

Agenda Item 6

Axbridge Town Council

Report on Sedgemoor North East Parish Cluster Group Meeting held in Mark Church Hall on 30th November 2017

Present. Councillor Taylor and Town Clerk Vicky Brice attended on behalf of Axbridge Town Council.

Partners and Communities Together. Ryan Edwards, Neighbourhood Sergeant for Sedgemoor attended. He dealt with various issues raised by councillors.

National Grid Project. A presentation was given on the current status of the project and in particular there was encouragement to take up the offer of tree and hedge planting to mitigate the effects of the project. Land owners near to the route were encouraged to apply.

Other Major Projects in Sedgemoor. An update report was presented which included Hinkley Point C progress, Public Space Protection orders (signs to be erected shortly so that PCSOs can enforce), Bridgwater Tidal Barrier and the sale of the BAE Systems site at Puriton. A copy of the report is available.

Other Items raised. These were mainly highways related.

Sedgemoor would be putting together a Transport Plan following the Local Plan. Hopefully this would address issues of the A38/airport traffic, heavy vehicles on minor roads and speed limits which were raised by councillors.

Mike Taylor (05/12/2017)

Town Trust

1) 150 Club

1st Winning Number (£50) = 59

2nd Winning Number (£35) = 24

3rd & 4th Winning Numbers (£25) = 48 & 118

5th & 6th Winning Number (£20) = 7 & 12

2) Hiring of the Town Hall - at some events (particularly at weekends) the hirers are not clearing up the hall afterwards and leaving it in a dirty and untidy state. There been rubbish left in black bags, bottles, cans and even broken glass. The Fridge left in a dirty condition with used food going rotten. It is the responsibility of the hirer to leave the hall in a clean condition for the next people hiring the hall. The Town Hall Manager to use her discretion as to charge a non refundable deposit on certain events if she feels it necessary.

3) Plaques for the New Planters - Stainless steel plaques are being purchased with the Axbridge "Lamb and Flag" logo to be fixed to the Planters.

4) Town Trust Business Plan -

a) Redecoration of the Disabled Toilets, Kitchen and Entrance Hall is now in progress.

b) A quotation has been accepted for new carpet tiles in the Council Chamber - this will be done early in the new year.

c) Replacement of the Main Town Hall Doors - these are now showing signs of wear and the locking mechanism is being difficult to maintain due to the door's deterioration. This will be progressed next year as the restrictions regarding grade 2 listed buildings within the conservation area needs to be investigated first.

Alan Mortimore, Clerk

**Agenda Item 8.1 AXBRIDGE TOWN COUNCIL
Draft Minutes of the Planning and Licences Committee held on
Monday 8th January 2018 at the Town Hall, Axbridge**

Meeting Commenced: 7.30pm
7.57pm

Meeting Concluded:

Present: Councillor Wells (Chairman), Taylor (Vice-Chairman), Bridgeman (from minute P99/17) Ham, Kendall and Page (from minute P99/17) together with Mrs Brice, Town Clerk and 9 members of the public (the majority for part of the meeting only)

P98/17 Apologies for absence

RESOLVED: that apologies from Councillor Myerson (ill-health) be received and approved.

P99/17 Declarations of Interest

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) (minute P104/17 refers), living adjacent to the site, and would leave the meeting should the application be considered.

Councillor Wells – declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00035 (relating to 50 West Street) (minute P103/17 (part) refers), living opposite the property, and would leave the meeting should the application be considered.

P100/17 Minutes of the meeting held on 13th November 2017

RESOLVED: that the minutes of the meeting held on 13th November 2017 be approved as a correct record and be signed by the Chairman.

P101/17 Public Participation – Mr Williams and Ms Isaac were present and happy to answer any questions the Committee may have (applications 02/17/00033 and 02/17/00035 respectively).

P102/17 Planning Applications

Members considered the following applications:

Application No. 02/17/00033/LR

Town and Country Planning Act 1990 (As Amended)

Applicant: Mr & Mrs Williams

Proposal: Erection of first floor extension to rear (South) elevation and single storey extension on site of existing store building (to be demolished)

Location: 39 West Street, Axbridge, BS26 2AA

RESOLVED: that Sedgemoor District Council be advised that Axbridge Town Council has no observations to make on the above-mentioned application.

Application No. 02/17/00034/LR

Town and Country Planning Act 1990 (As Amended)

Applicant: Mr K Coleman

Proposal: Erection of single storey extension to North elevation to form garage, erection of a single storey extension to rear (S) elevation with balcony space on roof and conversion of loft to living accommodation

Location: Ellenge Mead, Cheddar Road, Axbridge, BS26 2DN

RESOLVED: that Sedgemoor District Council be advised that Axbridge Town Council has no observations to make on the above-mentioned application.

At this juncture, Councillor Wells, having declared a Disclosable Pecuniary Interest in this item, left the meeting. Councillor Taylor took over as Chairman.

Application No. 02/17/00035/CW
Planning (Listed Buildings and Conservation Areas) Act 1990 (As Amended)
Applicant: Isaac
Proposal: Internal alterations to en-suite
Location: 50 West Street, Axbridge, BS26 2AD

RESOLVED: that Sedgemoor District Council be advised that Axbridge Town Council has no observations to make on the above-mentioned application.

At this juncture, Councillor Wells re-joined the meeting and resumed as Chairman.

P103/17 Bristol Water Southern Resilience Scheme

Bristol Water would be working at Townsend during the New Year to complete their pressure testing of the installed pipe work. The land at Cheddar Road had been reinstated. It was understood that the cycle path diversion was still in place.

P104/17 Outline Planning Application 02/16/00030 Land to the South of Houlgate Way, Axbridge

At this juncture, Councillor Taylor, having declared a Disclosable Pecuniary Interest in this item, left the meeting.

The Clerk updated members on this application, which was likely to be determined by 31st January 2018. However, if the application was still live in February, the agents had accepted the Council's offer to meet. Members did not feel it appropriate to ask the MP to bring this matter to the attention of the Department for Communities and Local Government at the present time as concerns over the handling of this application had been raised directly with Sedgemoor District Council.

At this juncture, Councillor Taylor re-joined the meeting.

P105/17 Outline Planning Application 02/17/00022 – Mendip View, Cheddar Road, Axbridge

The Chairman had addressed the Development Committee on this application and updated members accordingly. The application had been granted permission for up to 20 dwellings subject to a S106 agreement to secure the provision of affordable housing. Once this had been agreed, the decision notice would be issued and the website updated accordingly.

The Chairman also updated members on a meeting being arranged to discuss the "magic roundabout" at the junction of A371 Cheddar Road and bottom of Shipham Hill. A request had been sent to the MP for the town council to send a representative to this meeting and a response was awaited.

P106/17 Sedgemoor Local Plan Examination

The Chairman had observed the local plan hearing and, as a result, the Clerk had sent a letter to the programme officer regarding the cumulative effect of multiple small developments on infrastructure. The programme officer had declined to accept this further representation. Information had just been received on the next week of hearings, commencing on 16th January 2018.

P107/17 Affordable Housing/Housing Stock Policy – no update.

P108/17 Neighbourhood Plan

Meetings were taking place in preparation for the public event in March 2018.

P109/17 Enforcement Matters – no update

P110/17 Electronic Consultations on Planning Applications

Members noted that this process would commence on 2nd April 2018 and hard copies of application papers would no longer be received. Local Councils were being asked to acknowledge these changes or, if necessary, raise concerns in respect of any hardship that e-consultation would bring. The Clerk would acknowledge this change in process and members would trial a projector at a forthcoming meeting.

P111/17 Planning Decisions

02/17/00029/CW Replacement of 2 no. roof lights on South elevation with 2 no. dormer windows at 45 West Street – Listed Building consent granted.

02/17/00030/LR Erection of single storey extension to rear (North) elevation at 2 Portmeade Drove – Permission granted.

02/17/00031/CW Installation of folding doors to the South Elevation at 29 High Street – Listed Building consent granted.

02/17/00032/JAB Horse Chestnut (T3) crown reduce by 3m to previous pruning points at 21 Chestnut Avenue, Axbridge – Consent granted.

17/17/00032 Change of use of land to create 10no. pitches for touring caravans at Broadway Cottage, Cheddar Road – Permission granted.

17/17/00067 Siting of four holiday lodges with parking areas and continuation of internal access track on land to the North East of Broadway Acres, Axbridge Road, Cheddar – Permission granted.

P112/17 Planning Correspondence

Community Infrastructure Levy (CIL) report – The Clerk had submitted a report to Sedgemoor District. This would be an annual requirement, detailing any payments received and spent.

Development Committee Members' site visit procedure – this had been revised.

North Somerset Local Plan 2036 - Generating Ideas - first stage of consultation on the emerging Local Plan 2036 focussing on the proposed Strategic Development Locations identified in the Joint Spatial Plan at Banwell, Churchill, Backwell and Nailsea – www.jointplanningwofe.org.uk (ends 10th January 2018). Consultation information on North Somerset Local Plan and the proposed new communities can be found at: www.n-somerset.gov.uk/localplan2036

North Somerset Council – Yatton Neighbourhood Plan submitted

02/18/00001 – Application for the prior approval of the installation of 1no. 600m dish on the existing radio mast (22m AGL) at Frys Hill Radio Station – this recent application would be included on the agenda of the next Council meeting

P113/17 Date of next meeting – this was planned to take place on Monday 5th February 2018.

Chairman

Date

Agenda Item 9.1

Axbridge Town Council Administration and Finance Advisory Group

January 2018 Report for Council.

Meeting. The Group last met on Tuesday 9th January.

Present: Councillors Ham, Taylor, Wells and Town Clerk Mrs Brice.

Apologies: Councillor Browne.

Accounts. The accounts for the end of the month having been circulated to members of the group were agreed. These will be presented to council for adoption as the end of 3rd quarter accounts.
(Agenda item.)

Budget and Precept: The precept has been agreed by Council. The final budget document will be issued with the January Council papers for information.

Football invoices. Now paid and up to date.

Electricity contacts with SSE. Certain aspects, particularly the new meter for the changing rooms, are to be queried by the clerk as there is a significant rise in charges.

Bin Emptying Contract. The Group is clarifying exactly what is being paid for this year and what is required for next year. A spread sheet showing details of what we expect to pay next year has been prepared.

Community Infrastructure Levy. The clerk has made a nil return for the last financial year to the District Council as required by the regulations. This new requirement for an annual report will be added to the financial regulations diary. The return just made should be ratified by council.
(Agenda item.)

Policy relating to sheds on the allotments. It appears that the policy on sheds is not included in standing orders. There was a suggestion that there should be a set of regulations relating to the allotments rather than several policies on separate items. This will be referred to CAOS.

Open spaces contract. It was agreed that the contract for the cutting of the grass in the children's play area needs altering so that additional cuts can be requested when required. The grass sometimes needs cutting more than once every two weeks in the growing season (the current contract) so that long cuttings are not left which could create a slippery surface. The contractor will be contacted.

Date of next meeting. Monday 12th February.

Councillor Taylor (10/01/2018)

Axbridge Town Council - Summary of Receipts and Payments - 29th December 2017				
Third Quarter Report				
	Actual	Funds B/F	Budget	Actual
	2016/17	B/F from 16/17	2017/18	2017/18
General Account				
RECEIPTS				
Precept Recd.	71390.00		76500.00	76500.00
Council Tax Support Grant	5053.00		3000.00	3382.00
Precept to Car Park Ac.	-1440.09		--	0.00
Precept to Changing Rooms Ac.	-592.38		--	0.00
Precept to Maintenance Funds	-1000.00		--	-1000.00
Lloyds Bank Interest	93.25		80.00	68.96
Cemeteries	2205.00		800.00	1020.00
Allotment rents and deposits	638.75		500.00	637.25
Donations to Newsletter (Oyez)	90.00		50.00	30.00
Play area grants	8249.00		0.00	0.00
Shortlands rent	60.00		60.00	60.00
Memorial Bench donation	448.00		0.00	0.00
Community Infrastructure Levy	0.00		0.00	0.00
Sundry	50.00		50.00	0.05
VAT refunds	4256.35		--	2085.85
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Total Receipts:	89500.88		81040.00	82784.1
PAYMENTS				
Revenue Expenditure				
Salaries & Employm't costs (SDC)	24925.13		28000.00	25130.6
Deputy Clerk employment costs	--		8000.00	0.00
Council office fund - salary cost transfer.	0.00		--	561.69
Pension deficit payments	800.00		950.00	490.00
Mileage costs				45.00
Admin. Expenses	3036.26		2700.00	2091.92
Insurance	1562.23		1750.00	1118.99
Car Park loan repayments	10402.06		10402.06	5201.03
Moorland Street Land loan repay.	5657.44		5657.44	5657.44
Promoting Axbridge	567.90		750.00	446.40
Training	24.75		400.00	0.00
Town Hall Charges	1450.00		1550.00	0.00
Allotments (rent & maintenance)	362.18		700.00	493.01
Auditors' Fees	448.30		550.00	359.55
Civic Expenses	1743.84		2000.00	1492.59
Cemetery maintenance	835.00		2000.00	1295.00
Churchyard grass cutting	--		500.00	500.00
Furlong grass & hedge cutting	2867.50		3500.00	1992.00
Changing Rooms Maintenance	0.00		400.00	0.00
Play area & Furlong maintenance	511.03		1000.00	849.93

	Actual	Funds	Budget	Actual
	2016/17	B/F	2017/18	2017/18
		B/F from		
		16/17		
Town Maintenance Contract	1417.65		2880.00	1848.75
Bin emptying contract	1682.72		1800.00	3669.06
Public conv. cleaning contract	2850.00		3000.00	2850.00
Public conveniences rates and utilities.	1515.89		1600.00	1026.69
Public conveniences maint.	296.95		600.00	26.32
Subscriptions	704.56		700.00	728.48
Elections	0.00		2000.00	0.00
Furlong lease	0.00		165.00	165.00
Office Rent	2500.00		2500.00	1825.00
Office Move				480.08
Office - Rates and Utiliites	0.00		300.00	170.82
Memorial Bench	448.00		0.00	0.00
Layby maintenance	175.00		300.00	200.00
Sundry	0.00		100.00	0.00
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Total:	66784.39		86754.50	60715.44
Capital expenditure				
Play area equipment fund	11249.00	0.00	500.00	0.00
Street Lights	0.00	500.00	500.00	0.00
Recreation area car park extension	0.00	6000.00	500.00	0.00
Ax. Design Statement & N Plan	0.00	953.00	0.00	118.90
Allotments gate and fencing	622.22	1377.78	0.00	389.74
Regalia-refurbishment/replacement	100.00	150.00	500.00	73.29
Maces	--	0.00	0.00	0.00
Office Equipment Fund	530.99	420.10	200.00	0.00
Council Office Fund	0.00	1500.00	0.00	0.00
Footpath - Cross Lane	0.00	500.00	0.00	0.00
Website Improvements	0.00	2500.00	0.00	250.00
Bins and Benches	109.28	611.93	0.00	65.00
Additional Parking Provision Fund	0.00	1000.00	0.00	243.00
Document Scanning and Imaging	0.00	0.00	0.00	0.00
Projector	0.00	750.00	0.00	0.00
Layby benches	324.99	0.00	0.00	0.00
Play Area - facilities for disabled	--	0.00	500.00	0.00
Purchase of furlong recreational field	--	0.00	500.00	0.00
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Total:	12936.48		3200.00	1139.93
Grants				
Type A - Various annual	400.00		400.00	250.00
Type B - Specified				
Town Trust planters	300.00		300.00	300.00
Town Hall grant	3640.00		3640.00	3640.00
Ax. and District Museum Trust	1400.00		1400.00	1400.00
Xmas lights & trees/fireworks	1627.00		1750.00	2034.00
British Legion	100.00		100.00	100.00

	Actual	Funds	Budget	Actual
	2016/17	B/F	2017/18	2017/18
		B/F from		
		16/17		
Sea Cadets			250.00	0.00
Axbridge Carnival Committee	0.00		250.00	250.00
Church Access			250.00	0.00
Type C - Various one-off	0.00		250.00	0.00
	-----		-----	-----
Total:	7467.00		8590.00	7974.00
VAT paid	4421.73		--	2074.50
Total Payments:	91609.60		98544.50	71903.8
Summary of General Account				
Opening Balance	58917.18		35611.13	56808.4
Total Receipts	89500.88		81040.00	82784.1
Total Payments	91609.60		98544.50	71903.8
Closing Balance:	56808.46		18106.63	67688.7
=====				
Changing Rooms & Pitches Operating Account				
Opening Balance	1669.57		1296.95	2826.40
RECEIPTS				
Precept	592.38		0.00	0.00
Pitch & Rooms bookings	2500.00		2000.00	2500.00
Vat charged on bookings	500.00		400.00	603.33
Hire of Furlong	0.00		0.00	516.67
Vat refunds	224.51		--	0.00
	-----		-----	-----
Total Receipts	3816.89		2400.00	3620.00
PAYMENTS				
Changing Rooms Maintenance	0.00		200.00	56.77
Pitch maintenance	1515.00		2000.00	700.00
Utilities	577.53		600.00	265.68
Consumables	0.00		100.00	126.70
VAT paid to HMR&C	358.06		400.00	347.71
Vat paid	209.47		--	190.02
	-----		-----	-----
Total Payments	2660.06		3300.00	1686.88
Closing Balance:	2826.40		396.95	4759.52
=====				

	Actual	Funds	Budget	Actual
	2016/17	B/F	2017/18	2017/18
		B/F from		
		16/17		
Car Parks & Moorland Street Land Account				
Opening Balance	6634.51		6424.60	5903.48
RECEIPTS				
PWLB Loan	0.00		0.00	0.00
Precept	1440.09		0.00	0.00
Ax Car park garage access lease	150.00		150.00	150.00
School Land Lease	2000.00		2000.00	2000.00
Sub Station lease	200.00		200.00	200.00
Vat refunds	350.73			141.02
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Total Receipts	4140.82		2350.00	2491.02
PAYMENTS				
Car Park Running costs and Rates	3236.94		2800.00	3241.96
Maintenance costs	1289.10		1000.00	675.00
Car Park controls	0.00		1500.00	0.00
Vat Paid	345.81		--	205.29
	-----		-----	-----
Total Payments	4871.85		5300.00	4122.25
Closing Balance:	5903.48		3474.60	4272.25
=====				
Neighbourhood Plan Account				
Opening Balance	-1203.77	0.00	0.00	0.00
RECEIPTS				
Locality Grant	0.00		--	0.00
VAT Refunds	1221.79		--	0.00
	-----		-----	-----
Total Receipts	1221.79		0.00	0.00
PAYMENTS				
Consultancy Work	0.00		--	0.00
Design Work	0.00		--	0.00
Housing Needs Survey	0.00		--	0.00
Printing and website costs	0.00		--	0.00
Grant return	18.02			0.00
VAT Paid	0.00		--	0.00
	-----		-----	-----
Total Payments	18.02		0.00	0.00
Closing Balance	0.00		0.00	0.00

	Actual	Funds	Budget	Actual
	2016/17	B/F	2017/18	2017/18
		B/F from		
		16/17		
Community Infrastructure Levy Account				
Opening Balance				0.00
RECEIPTS				
Community Infrastructure Receipts				0.00
Total Receipts				0.00
EXPENDITURE				
Community Infrastructure Payments				0.00
Total Payments				0.00
Maintenance Fund				
Opening balance	13720.00		0.00	14720.00
RECEIPTS				
Precept	1000.00		--	1000.00
Total Receipts	1000.00		0.00	1000.00
PAYMENTS				
Major Assets maintenance	0.00	14720.00	1000.00	0.00
Total Payments	0.00		1000.00	0.00
Closing Balance:	14720.00		-1000.00	15720.00
=====				
Summary of all accounts				
Opening Balance	79737.49		43332.68	80258.34
Receipts	99680.38		85790.00	89895.11
Payments	99159.53		108144.50	77712.94
Closing Balance:	80258.34		20978.18	92440.58
=====				
BANK RECONCILIATION				
Balance of General Account	56808.46			67688.74
Balance of Car Park Account	5903.48		--	4272.25
Balance of Changing Rms. Op. Ac.	2826.40		--	4759.52
Balance of Maint. Fund	14720.00		--	15720.00
Balance of Neighbourhood Plan Account	0.00		--	0.00
Total:	80258.34		--	92,440.51

	Actual	Funds B/F	Budget	Actual
	2016/17	B/F from 16/17	2017/18	2017/18
<i>Made up of:</i>				
Investment Account	15,061.76		--	15,103.4
Business Reserve Account	60,640.14		--	74,667.4
Current Account	4,556.44		--	2,669.65
Total:	80,258.34		--	92,440.5

Agenda Item 9.3

Axbridge Town Council

CIL Report – Financial Year 2016/17

Purpose of Report

This report has been prepared in accordance with Regulation 62A of the CIL Regulations which stipulates that local councils must prepare a report for any financial year in which it receives CIL receipts through meaningful proportion. The report must be received by Sedgemoor District Council no later than the 31st December following the reported year.

Summary

Axbridge Town Council did not receive any CIL receipts during the financial year 2016/2017

Key Details

Statements	Amount of CIL (if appropriate)
The total CIL receipts for the reported year	Nil
The total CIL expenditure for the reported year	Nil
Summary of CIL expenditure during the reported year including the items to which CIL has been applied and the amount of CIL expenditure on each item	N/A
Details of any notices received in accordance with regulation 59E including the total value of CIL receipts subject to notices serve and any notice served that has not been paid (Regulation 59E relates to the returning of CIL receipts by the parish/town council to Sedgemoor)	N/A
The total amount of CIL receipts for the reported year retained at the end of the reported year and CIL receipts from previous years retained at the end of the reported year.	Nil

Action

Report sent to Sedgemoor District Council on 21st December 2017

Report to be published on the website as soon as practicable and prior to 31st December 2017.

Axbridge Town Council Financial Report January 2018			
	Bank Accounts	Account Name	£
		Lloyds Business Account	74,667.45
		Lloyds Current Account	2,669.65
		Lloyds Investment Account	15,103.41
		Total:	92,440.51
	Council Accounts	Account	£
		General Account	67,688.74
		Changing Rooms Operating Account	4,596.32
		Car Park Account	4,435.45
		Changing Rooms Maintenance Fund	15,720.00
		Neighbourhood Plan Account	0.00
		Total:	92,440.51
Receipts since last meetin			
Ref.	From	For	Value
	C V Gowers	Burial and ER of B	120.00
Payments made since last meeting for ratification by Council			
Ref.			
	To	For	Value
DC	Post Office	Postage	13.72
DC	Post Office	Postage	7.80
3187	N Price	Neighbourhood Plan domain renewal - reim	74.40
DC	Post Office	Postage	23.40
DC	Post Office	Postage	11.76
Payments for authorisation by Council		January	
	Mrs V Brice	Reim of Expenses	12.40
	Somerset CC Pension Fund	Pension deficit (Jan)	70.00
	Mr A Laken	Town Maintenance Contractor - December	153.50
	Fairlands School	Photocopying	TBC
	Greenslades Grounds Maintenance	Grass cutting - playing field (double cuts on 2 occasions in November)	326.40
	Axbridge Town Hall	Town Hall rent	1450.00
	Som. Association of Local Councils	New councillor training*(previously agreed)	25.00
	Complete Weed control	Weed treatment - furlong	264.00
Direct Debits and Standing Orders to be paid next calendar month (Jan/Feb)			
DD	Vodafone	Council telephone	11.80
DD	Plusnet	Broadband etc for office	24.60
DD	Southern Electric	Changing Rooms	31.00
DD	Southern Electric	Electricity - street lights at Town Car Park (Dec)	5.30
DD	Eon	Electricity - street lights at Moorland St.(Jan)	4.57
DD	Sedgemoor District Council	Business rates (public conveniences)	79.00
DD	Sedgemoor District Council	Business rates (Town Car Park)	136.00
DD	Sedgemoor District Council	Business rates (Moorland Street Car Park)	140.00
DD	Sedgemoor District Council	Business rates (Office)	86.00
SO	Ax Parochial Church Council	Office rent (quarterly)	600.00
DD	Public Works Loan Board	Loan repayment - Land at Moorland Street	5201.03
DD	TOTAL to be authorised		8,620.60
	* on receipt of invoice/product		

Axbridge Town Council
Public Conveniences Facility, Moorland Street, Axbridge
MONTHLY INSPECTION LOG

Checked/comments	Week beginning 04/12/17	Week beginning 11/12/17	Week beginning 18/12/17	Week beginning 25/12/17	Week beginning
Gents (left hand cubicle)	ok	ok	ok	ok	
General condition	ok	ok	ok	ok	
General cleanliness	ok	ok	ok	ok	
Lights			ok	ok	
Door (inc.door furniture, lock etc)	ok	ok	ok	ok	
Soap/Water/Hand-drier	ok	ok			Handle broken
Gents (right hand cubicle)	SHUT				
General condition					
General cleanliness					
Consumables					
Lights					
Door (inc.door furniture, lock etc)					
Soap/Water/Hand-drier					
Ladies					
General condition	ok	ok	ok	ok	
General cleanliness	ok	ok	ok	ok	
Consumables	ok	ok	ok	ok	
Lights	ok	ok	ok	ok	
Door (inc.door furniture, lock etc)	ok	ok	ok	ok	
Soap/Water/Hand-drier	NOT WORKING				

Disabled

General condition	ok	ok	ok	ok
General cleanliness	ok	ok	ok	ok
Consumables	ok	ok	ok	ok
Lights	ok	ok	ok	ok
Door (inc.door furniture, lock etc)	ok	ok	ok	ok
Soap/Water/Hand- drier	ok	ok	ok	ok
Bin				

Store room	ok	ok	ok	ok
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General condition

Overall

Outdoor lights	ok	ok	ok	ok
Windows	ok	ok	ok	ok

Meter reading (insert
reading in box on date
checked)
08071
05782
02288

Any action taken:

Agenda Item 10.5

Town Maintenance Contractor Report – January 2018

The Town Maintenance Contractor had worked 10.25 hours during January 2018.

Approximately 1.25 hours was spent on the removal of rubbish at the allotments and investigating the water supply, ½ an hour putting cemetery plaques in the shed, 2.25 hours removing litter, hedge trimming and gully clearing at the Town Car Park, 1 hour removing and disposing of rubbish from the church bins, 1.75 hours removing litter from the furlong and 2 hours removing brash and vegetation from Wood Lane.

Agenda Item 11.1 Axbridge Town Council - Highways Advisory Group

Notes from the meeting held at 8:00pm in the Town Hall on Monday 8th January 2018

Present: Cllr Bridgeman, Cllr Gall, Cllr Ham, Cllr Taylor, Cllr Wells. 5 members of the public.

N.B. The following items were discussed specifically: other items are being progressed or remain on-going.

1. Apologies

None.

2. Petition from residents in High St/West St

The group discussed the residents' concerns about traffic in High St/West St, which centred around pedestrian safety as a result of speeding and increasing traffic on the route.

The residents were keen not to try and simply move the problem elsewhere, and accepted that no single solution seemed apparent. Nevertheless, they wished to emphasise the urgency of calming traffic, and making some sort of change.

The group explained some of the previous suggestions over recent years, and the pros and cons of those, but accepted that it was worth re-visiting any option since time, technology, and regulations move on.

The group agreed to contact Sedgemoor Highways to facilitate a meeting to discuss any possible options to calm traffic throughout the town, since it is recognised to be a wider problem than just High St/West St. **Action: Cllr Gall to liaise**

At this juncture, the members of the public left the meeting.

3. Car Parking

Cllr Gall reported that Mr Deakin had confirmed that the Town Council may ask NSL to enforce temporary parking restrictions, provided that signage is clear and beyond reasonable doubt.

It was also agreed to confirm that Mr Deakin that the regulation which says parking should be within marked bays should be confirmed to mean that all four wheels of a vehicle should be within the length of a bay, rather than the boot or bonnet of a vehicle.

Action: Cllr Gall to confirm

Cllr Ham requested that NSL be asked to pay particular attention to parking problems in Hippisley Drive over a period of time.

Action: Cllr Gall

4. Maintenance, Repair and Minor Improvements

The group agreed that no specific action be taken regarding the request from the Town Trust to modify the old cycle rack covers. Clerk to respond that the covers appear to be safe enough.

Action: Clerk

Town Trust representatives had agreed to proposed bollard changes in the Square. Cllr Gall agreed to relay the decision to Sedgemoor Highways.

Action: Cllr Gall

5. Yellow lines

The group agreed that double yellow lines should be recommended for the westbound slip road off the bypass leading to Townsend.

Agenda item

6. Date, time and location of next meeting – Monday February 5th 20:00 Town Hall

Agenda Item 13.1
Axbridge Town Council

Draft Minutes of the Personnel and Protocol Committee held on Monday 8th January 2018

Meeting commenced: 6.45pm
7.21pm

Meeting concluded:

Present: Councillors Ham (Chairman), Browne, Kendall, Taylor and Wells together with Mrs Brice, Town Clerk.

PS87/17 Apologies for Absence - none

PS88/17 Declarations of Interest – none

PS89/17 Minutes of the Committee Meeting held on 4th December 2017

RESOLVED: that the minutes of the Personnel and Protocol Meeting held on 4th December 2017 be approved as a correct record and signed by the Chairman.

PS90/17 Public Participation - there were no members of the public present.

PS91/17 Assistant to the Clerk

Members finalised the job description, person specification, advert and application form for the Assistant to the Clerk. It was confirmed that the hours would be 20 hours a month, plus holiday pay. There would be a trial period for three months. The advert would be placed in the Cheddar Valley Gazette (weeks commencing 15th and 29th January 2018), in Oyez and on the notice board, with all documentation available on the website.

RESOLVED: that the documentation be finalised and the position advertised, as above.

PS92/17 Civic Service

The Civic Service would be held on Sunday 25th February 2018. Replies were being received from civic guests. The High Sheriff was unable to attend and the Clerk would seek confirmation as to whether her Under Sheriff would be able to attend and present the awards on her behalf. Mr Hind had agreed to take the photos. The Mayor was arranging the entertainment and consideration would need to be given to the making and serving of refreshments.

PS93/17 Modern Town Archivist

This role would be further advertised in Oyez. The Mayor and Deputy Mayor would consider the material collected, its storage (possibly at the Museum) and the role itself. It may be necessary for the assistant to the clerk, when appointed, to collect basic information for the archives.

PS94/17 Replacement of Maces

This was being progressed and it may be feasible to include replacement maces in the bid to the Heritage Lottery Fund.

PS95/17 Regalia

The Town Bailiff's robes were complete. The Deputy Mayor's Chain was being improved at a cost of approximately £30, and the consort badge would be updated with a surround and ribbon.

PS96/17 Mayor's Chain

The Mayor's badge was in need of repair and the chain itself needed to be engraved with the details of recent Mayors. It was hoped that this work could be carried out by a local company.

PS97/17 Honour of Freedom Plaques – on-going

PS98/17 Award of Meritorious Service – on-going

PS99/17 Date of Next Meeting

RESOLVED: that the next meeting be held on Monday 5th February 2018.

PS100/17 Exclusion of the Press and Public

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

PS101/17 Confidential Item – Civic Award and Young Person’s Award Nominees

Members considered the nominations received for both the Civic Award and Young Person’s Award. Fewer nominations had been received this year and it was agreed that, in future, the nomination papers should be sent out with the September Oyez, with a reminder later in the year. Never-the-less several worthy recipients had been nominated.

RECOMMENDED TO COUNCIL: that the Civic Award be presented to the individual receiving three nominations and the Youth Award be presented to both nominees (identities to be made known to members at the Council meeting)

Chairman

Date

Agenda Item 15
Correspondence – January 2018
(not mentioned elsewhere in the agenda papers)

SDC = Sedgemoor District Council

SCC = Somerset County Council

Outside Bodies

- Avon and Somerset Constabulary: Monthly update
- Clerks and Councils Direct magazine
- Community Council for Somerset – Newsletter inc Carer's Service Launch event on 8 Feb
- Somerset Community Foundation newsletter
- Somerset Playing Fields Association - 2018 Programme (inc Volunteer of the Year award)
- Society of Local Council Clerks newsletter

Planning (covered in planning minutes)

Admin and Finance

- Individuals – Broadband connection
- DSO – new website (Public Works Loan Board)
- SDC – electoral register and CIL refresher training
- Bridget Bowen – internal audit service
- Mendip Hills Fund – grants awarded
- WPS – New insurers, new ideas and quote offer
- PSMA newsletter
- Scribe 2000 – software training offer
- Residents – poor broadband
- Mozy newsletter
- SSE – contract rates
- HMRC – Certificate of Registration
- PKF Littlejohn LLP – Audit webinar
- LCAS – Insurance advise – disruptive weather and seminar dates

Leisure and Recreation

- SDC Public Space Protection Order – signage being designed/ordered
- Residents – thank you for Christmas trees and lights
- SDC – lights out at the public conveniences
- Somerset Arts Week newsletter
- What's on in Bristol and Weston-super-Mare
- Product Information: Earth Anchors, HAGs, Nemesis Fireworks and Produlic

Highways

- Somerset CC – Temporary closure of West Street on 29th Jan for 3 days
- SDC – SID changes (not available in current way from April) and results at Jubilee Road
- Parking services – enforcement
- Various– Fennel Lane
- Resident – Wood Lane
- Resident – Slip road by Townsend
- Parking Data – Car Park info
- SDC – Walnut Tree, Moor Green
- Homes in Sedgemoor – State of road surface – Knightstone Close
- District Councillor – Chestnut Avenue parking

Cemetery, Allotments and Open Spaces

- Tenant – offer of donation towards extension of water facilities
- Individual – allotment rent
- BRAMM -Review of proposed alterations to the memorial Industry British Standard BS8415

Greens

- Mendip Hills - Mendip Snowsport Centre enabling visitors to make a small donation to the fund and successful grant information and Christmas guided walks
- CSE – Community Energy newsletter and OpenLV community stream
- Energy Analysis – offer to help with community projects
- Somerset Waste Partnership – managing waste before, during and after Christmas and newsletter
- Rural Services Network and Rural Vulnerability Service (inc rural broadband)

General Correspondence

- SDC press releases: New Chief Executive- Allison Griffin; Sedgemoor Opens Second Round of Grant Scheme for Small Businesses – ends 9th Feb
- SCC - 2019/20 School Admission Arrangements Consultation; Connect at Christmas; CDS to deliver superfast broadband to thousands more in Somerset
- Somerset Scientific Services - article aims to raise awareness of asbestos hazards to the general public when they undertake home improvements, and the need for professional assistance to ensure safety
- Somerset Prepared newsletter including Somerset Emergency Community Contacts
- Vision for Weston Hospital – public meetings
- MP – Weekly updates
- BBC Radio 4 - query
- Individual – Farmers Market

DIARY DATES

Axbridge Town Council meetings – Members only (except Council and Committee meetings and Civic Events)

Date	Meeting	Time	Venue
Monday 15 th Jan	Council	7.30pm	Town Hall
Monday 22 nd Jan	Leisure and Recreation Advisory Group	6.30pm	The Lamb
Sunday 7 th Jan	Deadline for agenda items for Council		
Monday 5 th February	Personnel and Protocol	6.45pm	Town Hall
	Planning and Licences Committee (if needed)	7.15pm	Town Hall
	Highways	8.00pm	Town Hall
Monday 12 th Feb	Administration and Finance Advisory Group	7.30pm	Mornington House
TBC	Cemetery, Allotments and Open Spaces	8.00pm	43 Old Church Road
Monday 19 th Feb	Planning and Licences (if needed)	6.45pm	Town Hall
	Council	7.30pm	Town Hall
Monday 26 th Feb	Leisure and Recreation Advisory Group	6.30pm	Town Hall
	Personnel and Protocol Committee	TBC	Town Hall

Sun 25th February 2018

Civic Service