

**Minutes of the Town Council Meeting**  
**held on Monday 14 November 2022 at 7.00pm**

**Present:** Cllr Campbell, Cllr Ellwood, Cllr Irven, Cllr Johnson, Cllr Murphy, Cllr Moss, Cllr Richards, Cllr Summers, Cllr Ward, Cllr Westcott and Cllr Whetlor

**In attendance:** Sarah Reed, Town Clerk, County Cllr Woods, Ann Diment, SALC

**22/59** To receive Apologies for Absence (LGA 1972, section 85 (1)- Cllr Campbell proposed that '**apologies from Cllr Terrett are accepted**'. Seconded by Cllr Summers. Carried.  
Apologies from County Cllr Davies were noted for the record.

**22/60** To receive any **Declaration of Interests** under Watchet Town Council's Code of Conduct (adopted on 9 July 2012) issued in accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 Si No: 1464

Name	Minute No:	Description of Interest	Personal / Prejudicial	Action Taken
Cllr Whetlor	All items	As a Ward member	Personal	Cllrs remained in the meeting and took part in the discussion and voting
Cllrs Irven, Murphy & Summers	22/63(ii)	Directors of WCCT	Personal	
Cllr Summers & Cllr Richards	22/65	RBL Committee member and Treasurer	Personal	
Cllrs Irven & Murphy	22/67	Members of FOSL and WLF	Personal	
Cllr Richards	22/69	Request made as Chairman if WACET	Personal & Prejudicial	Cllr withdrew from the meeting and did not participate in the discussion and voting

Cllr Campbell proposed '**that the order of business on the agenda is changed and 22/64 is considered as the next item of business**'. Seconded by Cllr Ellwood. Carried.

**22/64 Reports from the Principal Authority Members:**

- A report from County Cllr Davies was circulated prior to the meeting for information and noted for the record.
- County Cllr Woods had circulated her report prior to the meeting and asked for questions. No questions were raised, and the report was noted for the record.

County Cllr Woods left the meeting at 7.06pm.

District Cllr Whetlor reported the following:

- LCN's are the main topic of conversation presently regarding the formation of the Unitary Authority. There are fortnightly updates which are attended by Clerks and some councillors.
- Attended the inaugural meeting of the Shadow Council for Taunton, where a Chair and Vice-Chair were elected. This Council will be working towards vesting day of 1 April 2023 and elections for the new council will take place on the first Thursday in May 2023.
- SW&T has agreed to increase the payments to the hosts of the Ukrainian families, they will be given £700 for the next 6 months to help with the increase in the winter fuel bills.
- Mentioned the sad passing of Anthony Trollope-Bellew, the funeral she believed was on 23 November in Crowcombe, but would confirm with the Clerk.

**22/61 Presentation:**



- (i) SALC on the 'Health & Wellbeing Project'- Anne Diment introduced herself and informed members that she is employed on a full-time basis over a 3-year period to understand how health and wellbeing is being supported in Somerset, and to engage with Parish/Town Councils to determine what part they play, so that SALC through this project can develop a training, support, and grants programme to build and grow local action. Reference was made to a survey asking local Councils to state what they are doing to support health & wellbeing so that they can be advised on how to reduce inequalities in their communities. The deadline date for submitting surveys is the 18 November 2022.

There then followed a question-and-answer session. The outcome was that the Council requested an extension to the deadline date, so that they would have time to consult and engage with community groups to collate a collaborate response to the survey to ensure that all sectors are included. Ann Diment responded that she would submit the request and inform the Clerk if this is achievable.

The Chair of Council thanked Ann Diment for her very informative presentation, she left the meeting at 7.40pm.

**22/62 Town Council Minutes** - To confirm and sign the Minutes of the Council meeting held on the 10 October 2022 - (LGA 1972, Sch 12 Para 41 (1))

Cllr Murphy proposed that **'The minutes of the Council meeting held on 10 October 2022 are approved as a true and correct record.'** Seconded by Cllr Westcott. Carried with 10 votes for and 1 abstention.

**22/63 (i) Chairman's Report:** – verbal

- Attended the Remembrance Service and Parade and laid a wreath on behalf of the Watchet community, this was a well-attended and very successful event.
- The Admin Support Officer post has been filled, and the new addition to the Council office team starts on Monday 28 November 2022 after a very successful interview process by the Personnel Committee and the Clerk. A full report will be given at the November Finance & Staffing meeting.

(ii) **Clerks Report-update and recommendations:**

- The Clerk reported that she had received a response from SW&T Council regarding the reinstatement of camera 8 and the quoted cost was £5,727.97. The Clerk had sent the following resolution agreed at the September meeting to SW&T Council **'that WTC agrees to explore a potential collaboration with the WSR and Marine group and any other interested party (e.g., Onion Collective, SW&T Council) on defining and implementing an agreed CCTV and lighting solution'** and had enquired that if a financial contribution was forthcoming from the organisations mentioned in securing the re-installation of camera 8 to help SW&T meet some the quotation cost could this be considered. The Clerk concluded that SW&T Council had agreed to the Clerk exploring this, and she would report at a future meeting any progress.
- New reception office feature wall- The Clerk presented a report on the costing and designs for a feature wall in the new front office. After a brief discussion, Cllr Whetlor proposed that **'Full Council approve the signage company recommendation for a full feature wall behind the new reception desk and accept the quotation of net £385.00 to include installation and approve an extension to the office budget of up to £200, delegation is given to the staff to approve the design'**. Seconded by Cllr Johnson. Carried.
- The Clerk updated members that under her delegation as Proper Officer which Council has given her to sign on their behalf legal papers, nomination papers and Service Level Agreements. She has used her delegation to sign a nomination form to nominate Peter Murphy for re-election as Director of the Watchet Coastal Community Team (WCCT) at the 6<sup>th</sup> AGM to be held on the 29 November 2022.
- National Grid, Fuel Poverty Grant- the Clerk asked Cllr Irven to enlarge on this. After a successful funding bid to Western Power last year where £10,000 was secured, Cllr Irven and the Clerk have worked on another bid to the National Grid working in collaboration with Cllr Aldridge and Williton Parish Council. It is hoped that the Council will be successful. The Clerk will keep the Council updated.





**Reports from Representatives of Outside Organisations, Verbal – no Decisions**

- Cllr Whetlor as the Council representative for **Twinning Society** circulated a report prior to the meeting for information. Members agreed to note the report.
- Cllr Whetlor as the Council representative for **Market House Museum** circulated a report prior to the meeting for information. Reference was made to Savills not yet preparing the new lease, which is very disappointing news. The committee noted the hard work undertaken by the Clerk to try and resolve this matter and thanked her for her endeavours. Members agreed to note the report.
- Cllr Irven as the Council representative for **Watchet War Memorial Ground Management Committee (WWMGMC)** gave a verbal report as follows:

Before the report was given Cllr Richards declared a Personal interest in this matter as a member of the WWMGMC

- An urgent meeting was called on 3 November 2022 which was just quorate, aimed to agree trustees to sign the relevant documentation for the Charity Commission so that £4,000 in their reserves can be used towards repairs to the Pavilion. This resolution was carried.
- Confirmed that they are approximately halfway towards a target for repairs but must wait to start the work hopefully in the Spring, when they have all the relevant funding needed, as they can't claim from the War Memorial Trust repayment of survey fees if the work has already started.
- Other small repairs for example to the cow shed may be possible in the interim
- Confirmed that they have agreed to pay Watchet Town Council £1,000 requested towards the SLA fees owing.
- Cllr Murphy as the Council representative for **Watchet Coastal Community Team** gave a short verbal report as follows - The AGM will be held on the 29 November 2022 at the Phoenix Centre commencing at 7.00pm. All Councillors are invited to attend.

- Cllr Murphy as the Council representative for **WACET** read out the following report:  
Since I was appointed representative to WACET I have received several email newsletters and information, but the organisation has not had a meeting, nor have I been advised of when a meeting might be held. As representative to WACET, I wanted to keep Council informed about what the organisation does for the town.

WACET arranged a talk for members and businesses from a motivational speaker which sadly had to be cancelled in July then again in September.

One newsletter had a list of what WACET provide for the town, which is quite substantial. A Late-Night Opening has been arranged for Friday 9th December together with a Christmas Raffle with tickets on sale in the town. A presentation was arranged to the Finance and Staffing Committee for a grant towards the cost of this evening but had to be deferred due to the accounts not being available for the Committee to examine in line with the Council's policies.

When the accounts were subsequently sent to the Clerk, she forwarded them to me as WACET representative and Chair of F&S for information. I then decided if I was to fulfil my duty as Council representative to WACET I needed to understand the accounts and hence the organisation better so that I could keep Council informed about the organisation. Also, if a subsequent application was made to the Committee for a grant, I decided that the Committee needed to be informed about the organisation.

I submitted 8 questions to the Chairman. I received a reply which was partly on behalf of the Committee of WACET and partly from the Chairman in a personal capacity. The Committee declined to answer my questions on the grounds that the Town Council is not a member of WACET and not entitled to the information requested.

Eventually, after undertaking much research, the Chairman was able to confirm the name of the organisation.

**Verbal reports from sub-committees, working groups, and other outside organisations, where Watchet Town Council does not have representation:** (Notification to the Clerk prior to the meeting) – (i) West Somerset Community Land Trust – Cllr Whetlor circulated the notes of the meeting held on 28 October 2022, prior to this meeting, including an adopted resolution 'should WSCLT work with other parties in the west Somerset area to declare a housing emergency on behalf



of the many people having increasing difficulty finding a long term sustainable home in their community'

22/67

**Reports from Working Groups:** any relevant paperwork will be issued prior to the meeting

a. **Watchet Library** – nothing to report as no meeting had been held.

b. **Wheeled Park** – update and recommendations report circulated via **Appendix 3-**

Cllr Ellwood clarified the following - Maverick has offered its professional services for the initial design and consultation phases of the Wheeled Park for free. Should 100% of funding be secured for the delivery of the Wheeled Park, Maverick will draw down the fees detailed in their tender pack. If funding is not secured for any reason, Maverick will not be paid. This business model places the risk of not securing funding on Maverick, thereby incentivising the company even further to create robust funding applications with extensive consultation and value-for-money design. Maverick has a 100% success rate in delivering projects using this business model.

However, in order for Maverick to come up with the designs needed to apply for planning permission (if needed) and funding applications there are some essential surveys and searches- such as ecological, topographical, underground utilities - that must be carried out by third parties.

Cllr Murphy proposed that **'Watchet Town Council considers the approval of a £5,000-budget allocated from ear marked reserves for the surveys and searches needed to create designs and planning permission (if required)'**. Seconded by Cllr Johnson. Carried.

Members reiterated the need to draft and adopt a Major Works Policy, to assist in delivering and managing this project. The Clerk was instructed to explore this.

The Clerk reported on the status of the working group. As Cllr Westcott's son may be included in the design discussions from a skater's perspective, he declared a Personal interest in this matter and did not vote.

Cllr Murphy proposed that **'the Wheeled Park working group is disbanded and all decisions on future progress of this large-scale project are approved by Full Council'**. Seconded by Cllr Johnson. Carried with 10 votes for and 1 abstention.

Cllr Murphy proposed that **'Cllr Ellwood is appointed to assist the Deputy Clerk in project management, planning, funding requirements and any other related matters to be presented to Full Council for approval'**. Seconded by Cllr Summers. Carried.

22/68

**Committee Recommendations and Appointments:**

To consider the recommendation from the Recreation & Tourism Committee relating to the current financial terms of the Service Level Agreement with the Watchet War Memorial Ground Management Committee **'that the following recommendation is presented to Full Council at the October meeting - WWMGMC pay a one- off payment of £1,000 payable in x2 quarterly instalments (Oct – Dec and Jan – March 2023). As the WWMGMC has made it clear that they are struggling financially having lost the income from two sports team, and the Town Council has continued to fulfil its duties under the current SLA and has incurred costs for maintenance, this good will payment will be a good compromise whilst the SLA is reviewed fully to meet the future requirements of both parties, effective from 1 April 2023'**

At this point, Cllr Richards declared a Personal Interest as a member of WWMGMC- (Cllr remained in the meeting and took part in the discussion)

Cllr Summers proposed that **'the recommendation is approved'**. Seconded by Cllr Johnson. Carried by 10 votes for and 1 abstention.

Environment & Planning Committee – to appoint a representative(s) to attend the public consultation event hosted by Savills on the proposed outline planning application for development at Parsonage Farm, Watchet – **information circulated to members prior to the meeting via Appendix 4-** after a brief discussion, Cllr Irven proposed that **'Cllr Moss is the nominated member to attend the consultation event'**. Seconded by Cllr Westcott. Carried.

22/69

**Request by the WACET organisation:**

(i) To consider a financial contribution towards the purchase of fittings for a new WATCHET sign-report from the WACET Chair– circulated prior to the meeting via **Appendix 5**.



At this point having declared a Personal and Prejudicial Interest in this matter, Cllr Richards withdrew from the meeting at 8.40pm

A long discussion ensued whereby Cllr Moss proposed that **'the Council agree to pay £26.40 for railings/ fittings for a new sign, and when the sign is in situ, by permission of the West Somerset Railway, then WACET can issue an invoice for payment'**. Seconded by Cllr Ellwood. Carried with 8 votes for, 1 against and 1 abstention.

Cllr Richards returned to the meeting at 8.50pm

**22/70**      **Matters of Correspondence for Report** - Correspondence is addressed daily and filed – nothing to report.

**22/71**      **Accounts for payment** – to approve the October schedule for payment in November. Cllr Richards proposed that **'the Payment Schedule is approved, and the invoices duly paid.'** Seconded by Cllr Johnson. Carried with 1 abstention.

**22/72**      To note **Matters for the next meeting** – no discussion or decisions made

- Liaise with the Clerk

Meeting closed at 8.52pm

Signed: .....

Dated: .....

