

**AXBRIDGE TOWN COUNCIL**  
**DRAFT MINUTES OF THE MEETING OF AXBRIDGE TOWN COUNCIL HELD ON**  
**MONDAY 18<sup>TH</sup> JUNE 2018 IN THE TOWN HALL, THE SQUARE, AXBRIDGE**

**Meeting commenced:** 7.30 p.m.

**Meeting concluded:** 9.15p.m.

Present: Councillors Wells (Mayor), Browne, Ham, How, Kendall, Myerson, Page and Taylor.

Also in attendance: Mrs V Brice, Town Clerk together with District Councillor Mrs Scott and two members of the public (for part of meeting) and one press representative

#### **24/18 Apologies for Absence**

County Councillor Taylor submitted his apologies, being unable to attend the meeting.

**RESOLVED:** that apologies from Councillor Bridgeman (family commitment), Corp (ill-health) and Gall (ill-health) be received and approved.

#### **25/18 Minutes of the Council Meetings – 21<sup>st</sup> May**

Members received the above minutes.

**RESOLVED:** that the minutes of the Council meeting held 21<sup>st</sup> May 2018 be approved as a correct record and be signed by the Chairman

#### **26/18 Declarations of Interest and Applications for Dispensations**

Councillor Browne– declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 80 dwellings on land to the South of Houlgate Way) living close to the site and would leave the meeting should the application be considered (minute 32/18(d) refers).

Councillor Myerson– declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 80 dwellings on land to the South of Houlgate Way) living close to the site and would leave the meeting should the application be considered (minute 32/18(d) refers).

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 80 dwellings on land to the South of Houlgate Way) living adjacent to the site and would leave the meeting should the application be considered (minute 32/18(d) refers).

There were no applications for dispensations.

#### **27/18 Public Participation**

One member of the public updated the Council on the sea cadet activities, Bristol Airport's consultation and the grass at the Townsend junction. Members congratulated the Sea Cadets on their successes. A second member of the public spoke on co-option.

#### **28/18 Reports**

Police	The Clerk had circulated the latest crime update. Members were disappointed to note that the Police had not visited Axbridge when advised of concerns of a large group of men looking into cars and garages late one night. The police would be contacted drawing attention to this matter and residents would be encouraged to report any incidents of concern to the police on 101 so that accurate records could be kept.
County Councillor Taylor	County Councillor Taylor had advised the Clerk that Shipham Parish Council's Small Improvements Grant scheme had been approved and that he would be attending a meeting in early July on highways matters. The Clerk had reiterated the concerns regarding the junctions at Townsend and Cross. He hoped to provide an update to the next meeting. The Clerk was still endeavouring to obtain the letter regarding a sign at Townsend.
District Councillor Mrs Scott	District Councillor Mrs Scott also commented on the long grass at the Townsend junction. This had previously been reported by the Council and

	followed up. She highlighted a few issues with missed collections of recycling/waste and the placement of bins, and this was being addressed. She advised of a small business grant available (Oyez), that the old Sedgemoor Splash site was being developed (cinema, gym, restaurants) and that “Homes in Sedgemoor” were looking to build properties and would welcome details of suitable Sedgemoor owned sites.
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### 29/18 Outside Representative Reports

Axbridge Community Partnership	A meeting was being arranged
Axbridge and District Museum Trust	A Friends of the Museum leaflet would be sent out with Oyez over the summer.
Cluster Group	Councillor Taylor and the Clerk would attend the Cluster Group meeting on 21 <sup>st</sup> June 2018.
Community Health and Well-being	A newsletter would be sent out in due course. It was understood there had been a positive response to the appointment system.
Neighbourhood Plan Group	A meeting would be held on 26 <sup>th</sup> June 2018. Terms of Reference would be drawn up and there would be a report back to the next meeting.
Pageant	Phil Pryor’s Charity Walk had, to date, raised £3050 towards the Pageant and £650 for the injured jockey’s fund. His fundraising endeavours would continue on his “just giving” site.
Parish Path Liaison Officer	Councillor Page, as Parish Path Liaison Officer, continued to walk and maintain the paths and report issues, as appropriate, to Somerset County Council.
School Governor’s Report	The next meeting would be held on 3 <sup>rd</sup> July 2018. A report would be submitted to the subsequent council meeting.
Som. Assoc. of Local Councils	Nothing to report.
Sports and Social Club	Axbridge Day had been held on 16 <sup>th</sup> June 2018. It had been very successful, with excellent entertainment provided at no cost by Axbridge residents. The Club had been delighted with the childrens’ initiative to clear up the rubbish and extended their thanks to all those involved in the event, including the gentleman from Sedgemoor District Council who had removed the rubbish collected. The Council thanked the Club for their hard work.
Town Trust	It was suggested that a joint meeting be held in September 2018.
Other Representative Reports	Carnival – The Carnival Queen and Princesses had been appointed on Axbridge Day.

### 30/18 Co-option

Members considered the application received and the applicant was duly proposed, seconded and voted in, in accordance with standing orders.

#### RESOLVED:

- 1) that Joseph Williams be co-opted on to Axbridge Town Council;
- 2) that Joseph Williams be asked to sign his declaration of office before the end of the meeting (he was present and signed immediately)
- 3) that the application forms circulated to members be destroyed (the successful application to be retained by the Clerk)

**At this juncture Councillor Williams joined the meeting.**

### 31/18 Election of Councillors to Standing Committees and Advisory Groups of the Council

This would be included on the next agenda to enable Councillor Williams to consider which committees/groups he would like to join. Councillor Page confirmed his appointments and would be willing to be a member on the Emergency Plan. Councillor Gould appointments were still subject to confirmation.

**RESOLVED:** that that Councillor Page’s appointments be confirmed, including becoming a member of the Emergency Plan group (replacing Councillor Gould, with his agreement).

## **32/18 Planning and Licenses Committee**

### **a) Draft Minutes of the Planning and Licences Committee Meeting – 4<sup>th</sup> June 2018**

Members received the above-mentioned minutes.

### **b) Bristol Water Southern Resilience Scheme and Second Cheddar Reservoir**

The slip road from the bypass towards Cross would be closed for one week commencing 18<sup>th</sup> June 2018.

### **c) Outline Planning Application 02/18/00022 Mendip View, Cheddar Road, Axbridge**

The S106 agreement was being progressed.

### **d) Outline Planning Application 02/16/00030 - Land to the South of, Houlgate Way, Axbridge**

No decision had yet been made on this application.

### **e) Sedgemoor Local Plan Examination**

The local plan examination was on-going. The Council had previously submitted detailed comments, which would be considered as part of the examination.

### **f) Planning Training**

Somerset Association of Local Councils had arranged a training event on responding to planning applications. Members did not wish to attend, having regularly attended the planning training events organised by Sedgemoor District Council.

### **g) Planning Application**

Application No: 17/18/00034/AN

Town and Country Planning Act 1990 (As amended)

Applicant: Sainsbury's Supermarket Ltd

Proposal: Outline application with some matters reserved for residential development comprising up to 60 dwellings and associated infrastructure, existing farm buildings to be demolished (all matters reserved except for access).

Location: Land at, Steart Farm, Wedmore Road, Cheddar, BS273ED

Members considered the application and recommendation from the Committee to object to this application.

**RESOLVED:** that Sedgemoor District Council be advised that Axbridge Town object to this application on the following grounds; the proposed vehicular access to the site is not in a reasonable position, making access/egress difficult; the increase of traffic in this already congested area; and the issues with pedestrian access exacerbated by the fact that the pedestrian access over the Sharpham Road bridge from an earlier development has still not been completed.

## **33/18 Administration and Finance**

### **a) Report of the Administration and Finance Advisory Group – June 2018**

Member received the report of the Group. The key items are set out below. The Chairman confirmed that the remit and policies had also been considered by the group and were agreed to be current.

### **b) Methods of Payments**

Members considered the methods of payments, as set out as part of financial regulation 3. These were to be agreed annually.

**RESOLVED:** that that following methods of payments be approved (and reflected within Financial Regulation 3):

“Methods of payment to be used must be agreed by Council annually. The methods of payment available are by Cheque, Direct Debit, Standing Order, Debit Card, Bank Transfer and payments deducted directly by Sedgemoor District Council from the precept before receipt. As far as is allowed, regular payments should be paid by Direct Debit or Standing Order. Invoiced, one-off payments should be made by Cheque, or, if cheques are not accepted, by Bank Transfer or Debit Card”

**c) List of Direct Debits and Standing Orders**

Members received the current list of direct debits and standing orders.

**RESOLVED:** that the list of Direct Debits and Standing Orders be approved accordingly.

**c) Cheque Signatories and Bank Reconciliation Checkers**

Members received a list showing the current cheque signatories and members who had volunteered to check the bank reconciliations.

**RESOLVED:** that the list of Cheque Signatories and members to check the bank reconciliations be approved accordingly.

**d) General Data Protection Regulations**

The Privacy Policy, as agreed at the last meeting, had been circulated with the agenda. It was suggested that “express parental/guardian consent” be amended to “express parental/carer consent” (as a more standard wording) and that it should be made clear as to who the policy is for. Further work was being undertaken and the document would be reviewed and updated in due course.

**e) Community Stall**

The Carnival would be welcome to exclusive use the stall at the Farmers’ Market on 8th July 2018 and would be asked to put the table out/take it in on that morning. On Saturday 4th August the stall would be used by Somerset Waste Partnership and by the Rotary Club. Councillor Wells would put the stall up. A volunteer to take the stall down would be welcome.

The list of councillors would be updated for the community stall notice board.

**f) Financial Monthly Report and Payment of Invoices**

Members considered the report below, which included payments agreed during the meeting. The Clerk would not pay the projector invoice until receiving confirmation that all was in order. Photocopying costs and Civic expenses would be presented to the next meeting.

<b>Payments made since last meeting for ratification by Council</b>			
<b>Ref.</b>	<b>To</b>	<b>For</b>	<b>Value</b>
DC	Post Office	Postage	14.00
DC	Post Office	Postage	8.04
DC	Post Office	Postage	14.00
DC	Amazon	Stationery	21.83
DC	Amazon	Stationery	6.98
<b>Payments for authorisation by Council – June</b>			
Chq	Mrs V Brice	Reim of Expenses	20.70
Chq`	Somerset CC Pension Fund	Pension Deficit (May)	72.00
Chq	Mr R Heard	Reimbursement for hanging baskets	31.00
Chq	LTSB Commercial Finance Ltd	Printing of Oyez - April	55.80
Chq	Mr A Laken	Town Main. Contractor (Apr & May)	240.00
Chq	Projectorshop24	Projector *	299.98

<b>Direct Debits and Standing Orders to be paid next calendar month (June/July)</b>			
DD	Vodafone	Council telephone	20.32
DD	Plusnet	Broadband etc for office	24.60
DD	Southern Electric	Changing Rooms	31.00
DD	Southern Electric	Elec. - street lights-Town Car Park (May)*	5.00
DD	Eon	Elec. - street lights at Moorland St (June)	5.20
DD	Sedgemoor District Council	Business rates (Public Con)	82.00
DD	Sedgemoor District Council	Business rates (Moorland St Car Park)	155.00
DD	Sedgemoor District Council	Business rates (Town Car Park)	151.00
DD	Sedgemoor District Council	Business rates (Office)	52.00
DD	Axbridge Parochial Church Council	Office Rent - quarter 2	600.00
DD	PWLB	Loan repayment - Car Park loan	5201.03
	Post Office	PO Box collection	258.00
	<b>TOTAL to be authorised</b>		<b>7,304.63</b>
	* on confirmation all is in order	** approximate payment	
	NB - SSE Changing Rooms - Balance of £154.35 CR.		

**RESOLVED:** that the expenditure detailed above be approved

### **34/18 Leisure and Recreation Advisory Group**

#### **a) Report of the Leisure and Recreation Advisory Group**

The Chairman advised that there had been some litter on the furlong on Axbridge Day (which had been cleared away). The next meeting of the group would be held on Monday 25<sup>th</sup> June 2018 at 9pm.

#### **b) Play Area and Furlong Safety Check Log and Public Convenience Log**

The Play Area and Furlong Safety Check logs and Public Convenience logs for May 2018 had been circulated to members. The Chairman referred to a number of issues which were being addressed including damage to the downpipes on the Changing Rooms, the top gate not shutting, the mound on the aerial runway and rust on the activity slide.

The Chairman noted a request for shade at the play area. Whilst she explained why it would not be appropriate to provide it in the play area due to safety issues it would raise, it may be possible to use grant funding to enhance the existing shelter on the furlong. This would be further discussed by the Group.

**RESOLVED:** that the Play Area and Furlong Safety Check Log and the Public Convenience Log for the period commencing 7<sup>th</sup> May 2018 until the week commencing 28<sup>th</sup> May 2018 be approved and be signed by the Mayor.

#### **c) Public Conveniences – Upgrade**

The insurance claim to repair the damage to the public convenience caused by an act of vandalism had been submitted. It was suggested that the grant application could be made to Bristol Airport Diamond Fund to then upgrade the public conveniences. Enquires had been made to Bristol Airport to establish whether this would be a suitable project and a reply was awaited. One quote had been obtained to date. A suggestion had also been made to apply to this fund for the provision of shade at the play area (minute 34(b) refers).

#### **d) RLT2 Fund – Slide**

An RLT2 application had been submitted, as previously agreed, for the purchase of a replacement slide. Most of the cost would, if successful, be met by the grant with the small shortfall being made up from the Mayor's donation and part of the Community Infrastructure Levy Fund.

#### **e) Swing Seat for Play Area**

Investigations were taking place to see if it would be possible to include a swing seat in the play area suitable for children with disabilities. The Chairman outlined several options, which would be discussed by the group.

#### **f) RLT3 Application – Wedmore Playing Fields**

The Council had received an application from Wedmore Playing Fields Management Committee seeking funding of £13,000 towards the cost of a new sport pavilion. Members considered that Wedmore had already been awarded much of the funding within this cluster group to date.

Axbridge Town Council had previously made an application to the RLT3 fund towards the furlong recreation enhancement project. Funding had not been available at that time. It had been understood that the Council would be notified when sufficient funding became available and the application could be further evaluated. The Clerk would enquire as to why the Town Council's earlier application had not been further progressed.

The Chairman advised that grant funding was actively being sought from the Rotary Club. The project may also be eligible for funding from the Hinkley Community Fund.

#### **d) Town Maintenance Contractor**

The Town Maintenance Contractor had worked 16 hours during April and May 2018. Approximately 12 hours had been spent removing litter from the furlong, car parks, gully work and hedge work, 2.5 hours strimming allotments, 1 hour removing litter from the cemetery and churchyard and half an hour removing mud from Old Church Road.

#### **35/18 Highways Advisory Group**

##### **a) Report of the Highways Advisory Group – June 2018**

Members received the report of the Group.

##### **b) Remit**

The group proposed that the remit be updated to include the annual review of the enforcement of the car parks.

**RESOLVED:** that the remit, with this addition, be adopted accordingly.

##### **c) Wildlife & Countryside Act 1981 Section 14 – Application to add a bridleway/restricted byway/byway open to all traffic running from A38 AX 1/19 to join with AS 29/37, AX 1/20 and AX 13/7 on the Shipham Road (Callow Drove)**

Members received and considered a letter from Somerset County Council regarding the above application.

**RESOLVED:** that Somerset County Council be advised that the Council has no evidence/information on this matter - only anecdotally being known as a footpath.

##### **d) Highways Matters**

Bristol Airport Future Development – The Airport was consulting on its plans for future development, which would include proposals for road and public transport improvements. It was suggested that a meeting be arranged with the appropriate officer from Bristol Airport to discuss the local junctions (including the slip road to Townsend, and the Cross junction). The invitation could be extended to representatives from Compton Bishop Parish Council and the Coffin Lane Campaign. A meeting would be pursued accordingly.

Axbridge Signs – Councillor Taylor had attended the Chamber of Commerce meeting. That organisation would further discuss the proposed replacement signs and report back to the Council in due course.

Pothole at bottom of High Street it was understood that a pedestrian had fallen and there was concern that it was also a danger to cyclists. The repair would continue to be pursued with Somerset Highways.

Chestnut Avenue – the two areas of grass, now in the ownership of the Town Council needed to be cut. The Clerk would ask the current contractor to cut the grass as soon as possible and obtain a price for future cuts (4 times a year).

### **36/18 Cemeteries, Allotments and Open Spaces Group**

#### **a) Cemeteries, Allotments and Open Spaces Group**

The meeting scheduled to take place on 23<sup>rd</sup> May 2018 had been postponed due to ill-health. The group would next meeting on 27<sup>th</sup> June 2018.

#### **b) Allotment allocation update**

The two vacant allotments had been allocated to new tenants.

#### **c) Allotment Tenancy Agreement and Rule Book**

Members received a draft allotment rule book and shortened tenancy agreement, as discussed at the previous meeting. Following recent enquires, it was suggested that further consideration may need to be given to guidance for bonfires, use of noisy equipment and reference to the privacy statement.

**RESOLVED:** that the separation of the two documents be agreed and that that Group consider further the points above, for consideration by the Council in due course.

#### **d) Allotment Plot 3B**

Following the last allotment inspection, the tenant had been advised that, despite several warning letters, the allotment was not being cultivated in accordance with the tenancy agreement and Council would be recommended to terminate the agreement.

**Resolved:** that the tenancy agreement with the tenant of plot 3B be terminated accordingly.

#### **e) Open Spaces matters - none.**

### **37/18 Personnel and Protocol Committee**

#### **a) Draft Minutes of the Personnel and Protocol Committee – 4<sup>th</sup> June 2018**

Members received the minutes of the above-mentioned meeting and noted the interview arrangements for the assistant to the Town Clerk.

### **38/18 Emergency Plan**

Councillor Ham had undertaken to review the plan and would contact Axbridge C of E First School Academy about the use of their premises.

### **39/18 Somerset County Council – Library Consultation**

No further update.

### **40/18 Correspondence and Diary Dates**

Members noted the correspondence page and diary dates. The Clerk advised the Town Council had been registered as freehold owner of the property with title absolute. Councillor Williams would seek further information on the Tour of Somerset on 3<sup>rd</sup> September, which may come through the Town.

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Chairman

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Date