

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 4 AUGUST 2025 AT 7.00 PM

PRESENT: Councillor J Lloyd (Chair),
Councillors C Booth, J Cole, S Fox, A Govier, R Henley, M Lithgow, M McGuffie, S Mercer, C Penk, J Thorne and K Wheatley

IN ATTENDANCE: David Farrow – CEO/Town Clerk
Alice Kendall – Democratic Services & Finance Manager
Wasif Choudhury – Democratic Services & Finance Officer
Sergeant Jon O'Connor, Wellington Community Policing Team (for minute 153)
Gideon Amos MP – Liberal Democrat MP for Taunton & Wellington (for minute 154)
Syed Shah – Public Relations Officer at Somerset Council (for minute 151)
Sally Mann – Fuse Performance Ltd. (Wellington Garden of Light Hosts for minute 162)
One member of the press
43 members of the public

148. WELCOME BY THE MAYOR

The Mayor opened the meeting and welcomed those attending and informed that some agenda items will be moved given the number of people in attendance. And, that item 15 (Community Hospital Beds) would be expanded to cover health provision in the Town generally.

149. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS GIVEN

Apologies were received from Councillor S Pringle-Kosikowsky.

Councillor C Govier-Wiggins is still on approved maternity leave.

150. DECLARATIONS OF INTEREST

Councillors R Henley, J Lloyd and J Thorne declared a personal interest in agenda item 15 (Community Hospital Beds/Health Provision) as they are either current patients at Luson Surgery or Wellington Medical Centre.

At this juncture, it was **RESOLVED** to move agenda item 7 forward.

151. JUNCTION 26 AND LINK ROAD WORKS

A progress report was received by Syed Shah, Public Relations Officer at Somerset Council.

It was confirmed that the works are on schedule and will be completed by the allotted time.

At this juncture, it was **RESOLVED** to move agenda item 5 forward.

152. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

It was **RESOLVED** to suspend standing order 3f to allow for more than a total 15 minutes for Public Participation.

Seven members of the public spoke in relation to the closure of Luson Surgery.

One member of the public spoke in relation public drinking in the town and the need for a PSPO (Public Spaces Protection Order).

At this juncture, it was **RESOLVED** to move agenda item 6 forward.

153. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

Sgt O'Connor presented his report, which had been circulated prior to the meeting, which was noted.

154. MINUTES

RESOLVED to approve and sign the minutes the minutes of the Full Council Meeting on 7 July 2025.

Councillor J Thorne wanted minute 121 clarified to confirm that a councillor 'could' request a planning application be included on the next Council meeting agenda if requested by a member of the public not that they 'would'. This was noted.

At this juncture, it was **RESOLVED** to move agenda item 15 forward.

155. COMMUNITY HOSPITAL BEDS CONSULTATION

It was **agreed** to increase the scope of this agenda item to include the recent announcement of the closure of Luson Surgery .

Gideon Amos MP spoke on the closure of Luson Surgery. He reported that he will speak with NHS Somerset and the Health Minister to ensure there are enough GP's based in Wellington to appropriately serve the community. He also supported calls from both Councillors and members of the public to re-open the pharmacy located next to Wellington Medical Centre.

The Chief Executive reported on the conversations he had had with NHS Somerset in relation to the closure of Luson Surgery; detailing that the decision was a complex one and that NHS Somerset was providing support to both Luson Surgery and The Wellington Medical Centre to help them manage the change. He said that NHS Somerset would be reviewing provisions in the town, including pharmacy and GP provision and how the Community Hospital could be best utilised. A stakeholder group to support that work has been set up and the Chief Executive has ensured that the Town Council be included in its meetings.

After considerable discussion, it was **agreed** that:

- (i) That an urgent meeting should be sought with Somerset NHS Trust and Wellington Medical Centre representatives to discuss this situation and how it is being managed
- (ii) The Equality Impact Assessment relating to the closure of Luson Surgery must be published to ensure that vulnerable patients are being properly supported.
- (iii) The Chief Executive should contact Orange to discuss how the Town Council can assist in raising an appeal against the decision to refuse permission to re-open the pharmacy at Wellington Medical Centre.
- (iv) Following concerns raised around capacity at Wellington Medical Centre, the matter of staffing be raised including possible TUPE implications.
- (v) The Chief Executive report back to future meetings, including the Policy & Finance Committee, with updates on all matters raised under this item, including the public engagement on the closure of the Community Hospital beds.

156. TO RECEIVE A REPORT FROM THE MAYOR

The Mayor's report had been circulated prior to the meeting and was noted.

157. SOMERSET COUNCIL / LOCAL COMMUNITY NETWORK (LCN) UPDATE

Councillor R Henley confirmed that he was voted to be chair of the Wellington/Wiveliscombe LCN for the forthcoming year and outlined the good work that the LCN was doing. He advised that Licensing application meetings are now taking place online which could have far reaching impacts as there is now a public consultation taking place on the impact of planning applications taking place online as well. Councillor R Henley also confirmed that there is only one week remaining to challenge the Boundary Commission draft proposals.

Councillor A Govier the Council was still facing severe financial difficulties and that he was disappointed to see the loss of experienced Officers from County Hall.

Councillor J Lloyd advised that the LCN Highways Working Group had been told that there will be no public consultation regarding the introduction of Sunday car parking charges across Somerset.

158. TO RECEIVE THE CHIEF EXECUTIVE'S REPORT ON RECENT COUNCIL ACTIVITIES

Chief Executive's report had been circulated prior to the meeting and was noted.

During this item, Councillor R Henley left the meeting.

159. POLICY AND FINANCE COMMITTEE

The draft minutes of the meeting held on 14 July 2025 were noted.

RESOLVED

(i) Local Council Award Scheme

- (i) That an application for Gold accreditation be made to the Local Council Award Scheme.

(ii) License for work on WTC land

- (i) To issue a licence to Wellington AFC to allow it to install new pitch surround fencing and replace the hard standing running the length of the Clubhouse/Dressing Rooms at The Playing Field using the Somerset Council template as a basis.
- (ii) That future requests for licences for work are processed by The Chief Executive or other Officers in his absence.

160. PITCH HIRE FEES

A paper had been circulated with the agenda.

RESOLVED

- (i) that the original recommendation from Policy & Finance be disregarded and that the charges for 25/26 be set at the same rate as 24/25 **ex VAT**.
- (ii) That delegated authority is given to Officers to set the terms and conditions for hire including items relating to booking procedures, cancellations, facility misuse and

health and safety. The Council members of the Playing Pitch Working Group will review the final copy (Councillors A Govier and J Lloyd).

- (iii) That Officers conduct a broader review covering all aspects relating to pitch hire in readiness to review the fees in 12 months for the 26/27 season.

161. COMMUNITY COMMITTEE

The draft minutes of the meeting held on 21 July 2025 were noted.

RESOLVED

(i) Kings Arms Community Hub

- (i) That officers can overspend the budget if necessary for the sole purpose of covering essential costs such as utility bills and service charges.
- (ii) The 12-month warranty/service contract cost of £4,800 for IT should be sourced from the revenue budget line, rather than the set-up costs, noting that this would cause an additional overspend. The need for this service to be reviewed when setting next year's budget.

162. WELLINGTON GARDEN OF LIGHT EVENT

The minutes of the Events working group meeting held on 28 July were noted.

It was **RESOLVED** to suspend the standing orders to allow Sally Mann to speak on the progress of this event.

Sally Mann provided an update on the progress of the organisation and setting up of the event. Progress is about 70% complete with the start of the marketing phase and consultation phase. Arts Council funding has also been released.

It was **RESOLVED** to reinstate standing orders.

RESOLVED

- (i) To approve ticket charges being a donation, with a suggested donation of £2.00 for adults and £1.00 for children.
- (ii) To amend the wording from "Pay What you Choose" to "Pay What You Can."
- (iii) To approve the release of 75% (£6,000) of the 'Night Walk' Event budget of £8,000 and 25% funds on completion of the event.

163. PLANNING APPLICATIONS

The following planning applications were considered:

(a) Case Ref: 43/25/0026

Proposal: Demolition and replacement of 3 No. commercial buildings subdivided into 7 No. units at Coxs Yard, Taunton Road, Wellington (Lead Councillor comments attached)

RESOLVED to recommend that this application be refused. Concerns were raised over the proposal being for high intensity commercial activity on a site now surrounded by residential properties and the associated impact of traffic movement. It was noted that a requested road crossing at nearby St Johns School was recently declined as it was too close to a corner (adjacent to the proposal site) which reduced visibility. Councillors therefore questioned the safety of the access onto the site, including the issue that traffic will have to cross the cycle lane. However, if Somerset Council are minded to approving the application, the Town

Council request that an agreement for funding to provide the abovementioned crossing be negotiated.

164. TO CONSIDER EXCLUDING MEMBERS OF THE PRESS AND PUBLIC

RESOLVED to exclude members of the press and public under Schedule 12A of the Local Government Act 1972 on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, within the meaning of Schedule 12A to the Local Government Act 1972:

Reason taken from the legislation - Information is commercially sensitive.

165. LAND AT LONGFORTH ROAD

A paper to consider lease arrangements for land at Longforth Road was circulated with the agenda and noted.

After consideration, it was **RESOLVED** to offer £2,000 per year on a 12-month extension, if this is refused then all negotiations would halt, and the Council would no longer seek to extend the lease for this land.

There being no further business the meeting closed at 21:20.

STANDING DECLARATIONS OF INTEREST

Members of Somerset Council:

Councillor Andrew Govier

Councillor Marcus Barr

Councillor Ross Henley

**Director of the Somerset Association of
Local Councils**

Councillor Janet Lloyd

Mayor

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REPORT OF THE CHIEF EXECUTIVE TO THE 1 SEPTEMBER 2025 MEETING OF THE TOWN COUNCIL

1. Introduction

This report will update councillors on matters not covered elsewhere on the agenda. The report covers the period up to the 22 August as I am on holiday for the last week of August

2. Other Matters

- CCTV – after almost 18 months of waiting I have had confirmation from Somerset Council that the contract has been awarded for the upgrading of all CCTV cameras in the town although at the time of writing I have no timescale for the work to be completed. Councillors will recall that the Council had previously agreed to fund the upgrade of four of the six cameras at a cost of £17,200, based on previous quotes provided by Somerset Council, with Somerset Council covering the cost of replacing the remaining two. As it stands the cost of replacing the four cameras exceeds £17,200 but Somerset Council has agreed to cover the difference.
- Luson Closure/Pharmacy Provision – as instructed at the August Council meeting, I contacted Somerset NHS Trust to request an urgent meeting which has been agreed. However, at the time of writing no date has been set. I will continue to chase and hope to be able to update councillors at the meeting. I also understand that the space formerly occupied by Boots Pharmacy at the Wellington Medical Centre is no longer available for use as a pharmacy as it is needed to accommodate the increased patient numbers. I have sought confirmation of this from Somerset NHS Trust.
- We marked VJ Day with a two-minute silence in the town centre at midday – thanks to the police for closing the roads off for that short period of time so that we were able to observe the silence properly. The celebration event in the Park the same evening was well attended and well received. Thanks to all the staff who planned it all, set up the Park during the afternoon and then stayed on afterwards to pack it all up.
- The Kings Arms Community Hub has been up and running for three days a week since the 29 July. Agencies using it have included Public Health running free health checks for over 45s, the local Health Visiting Team running Healthy Little One Groups offering self-weigh services, Young Somerset Mental Health in Schools Team providing one to one support and advice, Young Somerset youth provision offering arts and crafts workshops for 11–16-year-olds, Reminiscence Learning, the Community Policing Team and Housing Support. We have also had a visit from Somerset Council Adult Social Care staff who are keen to make use of the space. Feedback from both services and service users has been incredibly positive. More detailed feedback will be provided to the next meeting of the Community Committee. We now have a dedicated Kings Arms Facebook page and a dedicated page on our website <https://www.wellingtontowncouncil.co.uk/kings-arms/>
- We have been notified that the National Joint Council for Local Government Services has reached agreement on the rates of pay for town council staff applicable from the 1 April 2025. This has resulted in a pay increase of 3.2% for all staff which was implemented with their August pay and backdated to the 1 April 2025.
- Finally, congratulations to Wasif who married Charlotte on the 23 August.

3. Communications and Social Media

In the period from 29th July to 25 August 2025 our social media engagement has remained on an upward trend. This past month we have especially seen an increase in the number of Facebook followers gained, totalling 84 net follows – bringing our total up to 3,695.

We have been able to participate in a few national events via social media, such as Love Parks Week and National Allotments Week. For these events we celebrated our town's natural spaces including Wellington Park, the Green Corridor, Fox's Field Forest Garden, The Basins, our pollinator-friendly planting scheme, and of course, the Basins Allotments.

We were also able to promote the Kings Arms Community Hub which had its soft launch at the end of July. Since launching, the hub has seen lots of action and the Community Hub Manager, Kelly Enfield, has set up social media pages dedicated to the Kings Arms that she will be running as part of her role. These pages have amassed over 200 followers and are sure to grow with the hub. Instagram especially is an important asset to the hub as it is used more by young people and will help advertise events aimed at 11-16 year olds.

Our top 5 posts in this period have been:

1. Reveal of memorial sign to Elvis the cat in Monmouth Gardens – 499 likes, 28k reach
2. Father and sons spotted litter picking in Dobree Park – 122 likes, 7k reach
3. Love Parks Week Fox's Field Forest Garden – 89 likes, 6.4k reach
4. Kings Arms Community Hub summer programme – 82 likes, 10.4k reach
5. News of the closure of Luson Surgery – 76 likes, 7.1k reach

Throughout the autumn our pages will still share news and information relating to the Kings Arms Community Hub, especially relating to the overall programme and specific involvement of the Council. Day to day posting will remain with the Community Hub Manager with the Project Assistant on hand for advice and assistance with the creation of graphics.

Our newsletter remains at 225 subscribers with an open rate of 79%, far above the average performance of other campaigns of 41%. Our August newsletter had many news items, including the announcement of our Green Flag Success and a review of our South West In Bloom judging day.

4. September Meetings/Events

Date	Time	Event	Location	Who Involved
1 September	7.00pm	Full Council	URC Hall	All
4 September	4.00pm	High Sheriff of Somerset Garden Party	North Cadbury	Mayor
5 September	2.00pm	SALC Market Towns Clerks Forum	Virtual	CEO
8 September	6.00pm	Policy and Finance Committee	URC Hall	Committee members
11 September	6.30pm	The Basins Allotment Competition Certificate Presentation	Basins Allotments	Mayor/Facilities Manager

12 September	All day	SLCC Branch Meeting	Glastonbury TC	CEO
12 September	7.00pm	A Little Green Leaf – Odette Hallowes Play	Wellington Arts Centre	Mayor
13 September	12.30pm	Howards Road Fun Day	Howards Road	Mayor
15 September	9.00am	Yeovil Mayor's Civic Day	Westlands Entertainment Venue	Mayor
15 September	6.00pm	Community Committee	URC Hall	Committee members
17 September	10.30am	Tonw and Parish Clerks Brewifing	Virtual	CEO
17 September	6.00pm	Environment Committee	URC Hall	Committee members
20 September	All day	Axbridge Blackberry Carnival	Axbridge	Mayor
22 September	6.00pm	Allotments Advisory Board	Council Chamber	Board members
25 September	3.30pm	Cradle to Career Steering Group	Court Fields School	Group members
26 September	2.00pm	Metro Board Meeting	Virtual	Board representatives
27 September	tbc	Wellington Carnival – Mayors Reception	Wellington Community Centre	All
30 September	tbc	Formal Opening of the Kings Sarms Community Hub	KACH	All

5. SLT Annual Leave

5-8 and 26-29 September – Facilities Manager

Dave Farrow
Chief Executive/Town Clerk
22 August 2025

**MINUTES OF THE WELLINGTON TOWN COUNCIL PLANNING MEETING HELD
AT THE UNITED REFORMED CHURCH HALL ON MONDAY 09 JUNE 2025 AT
6.15 PM**

PRESENT: Councillor J Lloyd (Chairman)
Councillors S Fox, A Govier, S Mercer and S Pingle-Kosikowsky

IN ATTENDANCE: David Farrow (Town Clerk)
Alice Kendall (Finance Manager)
One member of the press
One Member of the public

The meeting started later than advertised on the agenda due to not being quorate.

50 APOLOGIES

Apologies were received from Councillor M McGuffie.

51 DECLARATIONS OF INTEREST

There were none.

52 PUBLIC PARTICIPATION

The members of the public spoke regarding application 43/25/0040.

At this juncture, it was agreed to bring application 43/25/0040 forward.

Case Ref: 43/25/0040

Proposal: Application for Outline Planning with all matters reserved, except for access, for the erection of up to 75 No. dwellings (including 25% affordable), with access, pedestrian and cycle links, play area, drainage, landscaping and associated infrastructure on land south of Little Jurston, Wellington

After some discussion, it was **RESOLVED** to recommend that this application be refused. Councillors raised concerns for road safety with the access being very close to the bend on a busy major A road. It was noted that there were plans to create an access lane but in doing so it would seem that the verge would have to be narrowed leaving little room for the planned pedestrian pathway. There were further concerns that there was no provision made for the impact on wildlife despite the site backing on to the Doormouse wood. Councillors felt more work was required to build more information.

53 MINUTES

RESOLVED to confirm and sign the minutes of the Planning meeting held 7 May 2025.

**54 TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING
APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET COUNCIL**

(a) Case Ref: 43/25/0022

Proposal: Erection of a single storey extension to the rear, conversion of loft into ancillary accommodation and associated works at 9 Gregorys Crescent, Wellington

RESOLVED to recommend that this application be approved.

(b) Case Ref: 43/25/0038/HHN

Proposal: Application to determine if prior approval is required for the erection of a proposed single storey extension to the rear of 25 Crosslands, Tonedale, Wellington

This application was noted.

(c) Case Ref: 43/25/0041

Proposal: Change of use of building from Use Class E to Use Class F and Sui Generis to enable food and drink to be sold for consumption off the premises at Units 20 & 21 West Park, Wellington

RESOLVED to recommend that this application be approved.

(d) Case Ref: 43/25/0042/CQ

Proposal: Application for Prior Approval for proposed change of use from agricultural building into 3 No. dwellings (Class C3) and associated building operations at Henley Farm, Harpford Farm Lane, Wellington

RESOLVED to recommend that this application be refused. Councillors re-iterate the points made against a previous application with a similar proposal at this property:

“RECOMMENDED that this application be Refused. After considering comments received from members of the public, the Council would like the following comments investigated further to confirm whether the application qualifies as a development under Class Q legislation.

- Were the barns installed and in use prior to 20th March 2013
- To convert the two existing steel framed barns will involve extensive rebuilding which goes well beyond what could reasonably be described as a conversion. To support our concerns, we refer to case law on this point - *Hibbitt v. SSCLG [2016] EWHC 2853 (Admin)*. The Applicant in Hibbitt sought to convert a steel-framed agricultural barn which was largely open on three sides to residential use (as with this case). The Applicant had demonstrated that the barn was structurally strong enough to support the loading which would come from the external works necessary to provide for residential use (and thus complied with the relevant NPPG guidance on this point). In the Hibbitt case, the Court upheld the Inspector’s view that, notwithstanding compliance with the NPPG guidance, the proposed redevelopment works (including in particular the construction of external walls) were “**so extensive as to comprise rebuilding**” so as not to be works of “conversion” and thus fall outside the permitted development right.” In this case, the works went a very long way beyond what might be described as a conversion. The development was in all practical terms starting afresh, with only a modest amount of help from the original agricultural building.

The High Court judge stated: the planning inspector’s decision “simply confirms this well understood principle...it is over-optimistic to expect that a building comprising a light steel frame supporting a corrugated 125 iron roof, which is largely open to the elements on

three sides (except for limited cladding up to a few feet from the ground in some cases) is capable of being converted to residential use without building operations that would be so extensive as to go well beyond the scope of the operations permitted by Class Q, and would amount either to substantial rebuilding of the pre-existing structure or, in effect, the creation of a new building”.

The Henley Farm planning application relates to two existing structures being steel-framed, open sided agricultural barns: directly comparable to the facts of the Hibbitt case. Although the Henley Farm barns may be structurally quite strong, much work would be required to make these agricultural barns into a dwelling(s), again directly comparable with the Hibbitt case.

- Within the last 6 months extensive works have been carried out to the barns and curtilage. Prior to this the barns were largely open to the elements except for limited cladding and low level blockwork
- No highway statement on the planning portal – concerns were raised over the access which was created in December 2021 by bulldozing 10 metres of mature protected hedgerow and is now the subject on Enforcement Notice ref: E/0233/43/21 for the alleged unauthorised new access onto a Highway
- Concerns were raised over increased level of traffic through the narrow lanes, as the proposal shows 10 parking spaces and no allowance for visiting vehicles. Highways recommended refusal on two occasions due to the unsuitability of the access – reference to previous application 43/21/0020.

55 TO CONSIDER A RESPONSE TO A VARIATION OF S52/S106 CONDITION

Case Ref: 43/25/0012/VSC

Proposal: Variation to Section 106 agreement on application 48/16/0033 for the modification of planning obligations to amend Schedule 3 (access for Network Rail), Schedule 5 (Highway Works) and Schedule 6 (The Station Square) on land north of Taunton Road, Longforth Farm, Wellington.

Having received an informal briefing on this previously, the application was noted.

56 SOMERSET COUNCIL - PLANNING APPEALS FOR INFORMATION:

(a) Case Ref: 43/25/0004

Proposal: Erection of two storey extensions to the front, side and rear of 9 Brendon Road, Wellington (amended scheme to 43/24/0104)

The appeal was noted.

57 SOMERSET COUNCIL - PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number(s)	Proposal	Address	WTC Recommendation Or Comments	Somerset Council Decision
43/25/0021/T	Notification to fell one birch tree within Wellington Conservation Area to the rear	49 High Street, Wellington	Noted	No Objection
43/25/0016	Erection of extension to car sales building for car showroom with associated external works	Wellington Motor Vehicle Compound, Westpark, Chelston	Approval	Approved
43/25/0028/T	Application to carry out management work to one oak tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 2023	2 Laburnum Road, Wellington	Approval	Approved
43/25/0031/T	Application to carry out management works to one pine tree included in Taunton Deane Borough (Wellington No.2) Tree Preservation Order 1977	6 Halfyard Court, Wellington	Approval	Split Decision

The meeting closed at 6.35 pm

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Initial

**MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY & FINANCE
COMMITTEE MONDAY 11 AUGUST 2025 AT 6.00 PM**

Present: Councillor M Lithgow (Chair)
Councillors C Booth, J Lloyd, C Penk, S Pringle-Kosikowsky and
J Thorne

In attendance: Alice Kendall – Democratic Services & Finance Manager
Wasif Choudhury – Democratic Services & Finance Officer
Councillor S Mercer
One member of the press

166 APOLOGIES

Apologies were received from Councillors J Cole, A Govier and K Wheatley.

167 DECLARATIONS OF INTEREST

Councillors A Govier and J Lloyd have a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being former customers of the company.

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

168 PUBLIC PARTICIPATION

There were no members of the public in attendance.

169 MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 14 July 2025.

170 ACCOUNTING STATEMENTS

**(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 5
AUGUST (attached)**

RESOLVED to approve the bank reconciliation.

**(b) TO NOTE AND APPROVE EXPENDITURE FOR 8 JULY – 5 AUGUST
(attached)**

RESOLVED to approve the expenditure.

Given Councillor M Barr's involvement with the Incredible Window Cleaning Company (used for the Office building), the Democratic Services and Finance Manager was asked to check that quotes had been received from other companies before appointing.

**(c) TO NOTE AND APPROVE INCOME RECEIVED 8 JULY – 5 AUGUST
(attached)**

RESOLVED to approve income.

**(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST
THE BUDGET FOR THE 2025-26 YEAR AS AT 5 AUGUST (attached)**

RESOLVED to note and approve the budget report.

171 TOWN BUS WORKING GROUP

Councillor S Mercer provided an update on the Town Bus project and reported that the next step was to undertake the survey that was included in the report that was presented to the May 2025 Policy & Finance Committee.

RESOLVED to approve commencement of the Town Bus Project survey.

172 AUTHORISE DEBIT CARD

RESOLVED to approve use for Democratic Services & Finance Officer (Wasif Choudhury), Community Development Officer (Laura Bacha) & Community Connect Champion (Peter Joint).

There being no further business the meeting closed at 6:22pm

Initial.....

**MINUTES OF THE WELLINGTON TOWN COUNCIL ECONOMIC DEVELOPMENT COMMITTEE
MEETING HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 13th AUGUST
2025 AT 6.00PM**

PRESENT: Councillor C Booth (Chair),
Councillors M Lithgow, J Lloyd, S Mercer, C Penk, J. Thorne, K. Wheatley.

IN ATTENDANCE: Dave Farrow - Chief Executive Officer/Town Clerk
Annette Kirk - Facilities Manager
Wasif Choudhury – Democratic Services and Finance Officer
One member of the public

173. APOLOGIES

All councillors were present.

174. DECLARATIONS OF INTEREST

No declarations of interest were made.

175. MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 11th June 2025.

176. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

One member of the public spoke in relation to possible events that could be held in the town to help promote Wellington such as New Years eve celebrations and Soap Box races.

Councillors stated that the Council is always looking for new ideas for events that could promote Wellington however careful consideration would be required depending on the event proposed.

177. EVENTS WORKING GROUP

Minutes of the Events Working Group meeting held on 28th July 2025 were noted and the following points were discussed and considered:

i) Christmas 2025

RESOLVED to approve Somerset Council's fee of £4435 plus VAT for free parking on Saturday 29th November, 6th, 13th and 20th December 2025.

It was agreed that this would be publicised with plenty of notice.

ii) Wellington Day

RESOLVED to approve holding "Wellington Day" annually on the nearest Saturday to the 16th August to commence in the 2027/2028 financial year.

It was agreed that Council Officers would work on event details and costings to include in the 2026/7 and 2027/8 budget setting processes.

It was agreed that this event should be distinct from the event held in Wellington Park in May.

178. TOWN CENTRE CAR PARKS

Councillor K Wheatley confirmed that he is continuing to pressure Somerset Council for updates and timescales on when the signage in Wellington car parks would be updated and improved.

The Facilities Manager confirmed that there are other repair and maintenance issues for Wellington car parks remaining outstanding.

It was agreed that committee would await official confirmation of new parking charges before additional requests to Somerset Council are made.

179. FILM FESTIVAL – 3rd to 5th October 2025

Councillor K Wheatley provided an update on the upcoming Film Festival which was noted.

The EAT Festival scheduled for 6th September will be the first live event where the Film Festival will be promoted and advertised.

180. PROMOTION OF WELLINGTON

Councillor K Wheatley provided an update following a meeting with Visit Somerset on 1 August 2025 which was noted.

Councillors reviewed the amended Discover Wellington artwork.

After discussion, it was **RESOLVED** to approve a cost of £500 for a two-year Licence Agreement to use artwork by a local artist to support the Discover Wellington project. This will be paid in two £250 instalments over two years.

The Committee agreed to amend the License Agreement to allow the Council to sell items for cost using this artwork and allow for a 50/50 split on profit share and Councillor Wheatley said he would discuss this with the artist.

Council Officers will ensure that the License Agreement is appropriately worded and for signing by the Mayor and Deputy Chair of the Council .

181. PULSE

An email from Pulse Smart Hubs was noted and the map of proposed locations was reviewed.

It was **AGREED** to continue to support the proposal.

The Chief Executive will ask Pulse for further information for rejecting the Westpark and Tonedale proposed locations.

There being no further business the meeting closed at 18:55.

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**MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT COMMITTEE
WEDNESDAY 20 AUGUST 2025 AT 6.00 PM**

Present: Councillor C Booth (Chair)
Councillors S Fox, M Lithgow, J Lloyd, M McGuffie and S Pringle-Kosikowsky.

In attendance: Dave Farrow – CEO/Town Clerk
Steve Saunders – Footpath Volunteer Coordinator
Councillor J Thorne
One member of the press
No members of public in attendance.

182. APOLOGIES

No apologies were received.

183. DECLARATIONS OF INTEREST

There were no declarations of interest.

184. MINUTES

RESOLVED to agree the minutes of the meeting held on 18 June 2025.

185. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

186. FOOTPATH UPDATE

Steve Saunders provided an update on the footpath volunteers' work which was noted. He thanked other volunteers who had covered for him whilst he was on holiday

187. OPEN SPACES MANAGER REPORT

The report had been circulated in advance of the meeting. This was noted by the Committee.

Councillor McGuffie asked that the fence by the bridge at Rockwell Green leading to Hilly Head be looked at as it was broken.

Councillor Lloyd asked that the information board in the Playing Field near the cricket nets be repaired.

188. LONGFORTH FARM OPEN SPACES PROPOSAL

The paper circulated with the agenda was considered.

RESOLVED to recommend to Full Council that:

- (i) It accepts the transfer of ownership of the areas of land surrounding the allotment site and the Ecology Field and the verge area as marked on the attached map.
- (ii) It accepts the transfer of ownership of the play areas on the Longforth Farm development.

- (iii) Officers explore further the transfer of ownership of the footpath between Brendon Road and Lillebonne Way and associated street lighting and bring recommendations back to the Committee.

189. CLIMATE CHANGE ACTION PLAN

A paper from the Climate Change Project Officer had been circulated with the agenda and was noted.

190. GREEN CORRIDOR ADVISORY BOARD

Minutes of the meeting held on the 22 July 2025 were noted

RESOLVED:

- (i) To recommend to Full Council that it supports Wellington Community Food in its application to DEFRA for a grant of c£25,500 over three years for improvements to the Community Farm site and surrounding area as detailed in the report.
- (ii) To nominate Councillors J Lloyd and M Lithgow to sit on the Green Corridor Advisory Board.

191. BASINS ALLOTMENTS ADVISORY BOARD

The minutes of the meeting held on the 28 July had been circulated with the agenda and were noted.

RESOLVED

i) Community Accessible Plot

To approve the quotations from RW Gale for £680.00 plus VAT to scrape back the centre of Track 3 and dispose on an adjoining site and £1885.00 plus VAT Excavate areas pathways to raised beds. Finish with 0.4mm dust.

ii) Tenancy Agreement

To approve a new tenancy agreement clause:
“No tyres are allowed on plots as the material breakdown caused by weathering releases harmful substances into the environment and contaminates the soil”.

192. PUMP TRACK PROPOSAL

The paper circulated with the agenda was considered.

RESOLVED to recommend to Full Council that it agrees in principle to a Pump Track being located in the Recreation Ground on the site identified in the report to enable more detailed planning and preparation work to continue with final agreement being required from the Council to progress the project once detailed costings and plans area available.

Councillor Thorne requested that as part of the development work consideration also be given to looking to use land currently owned by Court Fields School adjacent to the proposed site. He also suggested that CG Fry should be asked if the proposal would impact on its proposed pump track at Jurston Fields

193. BUDGETS

A budget report had been circulated prior to the meeting and was noted.

There being no further business the meeting closed at 6.55pm

Initial.....

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Wellington Town Council-SO0284**

1 Respective responsibilities of the auditor and the authority

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 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

Except for the matters 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.

Section 1, Assertion 3 has been incorrectly completed. Information received from the internal auditor highlights that the smaller authority did not comply with the Members Allowances Regulations 2003 when paying allowances to co-opted members. As a result this assertion should have been answered ‘No’. This is consistent with the Internal Auditor’s response to Internal Control Objective G in the Annual Internal Audit Report.

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

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is also consistent with the Internal Auditor’s response to Internal Control Objective C.

3 External auditor certificate 2024/25

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 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

22/08/2025

Wellington Town Council (Somerset)

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

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

Section 16 of the 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 2025 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Wellington Town Council (Somerset) on application to:</p> <p>(a) Alice Kendall - Democratic Services & Finance Manager (RFO)</p> <p>_____</p> <p>_____</p> <p>(b) Mon - Fri 9am - 4pm</p> <p>_____</p> <p>_____</p> <p>3. Copies will be provided to any local government elector of the area on payment of £1 (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) Alice Kendall - Democratic Services & Finance Manager</p> <p>Date of announcement: (e) 26 August 2025</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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