillors
17 October	15:00	Finance, Policy and Resources and Allotments Committee meetings	URC Hall	All members of those committees
19 October	17:30	Remembrance Events Working Group	Virtual	Town Clerk
20 October	19.30 tbc	Workshop for Development of Local Plan run by SWT	tbc	All invited
26 October	10.30	Clerks Briefing on Local Government Reorganisation	Virtual	Town Clerk
26 October	14:00	Community One Team Meeting	tbc	Nominated Councillors

6. Holidays

Please note that the following staff have leave this month:

Administrative Assistant – 3 – 4 October
Deputy Responsible Financial Officer – 5 – 11 October
Town Clerk 24 – 28 October

Dave Farrow
Town Clerk
27 September 2022

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT WELLINGTON COMMUNITY CENTRE, WHITE HART LANE, TA21 8HN ON MONDAY 26 SEPTEMBER 2022 AT 3.00 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, M McGuffie, N Powell-Brace and J Thorne
IN ATTENDANCE: David Farrow (Town Clerk), Alice Kendall (Deputy RFO)
1 member of the press

233 APOLOGIES

Apologies were received and accepted from Councillors Z Barr, S Booker, A Govier and J Lloyd.

234 DECLARATIONS OF INTEREST

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a personal friend of the company owner.

235 PUBLIC PARTICIPATION

No members of the public were present.

236 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 8 August 2022.

237 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 20 SEPTEMBER 2022

RESOLVED to note and approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 3 AUGUST – 20 SEPTEMBER 2022

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 3 AUGUST – 20 SEPTEMBER 2022

RESOLVED to note and approve the income received as presented.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2022-23 YEAR AS AT 20 SEPTEMBER 2022

RESOLVED to note and approve the budget report.

238 GRANTS

(a) Wellington Carnival Committee

RESOLVED to ratify the agreement made by e-mail to add advance road closure signs to the funding available to the Carnival Committee. A summary report of payments was circulated and noted.

(b) Summary of Grants 22/23

The schedule of grants paid to date was circulated and noted.

239 2023 – 2024 BUDGET AND PRECEPT

A paper was circulated with some preliminary calculations for the Council's general reserves and likely spend to the end of the current year. The paper also contained data and comparisons for all Precepting Parishes in England.

Discussions were held around the precept and the Council's general reserves and the report was noted. The Deputy RFO explained that much more detailed figures will be ready for presentation at the next committee meeting in October. Each Committee will be asked to submit their budget requirements for the October and November meetings so the budget can be developed over this time.

240 COST OF LIVING FUNDING REQUESTS

Following the cost of living summit held 9 September 2022, some of the agencies present came forward with requests for funding. A paper with further details was circulated with the agenda.

RESOLVED to make a contribution of £1,560 to Wellington Baptist Church for their Refuge project to be funded from the Health and Wellbeing budget. This to be reviewed in 3 months time to ensure the project is appropriately funded.

RESOLVED to pay £2,667 to Courtfields School to fund a staff member to run a school wide Breakfast Club five days a week for the remainder of the academic year. This to be funded from the Health and Wellbeing Budget.

RESOLVED to not award a payment to Taunton Citizen's Advice at this time. However, this does not exclude the review of their Service Level Agreement.

There being no further business, the meeting closed at 3.55 pm.

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Councillor Mark Lithgow
Mayor

Report for Finance Committee 26 September 2022

Wellington Cost of Living Summit

1. Introduction

- 1.1 The purpose of this paper is to set out a proposal to establish a Cost of Living Crisis Budget line to provide support to agencies and other organisations to enable them to extend their offer or create new offers to meet the needs of those in the Wellington Community experiencing difficulties over the winter arising from the increases in the cost of living.

2. Background

- 2.1 On the 9 September 2022 the Town Council invited voluntary groups, churches, schools and other agencies to join it for a summit meeting to discuss what support was available to the community in Wellington should any members of the community experience difficulties because of rising costs of essential items such as fuel and food.
- 2.2 Following the meeting, the Town Clerk wrote to all those that were invited asking them to set out what additional funds they considered they may need to meet an increased demand for support over the winter. Because of the need for a rapid turnaround they were not asked to complete a grant application form although they were advised that if a request for additional funding was successful, they would need to.
- 2.3 Three requests were received of which the Finance Committee approved two at its meeting on the 26 September.
- 2.4 In agreeing those payments it was noted that further requests may be received and that given the strategy set out below further funding may be required to establish the network of Warm Places and it was suggested that a dedicated budget line should be established for this purpose with the Finance Committee being given delegated responsibility to agree payments against it

3. Strategy

- 3.1 Following the Summit the Town Clerk met with Peter Joint, One Team Co-ordinator to discuss a strategy for promoting the support available to people.
- 3.2 We consider that the best way to do this is to use Warm Spaces as hubs for disseminating information and that the key thing is to ensure that there is Warm Space coverage across at least five days a week and across the town.
- 3.3 To that end we will be contacting those agencies that are currently running what can be seen as Warm Hubs to assess coverage and to see if they can expand their offer so that we have that coverage. That may

require financial support which can be considered at the October Finance Committee meeting.

- 3.4 If existing agencies are unable to increase provision because of lack of space, we will contact other groups in the town to see if their facilities could be used e.g. football and rugby clubs. Again cost implications can be considered at the October Finance Committee
- 3.5 We will ensure that each Space has access to information/a directory of available support as gathered at the Summit. Through the One Team we will also ask agencies providing support to make staff/volunteers available to visit the Warm Spaces to provide direct advice/support.
- 3.6 When we have the detail, we can publicise the Warm Spaces and their function through a range of approaches. We will also have a presence at the Farmers Market on the 29 October.

4. Proposal

- 4.1 That a budget line of £20,000 initially, should be established to provide support to agencies and other organisations to enable them to extend their current offer or create new offers to meet the needs of those in the Wellington Community experiencing difficulties over the winter arising from the increases in the cost of living.
- 4.2 The budget line will be created by drawing down funds from general reserves.
- 4.3 When requests are received, the Finance Committee will have delegated authority to make decisions in accordance with its Terms of Reference about whether to allocate funds from this budget. Spend will be reported to the Town Council through the minutes of the Finance Committee meetings.
- 4.4 Should additional funds be required this will be considered by the Finance Committee and a recommendation made to the Town Council.

MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT AND OPEN SPACES COMMITTEE HELD AT WELLINGTON COMMUNITY CENTRE ON MONDAY 26 SEPTEMBER 2022 AT 4.00 PM

Present: Councillor M McGuffie (Chairman)
Councillors M Barr, C Booth and M Lithgow

In attendance: David Farrow (Town Clerk), Annette Kirk (Deputy Clerk), Alice Kendall (Deputy RFO)
1 Member of the press
1 Member of the public

241 APOLOGIES

Apologies were received and accepted from Councillors C Govier and J Lloyd

242 DECLARATIONS OF INTEREST

There were none.

243 MINUTES

RESOLVED to confirm and sign the minutes of the meetings held on 19 July 2022 as a true record after adding Councillor Thorne to the list of those in attendance.

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

The member of the public did not wish to speak.

245 GREEN CORRIDOR LAND

Notes from a recent meeting of the Steering Group were circulated with the agenda and the Town Clerk gave an update. It was noted that the Group's Terms of Reference should have been presented for approval, but they will now be ratified at the October Full Council meeting instead.

246 DOG BIN PROVISION

As requested at the previous meeting, an updated map showing litter bins as well as dog bins was circulated with the agenda.

RESOLVED to give delegated authority to Officers to place an order for two additional dog bins. One to be located on the footpath near Relyon (between Brendon Road and Lillebonne Way) and another in the Parklands Road area (to service the path through to Isambard Kingdom Brunel Primary School). The exact locations to be agreed between Somerset West and Taunton and the Deputy RFO after carrying out a site visit.

It was also agreed to request that Somerset West & Taunton install a litter bin in their playing pitch at Hoyles Road.

247 LAND AT JURSTON FARM

The Town Clerk gave an update on his discussions with GC Fry and other groups. There are still matters to consider which will be reported to future meetings.

248 CARBON NEUTRAL STRATEGY

The Chairman gave a presentation on the Strategy. It was agreed that work around this could be carried out by a fixed term project manager who is experienced in this field. This is also linked to the staffing review that is currently in progress.

249 PLAY AREAS

A background paper was circulated with the agenda with details on play areas at Tonedale (Richards Close), Chestnut Drive, Corner Close and Weavers reach.

RECOMMENDED to Full Council that the Council approach Persimmon and Somerset West and Taunton to take ownership (including maintenance) of the play area at Corner Close.

RECOMMENDED to Full Council that the Councillor's Solicitors be instructed to enter negotiations with Burgess Salmon to take ownership of the play area at Weavers Reach from the Crown Estate. Fees and purchase cost to be funded from the Capital Projects reserve.

Councillor Booth and the Deputy RFO will continue with planning a meeting with Somerset West & Taunton to visit each play area in the town and carry out an assessment of their condition and report back to a future meeting. It is hoped that an early discussion can be had regarding the impact on areas currently owned and maintained by the District Council once the new Unitary Authority has come into effect.

250 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN UPDATE

Information was circulated with the agenda and the Town Clerk explained the process used to carry out an audit on the identified walking routes. Now this has been carried out, the Town Council can implement audits of other routes. The cycling audit will be carried out next.

251 NOTICE BOARDS

A report detailing options for the replacement of the notice boards at Tonedale and the Basins. Councillors asked that officers try to obtain energy figures for the production of a new board. Also to approach carpenters to gather quotes for replacement of just the cabinet of the Tonedale board.

252 BUDGET SETTING

The Committee received tables with details of the Budget lines they often spend from. It was **RECOMMENDED** to the Finance Committee that the lines for grass cutting and weed killing be removed as they have not been utilised for a number of years. The Deputy RFO reminded Councillors that they should contact the Officers as soon as possible with any details of projects they would to see in the 23-24 budget.

253 TREE PLANTING

- a. Development of Wellington Tree Policy – to discuss the development of a policy to promote tree planting in the town - Chairman
- b. To consider how to take up the offer from SWT of £100 of free trees i.e., which trees and where to plant them – Town Clerk

The Deputy RFO read an e-mail received from Beech Grove School who would like to work with the Council to plant trees available for free from provided by the Woodland Trust. It was agreed that this would be a valuable project.

The Chairman gave a presentation including a number of slides with various information during which it was agreed that the awaited strategy from Somerset West & Taunton would inform the Council's way forward.

Towards the end of the presentation, Councillor Lithgow left the room which caused the meeting to no longer be quorate, so the Chairman called the meeting to a close.

There being no further business, the meeting closed at 5.51 pm

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Councillor Michael McGuffie
Chairman

PLAY AREAS

For Environment and Open Spaces September 2022

1 Tonedale (Richards Close)

The items for the main refurbishment are still in production but I hope to receive a date for installation by the 1st week of October.

Following the complaint of noise cause by footballs etc. hitting the metal railings of the MUGA pitch (presented at the last meeting), I contacted the original installer who visited the site to carry out an inspection. They explained that sometimes the bolts can come loose overtime causing the metal panels to rattle, this can be remedied with new bolts and rubber washers. They reported that the MUGA is still in very good condition and that upon inspection the bolts appear to be tight and the panels do not rattle when pushed. Replacing the bolts involve removing (and probably breaking) each plastic cover, replacing each bolt and adding a rubber washer then re-covering with a new plastic cover. To carry this out on the MUGA, the materials required would be 216 bolts, 432 rubber washers and 432 covers. Given the condition of the unit and that this would also be a full day's labour for two people, they do not feel it is an economical project to carry out.

2 Chestnut Drive

Following agreement to assume responsibility for this area and register it with H M Land Registry, the Clerk passed this to our solicitors. To make a first registration of land, proof of maintenance etc. must be provided. As this has been carried out by SWT, the Clerk asked if it would continue with the application and then transfer it to Wellington Town Council. He was advised on 16 September that SWT would indeed continue with the transfer application but that it would not be transferring it to the Town Council on completion. There is currently a moratorium on discussions about asset transfers whilst the reorganisation to a unitary authority is underway.

3 Corner Close

Another play area with an old 'Wellington Town Council' sign but has been maintained to a basic standard by SWT. A search at the Land Registry shows that the land is still listed as owned by the original developer who now appears to be part of Persimmon Homes. Some images of the area are attached. It is in a reasonable condition overall.

The Committee should consider if they would like to recommend to Full Council that the Town Council approach Persimmon and SWT to take ownership of the area. Estimated costs based on quotes from other areas

- **Solicitors Fees £500 (quote for Chestnut Drive)¹**
- **Insurance £90pa (quote for Chestnut Drive)**
- **Inspections £250pa (current cost for Tonedale)**
- **Grass cutting £116 per cut X 10 per year (price for Tonedale)**

¹ Professional Fess reserve current balance £20k, no estimated spent to Yr end at present.

4 Burchills Hill/Weavers Reach

After receiving a query about a path next to this area, the Deputy Clerk discovered that the land still was still registered to the developer. The company folded and the land has been passed to the Crown Estate. Correspondence from their solicitor is attached. Images are also attached for information. The general condition is reasonable but some of the surfacing has started to shrink away from its edging. This looks to have happened before and has been patched. This is a common issue for wet pour surfacing with concrete edges (the new surfaces for Tonedale will be blended directly into the ground to prevent this from happening). Some repair work is required to the perimeter fence and the spring or mechanism in one of the self-closing gates is not working/broken. The equipment would benefit from being cleaned.

The Committee should consider if they would like to recommend to Full Council that this is passed to Solicitors to engage with Burgess Salmon to bring the land into Council ownership. Related initial costs

- **Solicitors Fees £500 (quote for Chestnut Drive)**
- **Initial land cost £5,000 (min. Burgess Salmon will accept)²**
- **Crown costs £3,500 (see Burgess Salmon letter)³**

Ongoing cost based on quotes from other areas

- **Insurance £90pa (quote for Chestnut Drive)**
- **Inspections £250pa (current cost for Tonedale)⁴**
- **Grass cutting £116 per cut x10 per year (price for Tonedale)**

5 General Condition of SWT Play Areas

Councillor Booth has approached District Councillor Berry (Executive Member for Parks, Leisure and Open Spaces) to arrange a day of site visits to all the play areas in Wellington to assess their overall condition. As well as Councillors Booth and Berry, this meeting will be attended by Councillor McGuffie (Chair of E&OS), an officer from SWT (likely Darren Hill) and Alice Kendall (Deputy RFO). A date is awaited, and has been chased with SWT, and a report will be brought back to a future E&OS meeting.

In preparation for this project and given the circumstances of some of the play areas mentioned above, I have gathered information from HM Land Registry on the areas in SWT's list of play areas. Some are not registered, and I will address this at the meeting.

² This can be funded from either the Capital Projects reserve (£50k balance) or the Green Corridor budget (£13k est. yr end balance) given its location next to Fox's Field.

³ Professional Fees reserve (£20k) is available for this spend or Green Corridor as above.

⁴ Cost of Inspections might vary based on number to be done. Currently provided via insurance which may not be the most cost-effective way. This can be investigated when the next insurance review is done (early 2023)











WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held at the Community Centre, White Hart Lane, Wellington TA21 8HN on Monday 26th September 2022 at 6pm

Present: Councillors J Lloyd, M Lithgow, N Powell-Brace, M Barr, C. Booth, R Coupe. S. Pringle-Kosikowsky

Dave Farrow – Town Clerk
Annette Kirk – Deputy Town Clerk
Alice Kendall – Deputy RFO

1 member of the press
2 members of the public

254 APOLOGIES

Apologies had been received from Councillors K Wheatley and C Govier.

255 DECLARATIONS OF INTEREST

No declarations of interest

256 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 19th July 2022.

257 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

The Committee agreed that Kathryn Gibbons, Local Photography could do her presentation on her Community Photography Project – The Committee would discuss and make their decision at Agenda item 10a.

258 WELLINGTON FOOTFALL COUNTERS

RESOLVED to agree the ownership of the three footfall sensors are transferred to the Town Council and to pay Proximity Future £675.00 to extend the contract date of the two cameras that expire in March 2023 to January 2024 in line with the first camera. The Committee to review the footfall sensors contract on expiry of the current contract.

259 POP UP SHOP

The Deputy RFO circulated a report prior to the meeting and gave an update explaining the new energy contract prices and how they have been affected by the Government's announcement to assist businesses with rising energy costs.

RESOLVED to continue with current process of passing on costs of electricity usage to hirers (via deposit refund) at the same rate that the Council is charged.

260 REMEMBRANCE EVENTS 2022:

- **Armistice Day – Friday 11th November 2022 at 11.00am**
- **Remembrance Sunday – 13th November 2022 at 3pm**

Project Plan was circulated prior to the meeting and noted.

The Town Clerk confirmed that arrangements were progressing on both events. Remembrance Sunday – Temporary Road Closure Application had been submitted to Somerset West and Taunton District Council. Volunteers were still required to operate the road closure.

261 RIFLES REGIMENT: FREEDOM OF THE TOWN 17TH JUNE 2023

Project Plan was circulated prior to the meeting and noted.

The Town Clerk confirmed that event would happen in the afternoon of 17th June 2023 and that the Working Group were looking at two elements of a project plan – the parade itself and also events to take place in the town around the parade

- Councillor Powell-Brace asked that Wellington Silver Band are contacted to perform at the event.
- Councillor J Lloyd came up with idea that lamp banners could be erected in memory of the Rifles who had been recognised for their service.

262 CHRISTMAS 2022

Deputy Clerk presented updates on the Christmas event.

At item 9e and 9f the Committee discussed Free Town Centre Parking on Saturday 26th November and Lamp Post Banners for the “Christmas Market and Lights Switch” on event.

RESOLVED that the Emergency High Street Fund will cover the costs for Free Town Centre Car Parking for the “Christmas Market and Lights Switch On” event on Saturday 26th November 2022.

g) Update on new lighting at South Street and Christmas Tree

The Deputy RFO gave an update. The project to install a tree at Tonedale is proceeding well and the new owners were happy in principle with the project. An agreement letter has been forwarded its return is awaited.

As delegated authority for spending was given at the last meeting, a report was circulated with a breakdown of costs for installation and lighting hire. It was noted that the overall spend to add the new Christmas tree and lighting installation at South Street should come in under the allocated £5,000 budget.

RESOLVED to accept two instalments of £250 from Joseph Welch jewellers for the installations of the initial fixings and to commit to adding the curtain to scheme for the next contract term.

263 TOWN CENTRE EMERGENCY HIGH STREET FUND

- a. Presentation by Kathryn Gibbons Local Photographer - Community Photography Project – To Highlight Local Independent Businesses. Town Council to cover the cost of shop window wrap or bus shelter wraps.

RESOLVED to support Kathryn Gibbons Local Photograph and her Community Photography Project. More detail required to identify the business, to display their own logo and QR Code. The Emergency High Street Fund to cover the cost of one window wrap.

- b. Wellington Sculpture Trail - Information report was circulated prior to the meeting. The Committee thought this was a good idea in principle offering good engagement with the public and more importantly children. The Wellington Boot being a good design to use. The lead time would be 6/7 months. With the sculptures going on display in July.

RESOLVED that Committee Members and Council Officers look at progressing the project by obtaining more information and costings.

- c. Creative Workshops For Children:

RESOLVED that the Committee would support Creative Workshops for Children and agreed to hold one activity day and to provide a Town Centre Venue. The costs to be covered by the Emergency High Street Fund.

264 BUS SHELTERS

Deputy Clerk gave an update and circulated quotations from GW Shelter Solutions and Jones Building Group.

RESOLVED to wait for the proposal from Somerset West and Taunton District Council's Senior Management Team to transfer the bus shelters to the Town Council.

265 STREET TREES:

The Deputy RFO circulated a report and gave an update. Scans had been carried out at locations identified on maps circulated to the Committee prior to the meeting. The biggest concern is that utilities are at a reasonably shallow depth and they would be going straight through the root ball zone, which should be avoided. Therefore, significant costs would need be added to reroute any of the services.

RESOLVED not to proceed with the Street Tree Project but to look at land in the town where trees could be planted.

266 BUDGET SETTING

The Committee Members to email the Deputy RFO with any planned project expenditure that will need to be accounted for in the 2023-2024 budget. Recommendations to be taken to the next two Finance Committee Meetings (October and November) where the budget will be developed. e.g. Rifles event, King's Coronation, Town Centre planting and maintenance.

267 DATE OF NEXT MEETING: Tuesday 15th November 2022 at 6pm – United
Reformed Church Hall

The meeting ended at 7.30pm

.....
Councillor Janet Lloyd
Chairman



Wellington Town Council Green Corridor Advisory Group

Draft Terms of Reference

1. Introduction

1.1 The Town Council resolved to establish a Green Corridor Advisory Group at its meeting on the 1 August 2022.

1.2 It was agreed that the role of the Advisory Group would be:

- to support and advise the Town Council, as the leaseholder of the land, on the development of the vision for the land and for the development and delivery of the Management Plan for the land,
- to have oversight of any work associated with the management of the land and
- to lead on agreed consultation and engagement activities in relation to the land.
- to make recommendations for action to the Environment and Open Spaces Committee and through that The Town Council.

2. Membership

2.1 It was agreed that alongside two Town Councillor representatives each of the following groups should have one member on the Group:

- Somerset West and Taunton Council (from 1 April 2023 Somerset County)
- Transition Town Wellington
- Wellington Community Food
- Wellington Sport federation
- The Basins Volunteer Group
- A representative, preferably a tenant, from the Allotments
- Wellington Mills CiC
- Somerset Wildlife Trust

2.2 The Town Council has the right to review the membership of the Group as and when it considers it appropriate.

2.3 Meetings of the Group will be Chaired by the Chair of the Town Council Environment and Open Spaces Committee.

3. Decision Making and Reporting Arrangements

3.1 The Working Group does not have any delegated powers to take decisions or commit Council resources to any activity.

- 3.2 The Group will report and make proposals to the Environment and Open Spaces Committee which, if agreed, will be recommended for adoption to the next meeting of the Town Council unless it is able to take delegated decisions in accordance with its Terms of Reference.

4. Frequency of Meetings

- 4.1 Initially meetings will be held monthly at the Town Council Offices and will be administered by Town Council staff. Frequency of meetings will be reviewed as and when necessary.

Dave Farrow
Town Clerk
September 2022

Report for October Meeting of Wellington Town Council

Establishment of Community Review Steering Group

1. Introduction

- 1.1 This paper sets out a proposal to establish a Community Review Steering Group following the decision taken at the Council meeting on the 5 September 2022 to undertake a Community Review with support from the Community Council for Somerset Stronger Communities Team.

2. Background

- 2.1 At its meeting on the 5 September 2022 the Town Council resolved to accept a recommendation from the Policy and Resources Committee that it should undertake a Community Review with support from the Community Council for Somerset Stronger Communities Team.

- 2.2 The support provided through the Stronger Communities Team includes:

- A named advisor who will work with us throughout the project
- Three hours of one to one support
- Dedicated training sessions on key areas as the project progresses
- Provision of templates/guidance/toolkits on each area of the project
- Review of documentation when drafted
- Advise on survey design and support in use of Survey Monkey
- Provision of marketing templates and support
- Templates for reports/action plans
- Review of Action Plan and Funding Plan based on identified priorities

- 2.3 The Stronger Communities Team recommends that a Steering Group consisting of town councillors and other community groups is set up to have oversight of the project and that the Steering Group has formal terms of reference and is a subgroup of the Town Council.

3. Proposal

- 3.1 The Model Terms of Reference provided by the Stronger Communities Team area attached to this paper as Appendix A. Matters for discussion/resolution are highlighted.
- 3.2 It is suggested that there is a core membership of the Steering Group made up of 4 councillors/any councillors who wish to participate and four/six members of community groups which can be expanded/amended as the remit of the project becomes clearer
- 3.3 Initially it is suggested that the community membership should be made up of one member of each of
- The Wellington One Team

- Court Fields School
- Primary Schools
- Local businesses (how to identify?)
- University of the 3rd Age/Churches Together
- GP surgeries

3.4 Councillors are invited to volunteer to be part of the Steering Group and also to consider whether the proposed membership is appropriate and if not to make suggestions for alternative membership.

3.5 In terms of budget to be allocated to the project the main costs associated with the project will be staff time, which we will absorb, venue hire for any consultation event and printing costs. We have a budget line of £10,000 for a Neighbourhood Plan and I would recommend that initially £1000/£500 of this is used to cover any costs arising from the project. I don't anticipate that the costs will be anywhere near that.

3.6 Administration of the meeting will be undertaken by Town Council staff.

Dave Farrow
Town Clerk
September 2022

Appendix A

COMMUNITY PLAN STEERING GROUP TERMS OF REFERENCE

The Community Plan Steering Group (“the Steering Group”) is a working group of Wellington Town Council (“the Council”).

1. Membership

Membership of the Steering Group shall constitute up to **six**/be open to any members of the Council and up to **six** members of the community who are not also members of the Council.

Membership of the Steering Group shall be agreed by the Council.

All members of the Steering Group will be required to act in accordance with the Council’s Code of Conduct.

2. Steering Group Chairperson

A chairperson will be appointed by the members of the Steering Group at its first meeting.

The chairperson may be a councillor or a community member.

The chairperson will be the main point of contact for the Steering Group and will convene and chair meetings.

Should the chairperson of the Steering Group not be a member of the Council, a lead councillor will be appointed by the Council to provide updates at Council meetings.

3. Quorum of the Steering Group

Six members of the Steering Group shall constitute a quorum of the Community Plan Steering Group of which **two** must be members of the Council and **two** must be members of the community.

If the number of members present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting.

4. Meetings

Meetings shall be held as required and copies of the notes of the meetings shall be circulated to the full Council.

Meetings of the Steering Group shall be open to the public unless a valid reason is given for excluding the public/**not be open to the public**. If in attendance members of the public may speak at the discretion of the chairperson of the Steering Group.

5. Decision making

The Steering Group is a working group of the Council. It cannot make decisions or speak on behalf of the Council. Any recommendations made by the Steering Group

will be subject to approval by the Council or, under delegated authority, by the clerk to the Council.

The project shall have a budget of [tbc], to be exercised through delegation to the clerk and reported to the Policy and Resources Committee. Any additional expenditure should be agreed at a meeting of the Council. In all cases, the Council's Financial Regulations will be applied.

Members of the Steering Group will discuss matters with the aim of reaching a consensus. If, after full discussion, consensus cannot be achieved, the differing views will be recorded in the notes of the meeting and communicated to the Council.

6. Purpose and scope

The purpose of the Steering Group is to work with the residents of the town of Wellington to produce a Community Plan.

The aims of the Community Plan are:

- to involve and engage local people in identifying and addressing local needs;
- to give direction to the Council in deciding where its priorities should lie; and
- to provide a mandate to the Council for spending local council tax-payers money.

7. Responsibilities

The Steering Group shall have the following responsibilities:

- a) To ensure that, as far as is reasonable, all households and organisations that have expressed an interest in being involved with the production of the Community Plan have the opportunity to contribute to it.
- b) To work with the Smart Communities team in accordance with the agreement made between Smart Communities and the Council.
- c) To cover the costs of any printing, venue hire, event, postage or any aspect of producing a Community Plan that falls outside of the support provided by Smart Communities.
- d) To keep residents informed of its activities by regularly publishing news in local media and by providing regular updates at meetings of the Council or its committees
- e) To make recommendations to the Council on any matter that require a decision by the Council.

8. Reporting

The Steering Group shall report in writing to the Council or a relevant committee of the Council as and when necessary.

9. Life of the Steering Group

Once the Community Plan has been approved and adopted by the Council, the Steering Group will be disbanded.

10. Review

These terms of reference should be reviewed by the Council at its annual meeting, or earlier if deemed necessary.

Wellington Town Council (Somerset)

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Wellington Town Council (Somerset) for the year ended 31 March 2022 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Wellington Town Council (Somerset) on application to:</p> <p>(a) <u>Alice Kendall - Deputy RFO</u> <u>28 Fore Street, Wellington TA21 8AQ</u> <u>alice@wellingtontowncouncil.co.uk</u></p> <p>(b) <u>Mon - Fri 9am - 2pm</u></p> <p>3. Copies will be provided to any person on payment of <u>£1.00</u> (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>David Farrow - Town Clerk & RFO</u></p> <p>Date of announcement: (e) <u>14/09/2022</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Wellington Town Council – SO0284

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matter reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The smaller authority has not restated the 2020/21 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability. Section 2, Box 9 for the prior year should read £55,097.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

12/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

