

Town Council Reports – 18th June 2018

Agenda Item 6 – Outside Bodies Report

Axbridge Town Trust

1) 150 Club

1st Winning Number (£50) = 109

2nd Winning Number (£35) = 23

3rd & 4th Winning Numbers (£25) = 70 & 83

5th & 6th Winning Number (£20) = 102 & 106

2) At the Town Trust election which took place in the Church Rooms at 7.15pm on Monday 4th June - Mr Francis Rabbitts was re-elected to serve a further 5 years as a Representative Trustee.

3) Town Hall Toilets - pipework for the mens urinals has just been re-routed in order to stop the flooding which sometimes happens at large events. Trustees considering putting an electric hand dryer in both mens and ladies. This would then avoid the paper towels running out when there are large functions. However, this depends on cost and what additional electrics are needed for the dryers.

4) Planters - summer planting has just taken place.

5) Main Doors - The Trustees have decided not to replace the main town hall doors. It was felt the doors were still in a reasonable condition at the moment so did not warrant the expense at the present time.

6) Hall Flooring - A quotation has been accepted for the refurbishment of the wooden flooring. This may take up to 6 days - so needs to be planned well ahead as it may be necessary to cancel bookings for the particular week.

Alan Mortimore, Clerk to the Town Trust

**Agenda Item 9.1 AXBRIDGE TOWN COUNCIL
Draft Minutes of the Planning and Licences Committee held on
Monday 4th June 2018 at the Town Hall, Axbridge**

Meeting Commenced: 6.45pm
7.14pm

Meeting Concluded:

Present: Councillor Browne (from minute P6/18), Ham, Kendall, Myerson, Page and Taylor together with Mrs Brice, Town Clerk.

P1/18 Election of Chairman 2018-19

Councillor Wells, Chairman, had submitted her apologies. Councillor Taylor, as retiring chairman, chaired the election of Chairman and Vice-Chairman items. Councillor Wells was proposed and seconded as Chairman for 2018/19. There were no other nominations.

RESOLVED: that Councillor Wells be elected Chairman for 2018-19.

P2/18 Election of Vice-Chairman 2018-19

Councillor Taylor was proposed and seconded as Vice-Chairman for 2018/19. There were no other nominations.

RESOLVED: that Councillor Taylor be elected as Vice-Chairman for 2018-19.

In the absence of the Chairman, Councillor Taylor, as Vice-Chairman, chaired the remainder of the meeting.

P3/18 Apologies for absence

RESOLVED: that apologies from Councillor Wells - Chairman (family commitment) and Councillor Bridgeman (family commitment) be received and approved.

P4/18 Declarations of Interest

Councillor Browne – declared (on joining the meeting) 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 P11/18 refers), living close to the site, and would leave the meeting should the application be considered.

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) (minute P11/18 refers), living close to the site, and would leave the meeting should the application be considered.

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 P11/18 refers), living adjacent to the site, and would leave the meeting should the application be considered.

P5/18 Minutes of the meeting held on 30th April 2018

RESOLVED: that the minutes of the meeting held on 30th April 2018 be approved as a correct record and be signed by the Chairman.

P6/18 Public Participation – no members of the public were present.

At this juncture, Councillor Browne joined the meeting and declared an interest (minute P4/18 refers)

P7/18 Remit

Members reviewed the remit and considered it to still be current.

RESOLVED: that the remit remain unchanged, with the latest review date being added to the end of the remit, for future clarity.

P8/18 Planning Policies

Members considered the Affordable Housing, Planning Enforcement and The Process of Publicising and Considering Verge Large Planning Application policies. Members considered they remained current.

RESOLVED: that the above-mentioned policies remain unchanged, with the latest review date being added to the end of the policies, for future clarity.

P9/18 Planning Application

Members considered the following application:

Application No. 02/18/00015

Planning (Listed Buildings and Conservation Areas Act) 1990

Applicant: Ms Frewin

Proposal: Removal of damaged roofing battens and roofing felt. Installation of replacement roofing battens and a thermal insulation membrane on to existing timber frame.

Location: The Alms House, The Square, Axbridge, BS26 2AR

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

P10/18 Bristol Water Southern Resilience Scheme

Bristol Water would be closing the slip road between the Axbridge bypass and the Cross Lane gyratory for approximately one week from 18 June in order to complete the permanent reinstatement of the surfacing course. The residents of West Street affected by the closure will receive a letter advising them of the proposed works. Residents' accesses off the slip road will continue to be useable during the works (Oyez). It was understood that the tunnel had been reopened, with plans to improve lighting.

P11/18 Outline Planning Application 02/16/00030 Land to the South of Houlgate Way, Axbridge

This application was still awaiting determination by Sedgemoor District Council. The Clerk had chased a response, as agreed by Council.

P12/18 Outline Planning Application 02/17/00022 – Mendip View, Cheddar Road, Axbridge

No further update - the application had been granted permission for up to 20 dwellings subject to a S106 agreement to secure the provision of affordable housing.

P13/18 Sedgemoor Local Plan Examination

The local plan examination was on-going.

P14/18 Affordable Housing/Housing Stock Policy – no update.

P15/18 Neighbourhood Plan

The next meeting was being held early in July. Results of the recent consultation had been added to the website.

P16/18 Planning/Building Control Survey

Members had received a survey via Somerset Association of Local Councils. Members supported a link between planning and building control.

RESOLVED: that the Clerk, in consultation with Councillor Taylor, be delegated to complete the survey on behalf of the Committee.

17/18 Enforcement Matters

New build in the vicinity of Redstacks, A371, Axbridge – the Clerk updated the Committee on this matter. The Clerk would respond to thank the planning authority for the update and to emphasise that the Council was keen to be consulted on any forthcoming planning application/future action. Concern was raised at the loss of trees but it was accepted that this was not a planning matter.

Planning Application - 21/16/00011 Yeo Bridge Farm, Cross Moor Drove, Weare, Axbridge – concerns regarding this development had previously been raised by the Mendip Society. It was understood this matter was on-going.

P18/18 Planning Decisions

02/18/0007/CW Installation of 3 no. replacement windows at 15 St. Johns Court – Listed Building Consent granted.

02/18/0008/DT Erection of a dwelling and creation of 4 no. parking spaces on land to the East of 20 Chestnut Avenue – Permission granted.

02/18/00009/ACN and 02/18/00012/CAN – Erection of a single storey extension to rear (South) elevation, on site of existing lean-to and outbuilding (to be demolished) at 15 West Street, Axbridge - Planning and Listed Building Consent granted.

P19/18 Planning Correspondence

North Somerset Council – Data Protection, Adoption of the North Somerset Sites and Policies Plan Part 2: Site Allocations Plan and Adoption of North Somerset Council Accessible Housing Supplementary Planning Document.

Somerset Rivers Authority – programme of work etc – this would be forwarded to members

Somerset Association of Local Councils Consultation: unauthorised developments and encampments SDC – E- consultation update – this would be forwarded to members.

National Association of Local Council's - Community Infrastructure Survey (CIL) Survey – this would be considered by the Committee/Council at its next meeting.

Possible development – Yeo Valley site – enquiries would be made as to whether there were any plans to develop this site.

P20/18 Date of next meeting – this would take place on Monday 18th June 2018 if necessary (or as part of the Council meeting if appropriate)

Chairman

Date

Agenda Item 10.2

Methods of Payment

Extract from Regulation 3

“Methods of payment to be used must be agreed by Council annually. The methods available are- Cheque, Direct Debit. Standing Order, Debit Card and payments deducted directly by SDC from the precept before receipt.

As far as is allowed, regular payments should be paid by DD or SO. Invoiced, one-off payments should be made by Cheque, or, if cheques are not accepted, by Bank Transfer or Debit Card.”

Agenda Item 10.3 DRAFT DIRECT DEBIT AND STANDING ORDER PAYMENTS					
Payee	For	Date	Month/frequency	Method	Amount
Parochial Church Council	Office rent	1 st	Jul, Oct, Jan, Apr	SO	600.00
PWLB	Car Park loan	20th	Jul and Jan	DD	5201.03
PWLB	Moorland St loan	3/31st	May and Oct	DD	2828.72
SDC	Business rates - Town Car Park	21st	Apr- Jan	DD	151.00
SDC	Business rates - Moorland St Car Park	21st	Apr - Jan	DD	155.00
SDC	Business rates - Public Conveniences	1st	Apr - Jan	DD	82.00
SDC	Business rates – Office	10th	Apr – Jan	DD	52.00
SSE	Changing Rooms - elec	8th	Monthly	DD	31.00
SSE	Public convenience elec -		Quarterly – varies – total last year £150	DD	40.00
SSE	Car Park lighting - Town Car Park	21st	Monthly	DD	5.50
Eon	Car Park lighting - Moorland St	13th	Monthly	DD	4.50
Vodafone	Telephone	26th	Monthly	DD	14.00
Plusnet	Broadband and phone	28th	Monthly	DD	24.60
Royal Mail	Post Office – Collection (PO Box)		Annual – June	DD	258.00
Microsoft	Microsoft Office 365		Annual – Sept	DD	79.99

NB – costs are best estimates when exact amount varies

Agreed by Council on (minute refers)

Agenda Item 10.4
Cheque signatories and Bank Reconciliation Checkers

The following list of cheque signatories and reconciliation checkers was agreed by Council on

Cheque Signatories (still members of the Town Council)	Not Cheque Signatories	Reconciliation checkers
Councillors:-		
Kate Browne	Helen Bridgeman	Andy Corp
Pauline Ham	Andy Corp	Jeremy Gall
Graham Page	Jeremy Gall	Barbara Wells
Michael Taylor	Malcolm Gould	
Vicky Brice (Town Clerk)*	Laura How	
	John Kendall	
	Barbara Myerson	
	Barbara Wells	

* The Town Clerk, whilst authorised as cheque signatory in order to transfer funds between accounts, will not sign cheques on behalf of the council.

Adopted by Council: (minute refers)



Agenda Item 10.5

Council Name: Axbridge Town Council
Office Address: The Council Office, Church Steps, The Square, Axbridge, BS26 2AP
Postal Address: Data Information Officer, PO Box 1184, Axbridge, Somerset, BS26 2WJ
Email Address: DIO@axbridge-tc.gov.uk
Telephone number: 07884 264033

Axbridge Town Council Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Axbridge Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Axbridge Town Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer – contact details as above.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Data Information Officer – contact details as above - to request this.

Information Deletion

If you wish Axbridge Town Council to delete the information about you please contact the Data Information Officer – contact details as above- to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Data Information Officer – contact details as above - to object.

Rights Related to Automated Decision Making and Profiling

Axbridge Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Axbridge Town Council's Data Information Officer – contact details as above.

If you are dissatisfied with our handling of your complaint, you have the right to raise your concerns at any time with The UK Information Commissioner: <https://ico.org.uk>.

Adopted by Axbridge Town Council on 21st May 2018 (minute 16/18(h) refers).

Agenda Item 11.7

Town Maintenance Contractor Report – June 2018

The Town Maintenance Contractor had worked 16 hours during April and May 2018.

Approximately 12 hours were 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.

Agenda Item 12.2

AXBRIDGE TOWN COUNCIL

Highways and Footpaths Advisory Group

Chairman and Group membership

Chairman: to be elected by the group at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

3 (minimum) other councillors

Remit

In general

- To make recommendations to Council on all matters relating to Highways, Footways, Rights of Way and Parking within the Town.
- To consider and to make recommendations on any issues relating to Highways, Footways, Rights of Way and Parking as instructed by Council.
- To liaise with other responsible authorities (Sedgemoor District Council, Somerset County Council, Avon and Somerset Police) on matters relating to Highways, Footways and Parking within the Town, or in the general locality, where any proposals may impinge upon the Town.
- To monitor the implementation of changes agreed by the Council in conjunction with relevant highways authorities.
- To provide to Council written reports of all the Group meetings to form part of the public record.
- Where appropriate to produce other relevant reports for consideration by Council.

Areas of responsibility include:

Roads & footways

- Surfaces, verges and hedges
- Speed restrictions
- Road safety
- Pedestrian crossings
- Street lighting
- Signage
- Bus stops
- On-street parking
- Traffic calming
- Cycle racks

Rights of Way

- Footpath surfaces
- Way marking & signposts

- Styles & gates
- Litter
- Cycle ways

Axbridge Town Car Parks

- Parking regulations and enforcement
- Parking permits
- Signs
- Surfacing and line marking
- Boundary walls, fences and hedges
- Grass and trees
- Lighting
- Litter
- Drainage
- **Annual review of car park regulations**

Approved by Council on (minute refers)

Agenda Item 13.3
AXBRIDGE TOWN COUNCIL



ALLOTMENT RULEBOOK

Version	Date	Summary of changes
1.0	01/05/2016	First version bringing together existing policies and conditions from tenancy agreement

This rulebook may change during your tenancy. You will be notified of any changes, but please make sure you have the latest version by contacting the Clerk on 07884 264033 Vicky.Brice@axbridge-tc.gov.uk.

1. Vehicles

- 1.1. The tenant may not keep vehicles, including caravans and trailers, on the allotment without first obtaining written permission from the Council.
- 1.2. Any such consent to be renewed annually, at the date the rent is due.

2. Trees

- 2.1. The tenant may not lop, fell or plant any tree on the Allotment Garden without written permission from the Council.

3. Sheds, Greenhouses, Lean-to structures and Fences

- 3.1. The tenant must gain written permission from the Council to erect any building or other structure or fence on the Allotment Garden.
- 3.2. Tenants can have one shed and/or greenhouse maximum size of either to be 10ftX8ft.
- 3.3. Greenhouses to be glazed with glass or clear rigid plastic.
- 3.4. Both sheds and greenhouses to be removable - no hard bases such as concrete.
- 3.5. Lean to greenhouses should be no more than half the width for the length of the shed.
- 3.6. Lean to greenhouses to be made predominately of glass or clear material.
- 3.7. Tenants are restricted to either a lean to greenhouse or a full size one - not both.
- 3.8. No shed, greenhouse or lean to is to be over 9ft high.
- 3.9. Constructions should be sympathetically placed and of a colour that fits in with the rural setting.
- 3.10. Constructions should be reasonable in their construction both in relation to material used and appearance bearing in mind that the land is on an ANOB.
- 3.11. Constructions should be kept in good order and maintained when necessary.

4. Livestock

Under the 1950 Allotments Act it is "lawful for any tenant to keep, otherwise than by way of trade or business, hens (but not cockerels) or rabbits in any place on the land and to erect or place and maintain such buildings or structures on the land as are reasonably necessary for that purpose; but this provision

does not authorise any hens or rabbits to be kept in such a place or in such a manner as to be prejudicial to health or a nuisance”.

- 4.1. The tenant must gain written permission from the Council to keep any livestock on the Allotment Garden.
- 4.2. Livestock may only be kept for the tenant’s own domestic consumption.
- 4.3. Chickens must be completely contained within a run and have a purpose built area to nest and roost at night. The limit will be 6 hens (no cockerels) per plot.
- 4.4. Rabbits must be completely contained within an area so as to prevent escape. They must be housed in purpose built accommodation. The numbers of rabbits will be monitored to ensure the well-being of the animals.
- 4.5. Details of the run, roost and rabbit accommodation must be supplied to the Town Council for approval before proceeding.
- 4.6. Any accommodation, including runs, shall take up no more than 25 square metres. Any building for their housing should be less than 6 cubic metres and less than 2 metres in height.
- 4.7. Should any animals cause a nuisance the tenant will be asked to remove them within a time period decided by the Council.
- 4.8. The Town Council regards the welfare of livestock as paramount. Should the environment in which the animals are kept, or the welfare of the livestock give reason for concern, the Town Council reserves the right to dispose of the livestock and associated equipment at its own discretion. Any costs for disposal will be recovered from the tenant. Failure to pay these costs will result in the termination of the tenancy after a period of 28 days. The Town Council’s decision in respect of welfare will be final.
- 4.9. If permission is granted then the tenant must provide 24hr contact details.
- 4.10. The Town Council reserves the right to decide if the plot is suitable for the keeping of livestock.

END

AXBRIDGE TOWN COUNCIL



TENANCY AGREEMENT FOR ALLOTMENT GARDENS

This is an agreement between Axbridge Town Council (the Council) and
the Tenant of plot number

Effective from 1st June 2018.

- 1) The Council agrees to let to the Tenant, on a yearly basis, the Allotment as indicated by the plot number above, at Hillside, Axbridge Somerset. The position of the plot is defined in the Council's Allotment Register.
- 2) The tenant agrees to abide by the rules in this agreement and the rules in the latest version of Allotment Rulebook.
- 3) An annual rent is payable on the 6th day of April each year. The Council will review and set the rent annually. Any changes in rent agreed by the Council will become effective from the following 1st April. The Tenant will be notified of any change at least one month before payment is due.
- 4) From 1st April 2016 a new Tenant or an existing tenant renting another plot will pay the Council a deposit on signing the Tenancy Agreement. This will be returned to the Tenant on termination of the Agreement as long as the plot is left in a state as good as it was when the agreement was signed. Deductions will be made from the deposit if work is necessary to bring the plot up to the standard at the signing of the agreement. Photographic evidence may be used to record the state of a plot. The amount payable as a deposit will be reviewed by the Council annually.
- 5) Twelve months written notice by either party can terminate the agreement on or before the 6th day of April or on or after the 29th day of September in any year.
- 6) The tenant should be a resident of the parish of Axbridge during the term of the tenancy.
- 7) During the tenancy the tenant must:
 - a) Keep the Allotment Garden in a clean, good condition, properly and substantially cultivated.
 - b) Maintain in decent order all fences and ditches bordering the Allotment Garden and keep trim and in decent order all hedges forming any boundary of the Allotment Garden.
 - c) Cultivate the Allotment Garden for the production of fruit, vegetables and flowers for domestic consumption by the tenant or his / her family.
 - d) Remove any injurious weeds from the plot as soon as possible.
 - e) Permit the inspection at all reasonable times of the Allotment Garden by any officer of the Council.
 - f) Get the Town Council's permission before doing anything covered by the Allotment Rulebook.
 - g) Adhere to any rules and specifications in the Allotment Rulebook.
- 8) During the tenancy the tenant must not:
 - a) Cause any nuisance or annoyance to any tenant of any other part of the Allotments provided by the Council.
 - b) Assign the tenancy or sub-let or part with the possession of any part of the Allotment Garden.
 - c) Obstruct or permit the obstruction of any of the paths or rights of way on the Allotments set out for the use of the tenants.

- 9) No ponds will be allowed on the allotment site.
- 10) All rates, taxes, dues or other assessments, which may at any time be levied or charged, upon the Allotment Garden will be paid by the Council.
- 11) If the tenant breaks any of the above provisions for a period of one month or longer, the Council may end the tenancy. This is without prejudice to any right the Council may have to claim damages for any breach or to recover any rent already due.
- 12) If the tenancy is terminated the tenant is entitled to compensation as provided for by the allotments Acts 1908 to 1950. If the tenant has been paid or promised compensation by the incoming tenant then before claiming compensation, details of the payment promised or made must be given in writing to the Council.
- 13) Any notice required by this Agreement to be given to the Council shall be delivered to or sent by post to the Clerk of the Council and any notice to be given to the tenant shall be treated as sufficiently served if left at or delivered by recorded post at the address at the head of this Agreement.
- 14) These conditions are subject to regular review by the Council.

SIGNATURES

Council:

..... (Date)
Axbridge Town Clerk

Tenant:

..... (Date)

Name, address and contact details of Tenant:

Name:

Address:

Telephone No (s):

Email:

(Please note that telephone numbers and email addresses will only be used to contact you on allotment matters and not for any other purpose)

**Agenda Item 14.1 Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on Monday 4th June 2018**

Meeting commenced: 7.15pm
concluded: 8.08pm

Meeting

Present: Councillors Browne, Ham, Kendall, Myerson and Taylor, together with Mrs Brice, Town Clerk.

PS1/18 Election of Chairman 2018/19

Councillor Wells was proposed and seconded as Chairman in accordance with the remit.

RESOLVED: that Councillor Wells be elected Chairman of the Committee for 2018/19.

PS2/18 Election of Vice-Chairman 2018/19

Councillor Browne was proposed and seconded as Vice-Chairman in accordance with the remit.

RESOLVED: that Councillor Browne was elected Vice-Chairman of the Committee for 2018/19.

PS3/18 Apologies for Absence

RESOLVED: that apologies from Councillor Wells (family commitment) be received and approved.

PS4/18 Declarations of Interest – none

PS5/18 Minutes of the Committee Meeting held on 30th April 2018

RESOLVED: that the minutes of the Personnel and Protocol Meeting held on 30th April 2018 be approved as a correct record and signed by the Chairman.

PS6/18 Public Participation - there were no members of the public present.

PS7/18 Remit

Members reviewed the remit and considered it to still be current.

RESOLVED: that the remit remain unchanged, with the latest review date being added to the end of the remit, for future clarity.

PS8/18 Personnel Policies

Members considered the Dress Code, Employer Discretions Policy, Equal Opportunities Statement, Funding of Town Events and Lone Working policies. Members considered they remained current. The Council may consider a future review of the Equal Opportunities Policy. In relation to the Lone Working Policy, the Parochial Church Council would be contacted with a view to placing a chain on the inside of the office door. This would then necessitate a minor amendment to the Policy.

RESOLVED: that the above-mentioned policies remain unchanged, with the latest review date being added to the end of the policies, for future clarity.

PS9/18 Mayor Making

Mayor Making had run smoothly, with many positive comments being received. A few minor changes were being made to the procedure, particularly indicating that the Mayor proposes the appointment of the honorary officers. Minor details were discussed.

PS10/18 Axbridge Parochial Charities

A letter had been received from the Secretary outlining the appointment of the trustees, the funds administered and the types of projects supported. Councillor Taylor would make a few further enquiries.

PS11/18 External Awards

The Clerk advised that Somerset Playing Fields Association and Somerset County Council's Chairman were seeking nominations for awards. The latter award would be included on the agenda of the next meeting.

PS12/18 Correspondence

The Clerk advised that she had received the 2018-2019 National Salary Award details.

PS13/18 Date of Next Meeting

RESOLVED: that the next meeting be held on Monday 2nd July 2018.

PS14/18 Exclusion of Press and Public

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

PS15/18 Assistant to the Town Clerk

Members considered the applications received and shortlisted applicants for interview. The interview arrangements were discussed.

RESOLVED: that the interviews be held on Monday 25th June 2018, with Councillor Browne, Wells and Ham (or a substitute member, should a member be unable to attend), that the Clerk be present for the interviews and that all applicants be contacted accordingly.

Date

Chairman

Agenda Item 17 - Correspondence – June 2018
(not mentioned elsewhere in the agenda papers)

SDC = Sedgemoor District Council

SCC = Somerset County Council

Outside Bodies

- Avon and Somerset Constabulary – Monthly crime update
- Community Council for Somerset – Carer's week 11th June – 17th June (event in Cheddar)
- National Association of Local Councils – newsletter and Annual Conference
- Somerset Community Fund – stand at Bath and West Show

Planning

- Neighbourhood Plan Group
- Somerset Assoc. of Local Councils – Planning training event and GDPR training event
- Bristol Water – temporary closure of the slip road to Townsend for one week from 18th June
- Society of Local Council Clerks – newsletter (include planning matters - 3rd party appeals and fracking)
- SDC – weekly planning applications, decisions and Committee agendas and reports

Admin and Finance

- SDC - Community Grants (Grants of up to £500 are aimed at helping people to undertake projects such as volunteering or learning new skills that will be of benefit to their local community. Small Grants and Project Grants (£2,500) funding is able to assist with people involved in the arts and regional or national sports competition. Business grants.
- SDC – legal advice service
- Clutton Contracts Ltd – wall repairs
- Feefo – Survey re insurance provider
- Various – data protection and privacy notices
- Devon County Council – Pension Online

Leisure and Recreation

- Somerset Association of Local Councils – Parish seeking advice on replacement sports pavilion
- What's on Bristol and Weston
- Individual – use of furlong
- Product Information: Fenland (data protection), Earth Anchors, Glasdon, HAGS (play area), Sovereign Play Equip, Creative Play, Sports and Plan Consulting

Highways

- Somerset Highways: Surface Dressing and Verges programmes; SCC Press Release: Highway grass cutting season is underway www.travelsomerset.co.uk/grass-cutting
- Somerset Association of Local Councils – Parish seeking advice about HGV's using inappropriate roads.
- SDC – Axbridge Day closure
- SDC – Stopping up order for part of footpath AX1/12 – (reduction in width by the Church)
- Visitor – disabled bay in The Square
- SCC – Temp Road Closure of slip road from bypass; missing no entry sign (in hand) and grass cutting response (in hand)
- SCC - Fingerpost Restoration Project Training Course
- Resident – Fennel Lane
- Resident – grass and potholes
- Parking services – enforcement
- Business – land enquiry
- Eurosigns – Axbridge nameplate
- Heart of South West Joint Committee talks productivity and transport
- Coffin Lane Campaign – invitation to meeting and Annual Report
- Product: Web@noticeboard

Cemetery, Allotments and Open Spaces

- Tenant – concern over allotment policy

- Resident – concern re noise from the allotments
- Various tenants – updates on plots

Greens

- SWP – Newsletter - introduction of facilities to recycle rigid plastic food and other household pots, tubs and trays (PTT) at recycling sites and a reminder of safe gas canister disposal.
- Mendip Hills – Annual review press release
- Centre for Sustainable Energy (CSE) - newsletter
- Rural Services Network and Rural Opportunities Bulletin

General Correspondence

- SDC press releases: Silhouettes in Somerset to mark World War One centenary; Patient Engagement Weekly bulletins
- SCC – Business survey
- Bridgwater Community Connect event - helping people find the right support
- MP weekly update
- Seafarers UK – Merchant Navy Day, 3rd September

DIARY DATES

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

Date	Meeting	Time	Venue
Monday 18 th June	Planning and Licences Committee	6.45pm	Town Hall
	Council	7.30pm	Town Hall
Monday 25 th June	Interview – Assistant Clerk	6.30pm	Town Hall
<i>Tues 26th June(TBC)</i>	Leisure and Recreation Advisory Group	TBC	The Lamb
Wed 27 th June	Cemetery, Allotments and Open Spaces	8pm	43 Old Church Road
Sunday 1 st July	Deadline for Council reports		
Monday 2 nd July	Planning and Licences Committee (if needed)	6.45pm	Town Hall
	Personnel and Protocol Committee	7.15pm	Town Hall
	Highways	8.00pm	Town Hall
Monday 9 th July	Administration and Finance Advisory Group	7.30pm	Mornington House
Monday 16 th July	Planning and Licences Committee (if needed)	6.45pm	Town Hall
	Council	7.30pm	Town Hall
Monday 23 rd July	Leisure and Recreation Advisory Group	6.30pm	Town Hall

Thurs 21 June 2018	Sedgemoor NE Cluster Group	7pm – Badgworth School
Sun 9 th Sept	Harvest Service	6.30pm Methodist Church
Tues 9 th Oct 2018	Joint Cluster Group meeting	7pm - Bridgwater House
Thurs 22 nd Nov	Sedgemoor NE Cluster Group	7pm – Venue to be confirmed.