

**AXBRIDGE TOWN COUNCIL**  
**DRAFT MINUTES OF THE MEETING OF AXBRIDGE TOWN COUNCIL HELD ON**  
**MONDAY 18<sup>TH</sup> FEBRUARY 2019 IN THE TOWN HALL, THE SQUARE, AXBRIDGE**

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

**Meeting concluded:** 9.26 p.m.

Present: Councillors Wells (Mayor), Bridgeman, Corp, de-Layen Vian, Ham, Myerson (from minute 160/18), Page and Taylor

Also in attendance: Mrs V Brice, Town Clerk together with District Councillor Scott and 2 members of the public (for part of the meeting)

**157/18 Apologies for Absence**

**RESOLVED:** that apologies from Councillor Browne (family commitment), Councillor Kendall (previous commitment) and Councillor Williams (family commitment) be received and approved.

**158/18 Minutes of the Council Meeting – 21<sup>st</sup> January 2019**

Members received the above minutes.

**RESOLVED:** that the minutes of the Council meeting held on 21<sup>st</sup> January 2019 be approved as a correct record and be signed by the Chairman.

**159/18 Declarations of Interest and Applications for Dispensations**

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 165/18(c) 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 165/18(c) refers).

There were no applications for dispensations.

**160/18 Public Participation**

**At this juncture, Councillor Myerson arrived and declared her interest (shown above) following the public participation session.**

A representative from Yeo Valley updated members on highways/traffic improvements/arrangements in relation to this application.

Mrs Scott advised that the Chamber of Commerce had unfortunately declined the request to fund two new grit bins, if needed, being outside of its remit.

Mr Hamblin updated on the Sea Cadets, including their achievements and made a request for more volunteers (Oyez)

**161/18 Reports**

Police	The Clerk had circulated the latest crime update.
County Councillor Taylor	No report.
District Councillor Mrs Scott	District Councillor Mrs Scott updated members Somerset Waste related matters including plastic recycling/collection, food safe, working with schools and investments.

**162/18 Outside Representative Reports**

Axbridge Community Partnership	The draft minutes of the recent meeting would be circulated. The next meeting would be held on 14 <sup>th</sup> March 2019.
Axbridge and District Museum Trust	A report was available to members on request. New volunteers were still needed to welcome visitors – two sessions were being held on 6 <sup>th</sup>

	and 9 <sup>th</sup> March for anyone interested in learning more about the role (Oyez)
Cluster Group	Nothing to report.
Community Health and Well-being	The Mayor reminded members of the forthcoming meeting to progress the Dementia Friendly Initiative (Mon 25 <sup>th</sup> February at 7.30pm), which would include a talk from a dementia trainer from Winscombe Hall and information from the Village Agent and Alzheimer's Society. It was hoped that this would lead to training, to enable Axbridge to become a Dementia Friendly Community. An event on the 4 <sup>th</sup> May (the Mayor's Club's Fair) would be a way for residents to see the range and diversity of clubs and hobby groups on offer (and hopefully encourage increased membership and volunteers). It was entirely separate from the established Well-being day.
Neighbourhood Plan Group	The last meeting had been cancelled. The next meeting would take place shortly.
Pageant	A Pageant meeting was being held this evening. A Pageant 'launch' would take place in the Town Hall on 6 <sup>th</sup> April 2019 (coinciding with the Farmers Market)
Parish Path Liaison Officer	Nothing to report.
School Governor's Report	Nothing to report.
Som. Assoc. of Local Councils	No recent meetings had taken place.
Sports and Social Club	Planning was underway for Axbridge Fun Day in July.
Town Trust	The Council received a report from the Town Trust updating on the appointment of Chairman and Vice-Chairman and the forthcoming resignation of the Town Hall Manager. There was also a short update on the business plan and the display of the Axbridge Tapestry.
Other Representative Reports	Church Fete – The Church fete would be held on Saturday 15 <sup>th</sup> June 2019 and volunteers were sought (Oyez). The Clerk was asked to check that this date did not clash with the school summer fayre.

### **163/18 Town Council Vacancy**

The Council was aware that Councillor Gould had formally ceased to be a member on 16<sup>th</sup> January 2019. Given the forthcoming elections in May 2019, no election would be held and the position would be filled at that time. The Council could, if it wished to do so, fill the vacancy in the interim period.

**RESOLVED:** that members do not co-opt at the present time, given the proximity of the elections, and that the position be filled as part of the election process.

### **164/18 Committee and Group membership and representatives on other bodies etc**

Councillor de-Layen Vian wished to speak to a couple of Chairmen, before deciding which committees or groups he would wish to join.

### **165/18 Planning and Licences Committee**

#### **a) Minutes of the Planning and Licences Committee Meetings held on 21<sup>st</sup> January 2019 and 4<sup>th</sup> February 2019.**

Members received the minutes of the above meetings.

#### **b) Proposed Public Path Diversion Order AX1/12 (Station Road/Chestnut Avenue)**

In accordance with the previous decision, Sedgemoor District Council had been advised that the Town Council had no objection to the diversion order (which would divert part of the path running from Station Road through the houses in Chestnut Avenue, to the existing paved path (as walked on site) but would wish to see the remainder of the path (which runs across the open space at the cul-de-sac end of Chestnut Avenue and across the bottom of the churchyard similarly diverted to the existing paved path (either by an extension to the order, or a new order if necessary). The officer had advised that he was only able to divert that part of the footpath necessary to facilitate the development under the Town and Country Planning Act and that Somerset County Council would need to be approached should members wish to divert any further section of the path under the Highways Act. Members discussed this matter.

**RESOLVED:** that the Clerk contact Somerset County Council to clarify the procedures and establish whether the whole of the path could be diverted together and, if not and separate orders are necessary, the Council confirm it supports the current public path diversion order.

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

**At this juncture, Councillors Myerson and Taylor, having declared a Disclosable Pecuniary Interest in this item, left the meeting.**

Members expressed concern at the on-going delay in determining this application.

**RESOLVED:** that the Clerk further contacts Sedgemoor District Council to reiterate the Council's concerns at the delay in progressing this matter and seeking a further explanation (copied to interested parties) and that this action be noted in Oyez and on the website, should residents wish to raise similar concerns with the planning authority.

**At this juncture, Councillors Myerson and Taylor re-joined the meeting.**

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

No further update.

**e) Planning Application 02/18/00044 Retention of Single Storey Wooden Lodge for Residential Use at Redstacks**

This application was under consideration by Sedgemoor District Council.

**f) Planning Applications:**

Application No. 17/18/00073/SH (significantly amended)

Application for Planning Permission

Applicant: Yeo Valley Farms and Holt Farms Ltd

Proposal: Outline application with some matters reserved for the demolition of existing buildings and erection of a mixed-use scheme comprising 100 residential units (Class C3), care/retirement facility (Class C3), extra care facility (Class C2), retail use (Class A1), nursery use (Class D1), business use (Class B1), and live/work units (Class C3/B1), with ancillary works including landscaping, access, parking and circulation space.

Location: Land to the North of, Axbridge Road, Cheddar, Somerset, BS27

Members had received a Transport Note from the agent/applicant which summarised the proposed access arrangements/transport impact, following the earlier traffic and highways concerns raised by the Town Council. This had been considered by the Committee and, whilst appreciating the efforts of the applicant/agent, the Committee did not consider that there were significant changes to alleviate the traffic/highways concerns raised.

Members expressed appreciation for the further update from the applicant.

**RESOLVED:** that the Clerk advise Sedgemoor District Council that Axbridge Town Council's initial response sent on 18<sup>th</sup> September 2018 objecting to this application on the various highways/traffic grounds but welcoming the concept of the application still stands.

Application No. 17/19/00005/DT

Application for Full Planning Permission

Applicant: Bloor Homes South West

Proposal: Erection of 134no. dwellings with access, public open space and associated infrastructure

Location: Land at Holwell Lane, Cheddar

Members noted that this Cheddar Parish Council would be holding a public meeting on this application on 18<sup>th</sup> February 2019.

**RESOLVED:** that Sedgemoor District Council be advised that Axbridge Town Council objects to this application on the following grounds:- the proposed development is in direct contravention of Cheddar's Neighbourhood Plan; there are highways and traffic concerns

including increased traffic which will exacerbate the already congested junctions (including the junction of Shipham Road, A371 Axbridge Road and Upper New Road (by the petrol station), the junction of A38 Bridgwater Road and Cross Lane and the junction of Lower New Road and Upper New Road (Fiveways junction); the speed of traffic; the impact of the proposed development on the availability of existing amenity space; the visual impact of the development particularly from the reservoir and from the Area of Outstanding Natural Beauty; and that the development will result in ribbon development which the Town Council opposes – wishing to retain the physical distinction between Axbridge and its adjacent villages.

## **166/18 Administration and Finance**

### **a) Report of the Administration and Finance Advisory Group – February 2019**

Member received the report of the Group. The key items are set out below.

### **b) Budget 2019/20**

Members received a copy of the final budget 2019/20, as previously agreed, for future reference.

### **c) Risk Assessment and Management Document**

This document had been reviewed by the Group, with a couple of minor changes suggested to trees and to PAT testing. Members received a copy of this document.

**RESOLVED:** that the Risk Assessment and Management Document, as amended, be approved and adopted accordingly.

### **d) Civic Service Risk Assessment**

A Risk Assessment for the Civic Service had been completed and approved by the group. It would be issued to those needing to see it, nearer the time.

### **e) Website Launch and Associated Matters**

Councillor Corp thanked those members who have provided some information for the website. He was currently working on the updates and would then re-issue the link for members' consideration.

### **f) Community Stall**

The council wished to use the stall in March to promote the Dementia Friendly initiative and to promote the opportunity for new councillors with the forthcoming May elections. The Men's Shed organisers also wished to use the stall. The Cross to Axbridge Footpath Group and Carnival Committee had hoped to use the stall in February (which had been cancelled due to bad weather) and may, therefore, also like to share the stall in March. Volunteers were sought to man the stall, particularly to speak to individuals who may wish to learn more about the role of a councillor.

**RESOLVED:** that Councillor Wells put the stall up on 4<sup>th</sup> March 2019 and that Mr Laken be asked to take the stall down (all members and officers welcome to attend).

### **g) Development Group**

Members needed to consider the best way forward to progress the capital projects listed. This matter was being discussed at the Administration and Finance Advisory Group.

### **h) Financial Monthly Report and Payment of Invoices**

Members considered the report below, which included payments agreed during the meeting. The salt bin would be checked, prior to payment, due to a possible issue with the lid.

<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	20.88
Chq 3354	Fairlands School	Neighbourhood plan copying	33.12
Chq 3354	Fairlands School	Copying	100.66
Chq 3355	Frenchay forestry	Christmas trees (prev agreed)	1728.00
Chq 3356	Information Commissioners Office	Data protection renewal (prev agreed)	40.00
DC	Amazon	Stationery and wax for seal	20.88
DC	Easy Frame	Frames etc for civic awards	48.38
<b>Payments for authorisation by Council</b>		<b>February</b>	
Chq 3357	Mrs V Brice	Reim of stationery	7.19
Chq 3360	Cancelled cheque		
Chq 3359	Somerset County Council Pension Fund	Pension Deficit (Feb)	72.00
Chq 3358	Mr A Laken	Town maintenance contractor	270.00
Chq 3361	LTSB Comm. Finance Ltd*	Printing of Oyez - (Jan)	57.00
Chq 3362	LTSB Comm. Finance Ltd	Printing of Dementia flyers	29.00
Chq 3363	Maunders	Furlong padlock	19.49
Chq	GB Sports & Leisure*	Furlong play equipment - climbing wall	351.60
Chq 3364	SALC	Intensive clerk training	85.00
Chq 3365	AJ Products *	Salt bin	179.00
Chq 3366	Rance Regalia	Past Mayor's badges	250.00
Chq 3367	A1 Gardening & Tree Surgery*	Tree works in cemetery	108.00
<b>Direct Debits and Standing Orders to be paid next calendar month Feb/March</b>			
DD	Vodafone	Council telephone	12.87
DD	Plusnet	Broadband etc for office	28.20
DD	SSE Southern Electric	Changing Rooms	31.00
DD	SSE Southern Electric	Public Conveniences Quarter 3	56.34
DD	Southern Electric	Elec. - street lights -Town Car Park (Jan)	5.15
DD	Eon	Elec.- street lights Moorland Street (Jan)	5.63
DD	Sedgemoor District Council	Business rates (Town Car Park)	151.00
<b>TOTAL to be authorised</b>			<b>1,717.79</b>
* on receipt of invoices/satisfactory work etc			

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

### **167/18 Leisure and Recreation Advisory Group**

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

Members received the report updating on the play area and public conveniences. The Chairman updated on the Men's Shed project – with the furlong being evaluated as a possible location for this (other options had/were being investigated), the placement of boulders by the car park area and confirmation that the work needing immediate attention from the play area inspection had all been completed. The Chairman would remind the footballers to cap the holes left when football posts are removed.

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

The Chairman referred to the logs in detail. Many of the issues raised would be resolved through the refurbishment of the public conveniences. The Clerk would advise Sedgemoor District Council that the facility was not always being unlocked in the morning.

**RESOLVED:** that the Play Area and Furlong Safety Check Log and the Public Convenience Log for the period commencing 7<sup>th</sup> January 2019 until the week commencing 28<sup>th</sup> January 2019 be approved and be signed by the Mayor.

**c) Town Maintenance Contractor**

The Town Maintenance Contractor had worked 18 hours in January 2019. Approximately 8.5 hours had been spent litter picking on furlong and car parks (including the car park by the Doctors surgery and in the Square on one occasion), clearing gullies and hedge work, 3 hours re-siting the bench from layby to the allotments and 3 hours moving the salt bin to Fennel Lane and installing the new bin etc. Approximately 2 hours had been spent litter picking at the cemetery, removing waste and trimming the hedge along the cycle path, with 1.5 hours repairing the steps to the view point.

**168/18 Highways Advisory Group**

**a) Report of the Highways Advisory Group – February 2019**

Members received a report of the Highways Advisory Group meeting held on 4<sup>th</sup> February 2019. The key items are set out below.

**b) Highways Winter Maintenance**

The Chairman referred to the locations suggested at either end of Town for two new salt bins, if required. The Clerk would seek approval for the locations from Somerset Highways should the Council need to progress this. It was still hoped that the main route through Axbridge would be reinstated on the pre-cautionary salting network. The current dumpy bags would remain in situ until April 2019. The Town Maintenance Contractor would be asked to look at the new salt bin as there appeared to be an issue with the lid/loading.

**c) Highways Matters**

Yellow arrows painted – these arrows around Townsend and St Mary's Street appeared to marking a route for cyclists. Should members become aware of the organiser, he/she would be reminded that such markings may need permission and would need to wash away.

Litter on bypass – this would be raised with Somerset Highways.

Steps at Churchyard – the Town Maintenance Contractor would be asked to sweep the leaves and clear the litter.

Bin by sea cadets – this was broken and overflowing. The Clerk would raise this with Mr Hamblin.

Community Speed Watch – volunteers were still sought for community speed watch (Oyez). Some information would be made available on the Community Stall.

Street lights – a number of lights were still on, despite earlier reports. This seemed to be an issue that fell within the remit of Western Power Distribution. The Clerk would raise this with the County Councillor. Street light no 14 at West Street also did not appear to have a bulb in it.

Tarmac patch at High Street – the Clerk had been assured that this would be replaced with block bricks, following the recent works.

126 Sunday Bus – the Clerk would seek confirmation that this bus would be operational again in time for Easter.

New Bollard – the Clerk would chase up the installation of the bollard.

Potholes – residents would be reminded how to report potholes (Oyez)

**169/18 Cemeteries, Allotments and Open Spaces Group**

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

Members received the report of the last meeting. The key items are set out below. There was no plan to mark unidentified graves at the present time.

**b) Cemetery – Width of Graves**

The grave diggers had recommended that the width of the graves be increased from 4ft to 4ft 6" to accommodate wider coffins, with sufficient support, and to assist in the work of the grave diggers.

**RESOLVED:** that, from the next row, the graves be marked giving each plot a width of 4ft 6inc.

### **c) Open Spaces**

Fence at the allotments - The Town Maintenance Contractor would use the old gate to shore up the fence.

Community Allotment - The Clerk would establish the future plans of the community allotment at Hillside to see if all three plots were still required.

Picnic Bench - One picnic bench had been relocated to the allotments. The Chairman of the Group would check the remaining bench.

Remit – the Group would review the remit at the next meeting to ensure it incorporated the two areas of land at Chestnut Avenue and to consider whether the land known as Shortlands should be included in this remit.

### **170/18 Personnel and Protocol Committee**

#### **a) Draft minutes of the meeting held on 4<sup>th</sup> February 2019**

Members received the minutes of the above-mentioned meeting. The key items are set out below.

#### **b) Civic Service**

All members and partners/guests/children were invited to attend the Civic Service on Sunday 3<sup>rd</sup> March 2019, meeting at the town hall at 2.30pm and were asked to advise the Clerk of their attendance so sufficient seating could be reserved. She would remind Councillors accordingly. Councillor Corp would take photographs on the day. A rehearsal would be held on the morning of Saturday 2<sup>nd</sup> March 2019.

#### **c) Mayor's Banquet**

The Mayor's Banquet would be held on Saturday 6<sup>th</sup> April 2019 which would be a Mexican evening, with tickets priced at £26.00 [subsequently confirmed]. Members were encouraged to join in the event, with family and friends.

#### **d) Recruitment of New Councillors**

Information would be available at the community stall.

#### **e) Town Bailiff**

A vacancy existed for a Town Bailiff. A local resident had expressed an interest in this role and the Clerk would provide him with further information. He would not, in any event, be able to attend the Civic Service so the Mayor would approach Mr Rabbits to see if he could stand in on this occasion.

### **171/18 Annual Assembly**

Members were reminded that the Annual Assembly would be held on Monday 11<sup>th</sup> March 2019 and were encouraged to attend. Chairmen were reminded to submit written reports to the Clerk. The Men's Shed would be included on the agenda as a short presentation and there would be some information on the new website.

**172/18 Emergency Plan** – this was being progressed.

### **173/18 Correspondence and Diary Dates**

Members noted the correspondence page and diary dates. Particular reference was made to the Almhouse Tea Shop receiving Bronze in the South West Award and the temporary closure of the cycleway for three days (Monday 25<sup>th</sup> March - Wednesday 27<sup>th</sup> March) for maintenance works (Oyez). The Clerk referred to a recent Consultation on flood defences, a National Parking Enforcement Survey (which would be referred to the Highways Advisory Group) and a flood prevention fund for Somerset Farmers (Oyez and website). An invitation regarding the Sedgemoor Conversation would be emailed to all members, should they wish to attend.

### **174/18 Items for Oyez**

Members considered any additional items for inclusion in Oyez. This would include reference to the Police Beat Surgery dates and Fit for Future survey (if appropriate)

### **175/18 Exclusion of Press and Public**

**RESOLVED:** that, in view of the confidential nature of the business about to be transacted which contains contractual information, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

### **176/18 Confidential Leisure and Recreation Group.**

#### **a) Confidential Public Conveniences Refurbishment**

The Chairman reiterated the background to the quotes and members had clarified the detailed work to be undertaken and were made aware of these works and the revised quote.

The fact that the facility would be refurbished would be included in Oyez, with every effort made to keep at least one cubicle open whilst works were taking place.

#### **RESOLVED:**

- 1) That the quote from K Routley Building Contractor in the sum of £5,815 be agreed;
- 2) That, when the dates are known, a stage payment of £2,500 be made up-front (on receipt of invoice) to meet the cost of the equipment.

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Chairman

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Date

