

## **Agenda Item 6**

### **Axbridge and District Museum – June 2018**

#### **Key points**

- Over 2,000 visitors to the museum in April and May. The vast majority of whom will have been visitors to Axbridge.
- There will be two students, spending one week each, on work experience with the ADMT during June.
- A new lease from the National Trust is being finalised. This will entail a significant increase (>30%) in rent.
- Building works completed ahead of schedule. The alarm system has been improved.
- The Collections Trust has confirmed that our record keeping is above their required minimum standard and there is currently no backlog of records.
- Two new temporary exhibitions – JULY The 50<sup>th</sup> anniversary of the Cheddar Flood.  
AUGUST – OCTOBER The Axbridge Tapestry panels

#### **Mr Wells**

### **Axbridge Town Council**

#### **Sedgemoor - North East Parish Cluster Group. Report on Meeting at Badgeworth Village Hall on 21<sup>st</sup> June 2018**

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

**Community matters.** Several matters of concern were raised with PC Tracey Jones. A contact sheet for her and our local PCSOs was made available.

#### **Highways.**

Councillor John Woodman (Cabinet member at SCC) and Alyn Jones of the Highways Department presented the new Road Safety Strategy which was welcomed by those at the meeting. They took away some concerns raised by councillors and clerks. The slides from the presentation will be available to those interested.

#### **Somerset Waste Partnership**

Nick Cater gave an update on current issues, emphasising the need to recycle as much as possible and to put items in the correct bin. A range of plastics can now be recycled at recycling centres. The future expansion of the system in 2020 was outlined. This will involve new vehicles and the roadside collection of more plastics and other items. General waste will be collected three weekly and will be incinerated.

He mentioned the Schools Against Waste project and the Refill project – an initiative to reuse containers.

**Sedgemoor District Council** presented a paper to update Cluster members on current issues. They also circulated information relating to grants for Church Buildings. The details are available from the clerk.

**M Taylor (25/06/2018)**

Agenda Item 8.1

**AXBRIDGE TOWN COUNCIL**  
**Draft Minutes of the Planning and Licences Committee held on**  
**Monday 2<sup>nd</sup> July 2018 at the Town Hall, Axbridge**

**Meeting Commenced:** 6.30pm  
6.55pm

**Meeting Concluded:**

**Present:** Councillor Wells (Chairman) Browne, Ham, Kendall, Page (from minute P40/18) and Taylor (Vice Chairman) together with Mrs Brice, Town Clerk and one member of the public.

**P36/18 Apologies for absence**

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

**P37/18 Declarations of Interest**

Councillor Browne – declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 80 dwellings on land to the South of Houlgate Way) (minute P42/18 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 P42/18 refers), living adjacent to the site, and would leave the meeting should the application be considered.

**P38/18 Minutes of the meeting held on 18<sup>th</sup> June 2018**

**RESOLVED:** that the minutes of the meeting held on 18th June 2018 be approved as a correct record and be signed by the Chairman.

**P39/18 Public Participation** – no members of the public wished to speak.

**P40/18 Planning Applications**

Members considered the following applications:

Application No. 02/18/00017/CW

Listed Building Consent - alterations

Applicant: Mrs Gallego

Proposal: Installation of 4 no. replacement double glazed timber windows and 2 no. double glazed timber doors

Location: 32 St Johns Court, Axbridge, BS26 2AY

**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 Page joined the meeting**

Application No. 02/18/00018/DT

Town and Country Planning Act 1990 (As amended)

Applicant: Mr & Mrs Hooper

Proposal: Partial demolition of holiday let building and change of use from holiday let to residential to form garage and games room. Partial demolition, extension, alterations and loft conversion to the main dwelling. Lower garden wall and replace gates.

Location: Hazeldene, Cheddar Road, Axbridge, BS26 2DL

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

Application No: 02/18/00021/LR

Town and Country Planning Act 1990 (As amended)

Applicant: Mr Wookey

Proposal: Erection of single storey extension to front (N) and side (E) elevation

Location: 1 Houlgate Way, Axbridge, BS26 2BJ

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

Application No: 02/18/00021/LR

Town and Country Planning Act 1990 (As amended)

Works to trees in a conservation area

Applicant: Mr S Jenkins

Proposal: 1 No. Holm Oak (T1) remove 2 No. 5" branches on west side back to first suitable branch and 2 No. Holm oak (T1 and T2) raise crowns to 5.2m above ground level and thin out lower stems end growth by 30%.

Location: The Court, St Marys' Street, Axbridge, BS26 2BN

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

#### **P41/18 Bristol Water Southern Resilience Scheme**

No further update.

#### **P42/18 Outline Planning Application 02/16/00030 Land to the South of Houlgate Way, Axbridge**

No further update.

#### **P43/18 Outline Planning Application 02/17/00022 – Mendip View, Cheddar Road, Axbridge**

No further update.

#### **P44/18 Sedgemoor Local Plan Examination**

The local plan examination was now closed. A consultation on modifications would take place over the summer, with the aim of getting the new local plan adopted by Christmas.

#### **P45/18 Affordable Housing/Housing Stock Policy – no update.**

#### **P46/18 Neighbourhood Plan**

Members received an update on the meeting held 26<sup>th</sup> June 2018 which discussed terms of reference, group structure and forward planning. The minutes would be circulated shortly.

#### **P47/18 Enforcement Matters**

New build in the vicinity of Redstacks, A371, Axbridge – no further information had been received. The Clerk was asked to seek an update on this matter.

Signs at the Co-op – concern had previously been raised regarding the sign at the Co-op. The situation had been regularised by the granting of recent planning applications for signs (minute P48/18 refers).

**P48/18 Planning Decisions**

02/18/00013/CW and 02/18/00014/CW – Display of 1 No. Set of non-illuminated acrylic text and 1 No. non-illuminated CO-OP Logo at Co-op Food Store, The Square – Advertising consent and Listed Building Consent granted.

**P49/18 Planning Correspondence**

Society of Local Council Clerks – members noted updates on the Raynsford Review of Planning and fracking planning laws.

Planning Application – 02/18/00023 -this application was for a certificate of lawfulness relating to a property in Stone Allerton, which had been withdrawn whilst still invalid. It seemed to have been given an Axbridge planning application number in error.

Planning Application – 17/18/00053 – an outline planning application had been received for the erection of 115 dwellings on land to the west of Lower New Road, Cheddar. This would be considered at the next meeting of the Committee, or directly by Council, if appropriate.

Garage, Parkfield Road/Jubilee Road – concerns about the state of this property which abutted the footway would be raised via the Parish Path Liaison system.

Sedgemoor District Council – “Building Homes for our future” Housing Conference on 26<sup>th</sup> October 2018 - The Clerk would register the Chairman’s interest in attending this event.

**P50/18 Date of next meeting** – this would take place on Monday 16<sup>th</sup> July 2018 if necessary.

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Chairman

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Date

## **Agenda Item 9.1 Axbridge Town Council Administration and Finance Advisory Group**

**July 2018**

**Report for Council.**

**Meeting.** The Group last met on Monday 9th July.

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

**Apologies:** None

**Accounts.** The accounts for the end of the month which form the 1<sup>st</sup> quarter report for council were considered by the group. Members put forward the summary for council approval after agreed minor adjustments.

(Agenda item)

Members considered listing payments over a specified amount each month on the web-site as part of the requirement to be transparent. It was felt the accounts were currently readily available and to open to public scrutiny. This option would be put in abeyance.

**External Audit.** The clerk has sent the papers in. No response to date.

**Remit and Policies Review.** Last month group members agreed that the remit and the policies required no changes.

**Clerk's Hours.** Approval for payment for an additional 26hrs to cover the last four months will be sought from council after having been considered by group members, (Agenda item.)

**Public conveniences vandalism.** This has been reported to the insurance company. Two repair quotes were forwarded. The insurance company will be sending a cheque to cover the claim and the work can now be ordered.

**Office.** Lighting in the entrance and the stairs needs improving. A door chain is to be installed. A second laptop may be required.

**Grants awarded by Council.** Museum Trust request expected this month. (Agenda item.)

**Capital Projects.**

**New Play Equipment. (L&Rec.)** The remaining RLT2 funds will be spent on a new slide which has been ordered. A swing seat suitable for disabled children has been suggested as the next improvement.

**Chestnut Avenue Land. (FAG)** Purchase of lease complete. Some further costs expected from solicitors.

**Slip Road warning lights. (Hwys)** Permission still has not been obtained.

**"Axbridge" town signs. (Hwys)** to be replaced. CoC views awaited.

**Date of next meeting.** Monday 13<sup>th</sup> August 2018

Councillor Taylor (10/07/2018)

<b>Axbridge Town Council – 1<sup>st</sup> Quarter Report</b>	<b>Actual</b>	<b>Funds B/F</b>	<b>Budget</b>	<b>Actual</b>
<b>Agenda Item 9.2</b>	<b>2017/18</b>	<b>B/F from 17/18</b>	<b>2017/18</b>	<b>2018/19</b>
<b><i>General Account</i></b>				
<b>RECEIPTS</b>				
Precept Recd.	76500.00		81500.00	40750.00
Council Tax Support Grant	3382.00		1500.00	855.50
Precept to Car Park Ac.	0.00		--	0.00
Precept to Changing Rooms Ac.	0.00		--	0.00
Precept to Maintenance Funds	-1000.00		--	-1000.00
Lloyds Bank Interest	98.79		80.00	22.00
Cemeteries	1315.00		800.00	190.00
Allotment rents and deposits	767.25		600.00	415.00
Donations to Newsletter (Oyez)	40.00		50.00	50.00
Play area grants	0.00		5921.00	275.00
Shortlands rent	60.00		60.00	0.00
RNLI donation	400.94		0.00	0.00
Community Infrastructure Levy Receipts	--		--	489.92
Neighbourhood Plan donations				276.88
VAT refunds	2410.86		--	390.17
Sundry	15.65		50.00	0.00
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<b>Total Receipts:</b>	<b>83990.49</b>		<b>90561.00</b>	<b>42714.47</b>
<b>PAYMENTS</b>				
<b>Revenue Expenditure</b>				
Salaries & Employ'm't costs (SDC)	25130.65		36000.00	13849.54
Deputy Clerk employment costs	90.00		--	39.00
Council office fund - salary cost transfer.	561.69		--	0.00
Pension deficit payments	703.90		950.00	144.00
Mileage costs	124.65		60.00	20.70
Admin. Expenses	2773.51		2600.00	537.32
Insurance	1118.99		1300.00	1129.27
Car Park loan repayments	10402.06		10402.06	0.00
Moorland Street Land loan repay.	5657.44		5657.44	2828.72
Promoting Axbridge	502.20		700.00	167.40
Training	25.00		300.00	50.00
Town Hall Charges	1450.00		1550.00	0.00
Allotments (rent & maintenance)	493.01		600.00	165.00
Auditors' Fees	359.55		500.00	59.55
Civic Expenses	1595.25		2000.00	555.88
Cemetery maintenance	1295.00		1800.00	270.00
Churchyard grass cutting	500.00		--	0.00
Furlong grass & hedge cutting	2128.00		3500.00	444.00
Chestnut Avenue Grass Cutting	--		500.00	0.00
Changing Rooms Maintenance	0.00		300.00	0.00
Play area & Furlong maintenance	878.58		1200.00	0.00
Town Maintenance Contract	2407.25		2880.00	420.00
Bin emptying contract	3669.06		3150.00	1998.88
Public conv. cleaning contract	2850.00		2850.00	1425.00

<b>Axbridge Town Council – 1<sup>st</sup> Quarter Report</b>	<b>Actual</b>	<b>Funds B/F</b>	<b>Budget</b>	<b>Actual</b>
		<b>B/F from</b>		
<b>Agenda Item 9.2</b>	<b>2017/18</b>	<b>17/18</b>	<b>2017/18</b>	<b>2018/19</b>
Public conveniences rates and utilities.	1177.45		1400.00	359.88
Public conveniences maint.	55.10		600.00	25.83
Subscriptions	728.48		600.00	518.03
Elections	0.00		2000.00	0.00
Furlong lease	165.00		165.00	165.00
Office Rent	2425.00		2500.00	600.00
Office Move	480.08		--	0.00
Office - Rates and Utilities	342.82		800.00	158.40
Layby maintenance	200.00		300.00	80.00
Maintenance of street furniture			500.00	0.00
Sundry	0.00		50.00	0.00
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<b>Total:</b>	<b>70289.72</b>		<b>87714.50</b>	<b>26011.40</b>
<b>Capital expenditure</b>				
Play area equipment fund	0.00	0.00	500.00	0.00
New item of equipment from RLT2 fund			5921.00	0.00
Street Lights	0.00	1000.00	0.00	0.00
Recreation area car park extension	0.00	6500.00	0.00	0.00
Ax. Design Statement & N Plan	128.90	824.10	0.00	415.63
Allotments gate and fencing	389.74	988.04	250.00	0.00
Regalia-refurbishment/replacement	499.79	150.21	0.00	0.00
Maces	0.00	0.00	0.00	0.00
Office Equipment Fund	0.00	620.10	100.00	0.00
Council Office Fund	0.00	0.00	0.00	0.00
Footpath - Cross Lane	0.00	500.00	0.00	0.00
Website Improvements	250.00	2250.00	0.00	0.00
Bins and Benches	65.00	546.93	0.00	0.00
Additional Parking land purchase	1243.00	0.00	1000.00	0.00
Document Scanning and Imaging	0.00	0.00	0.00	0.00
Projector	0.00	750.00	0.00	249.98
Layby benches	0.00	0.00	0.00	0.00
Purchase of furlong recreational field	0.00	500.00	0.00	0.00
Axbridge Road Signs	--	--	0.00	0.00
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<b>Total:</b>	<b>2576.43</b>		<b>7771.00</b>	<b>665.61</b>
<b>Grants</b>				
Type A - Various annual	250.00		400.00	0.00
Type B - Specified	--		--	--
Town Trust planters	300.00		300.00	300.00
Town Hall grant	3640.00		3640.00	1820.00
Ax. and District Museum Trust	1400.00		1400.00	0.00
Xmas lights & trees/fireworks	2034.00		1750.00	0.00
British Legion	100.00		100.00	0.00
Churchyard Grass Cutting	--		500.00	0.00
Sea Cadets	60.00		--	0.00
Axbridge Carnival Committee	250.00		--	0.00

<b>Axbridge Town Council – 1<sup>st</sup> Quarter Report</b>	<b>Actual</b>	<b>Funds B/F</b>	<b>Budget</b>	<b>Actual</b>
<b>Agenda Item 9.2</b>	<b>2017/18</b>	<b>B/F from 17/18</b>	<b>2017/18</b>	<b>2018/19</b>
Local Community Groups	--		750.00	0.00
Church Access	0.00		0.00	0.00
Type C - Various one-off	70.00		250.00	0.00
RNLI (donation collected at Civic Service)	400.94		--	0.00
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<b>Total:</b>	<b>8504.94</b>		<b>9090.00</b>	<b>2120.00</b>
<b>VAT paid</b>	2488.21		--	746.82
<b>Total Payments:</b>	<b>83859.30</b>		<b>104575.50</b>	<b>29543.83</b>
<b>Summary of General Account</b>				
Opening Balance	56808.46		56939.65	56939.65
Total Receipts	83990.49		90561.00	42714.47
Total Payments	83859.30		104575.50	29543.83
<b>Closing Balance:</b>	<b>56939.65</b>		<b>42925.15</b>	<b>70110.29</b>
=====				
<b><i>Changing Rooms &amp; Pitches Operating Account</i></b>				
Opening Balance	2826.40		3483.38	3483.38
<b>RECEIPTS</b>				
Precept	0.00		0.00	0.00
Pitch & Rooms bookings	2500.00		2500.00	0.00
Vat charged on bookings	603.33		500.00	0.00
Hire of Furlong	516.67		0.00	0.00
Vat refunds	0.00		--	75.64
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Total Receipts	3620.00		3000.00	75.64
<b>PAYMENTS</b>				
Changing Rooms Maintenance	192.77		200.00	0.00
Pitch maintenance	1056.00		2000.00	204.00
Utilities	748.32		600.00	88.56
Consumables	126.70		100.00	0.00
VAT paid to HMR&C	546.37		500.00	0.00
Vat paid	292.86		--	45.24
	-----		-----	-----
Total Payments	2963.02		3400.00	337.80
<b>Closing Balance:</b>	<b>3483.38</b>		<b>3083.38</b>	<b>3221.22</b>
=====				
<b><i>Car Parks &amp; Moorland Street Land Account</i></b>				



<b>Axbridge Town Council – 1<sup>st</sup> Quarter Report</b>	<b>Actual</b>	<b>Funds B/F</b>	<b>Budget</b>	<b>Actual</b>
<b>Agenda Item 9.2</b>	<b>2017/18</b>	<b>B/F from 17/18</b>	<b>2017/18</b>	<b>2018/19</b>
Opening Balance	5903.48		3924.14	3924.14
<b>RECEIPTS</b>				
Precept	0.00		0.00	0.00
Ax Car park garage access lease	150.00		150.00	0.00
School Land Lease	2000.00		2000.00	0.00
Sub Station lease	200.00		200.00	0.00
Vat refunds	206.58		--	1.37
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	-		-	-
<b>Total Receipts</b>	<b>2556.58</b>		<b>2350.00</b>	<b>1.37</b>
<b>PAYMENTS</b>				
Car Park Running costs and Rates	3681.46		3600.00	1143.95
Maintenance costs	675.00		1200.00	0.00
Gulley Cleaning			0.00	0.00
Car Park controls	0.00		500.00	0.00
Vat Paid	179.46		--	21.93
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	-		-	-
<b>Total Payments</b>	<b>4535.92</b>		<b>5300.00</b>	<b>1165.88</b>
<b>Closing Balance:</b>	<b>3924.14</b>		<b>974.14</b>	<b>2759.63</b>
<b>=====</b>				
<b><i>Neighbourhood Plan Account</i></b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Opening Balance				
<b>RECEIPTS</b>	<b>0.00</b>		<b>--</b>	<b>0.00</b>
Locality Grant	0.00		--	0.00
VAT Refunds	-----		-----	-----
<b>Total Receipts</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>PAYMENTS</b>				
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	0.00			0.00
VAT Paid	0.00		--	0.00
	-----		-----	-----
<b>Total Payments</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Closing Balance</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>=====</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	-	-	-	-

Axbridge Town Council – 1 <sup>st</sup> Quarter Report	Actual	Funds B/F	Budget	Actual
Agenda Item 9.2	2017/18	B/F from 17/18	2017/18	2018/19
<b>Maintenance Fund</b>				
Opening balance	14720.00		15720.00	15720.00
<b>RECEIPTS</b>				
Precept	1000.00		--	1000.00
	-----		-----	-----
Total Receipts	1000.00		0.00	1000.00
<b>PAYMENTS</b>				
Major Assets maintenance	0.00		0.00	0.00
	-----		-----	-----
Total Payments	0.00		0.00	0.00
<b>Closing Balance:</b>	<b>15720.00</b>		<b>15720.00</b>	<b>16720.00</b>
=====				
=====				
<b>Summary of all accounts</b>				
Opening Balance	80258.34		43332.68	80067.17
Receipts	91167.07		95911.00	43791.48
Payments	91358.24		113275.50	31047.51
<b>Closing Balance:</b>	<b>80067.17</b>		<b>25968.18</b>	<b>92811.14</b>
=====				
=====				
<b>BANK RECONCILIATION</b>				
Balance of General Account	56939.65			70110.29
Balance of Car Park Account	3924.14		--	2759.63
Balance of Changing Rms. Op. Ac.	3483.38		--	3221.22
Balance of Maint. Fund	15720.00		--	16720.00
Balance of Neighbourhood Plan Account	0.00		--	0.00
<b>Total:</b>	<b>80067.17</b>		<b>--</b>	<b>92,811.14</b>
<i>Made up of:</i>				
Investment Account	15,124.91		--	15,139.93
Business Reserve Account	59,675.78		--	49,682.76
Current Account	5,266.48		--	27,988.45
<b>Total:</b>	<b>80,067.17</b>		<b>--</b>	<b>92,811.14</b>

**Axbridge Town Council Financial Report July 2018 – Agenda Item 9.7**

<b>Axbridge Town Council Financial Report July 2018 – Agenda Item 9.7</b>			
	<b>Bank Accounts</b>	<b>Account Name</b>	<b>£-</b>
		Lloyds Business Account	49,682.76
		Lloyds Current Account	27,988.45
		Lloyds Investment Account	15,139.93
		Total:	<b>92,811.14</b>
	<b>Council Accounts</b>	<b>Account</b>	<b>£</b>
		General Account	70,110.29
		Changing Rooms Operating Account	3,221.22
		Car Park Account	2,759.63
		Changing Rooms Maintenance Fund	16,720.00
		Neighbourhood Plan Account	0.00
		Total:	<b>92,811.14</b>
<b>Receipts since last meeting</b>			
Ref.	From	For	Value
	Tenants	Allotment rent	100.00
<b>Payments made since last meeting for ratification by Council</b>			
Ref.	To	For	Value
DC	Post Office	Postage	8.04
DC	Tesco Stores	Postage	8.00
DC	Post Office	Postage	8.04
Chq	LTSB Commercial Finance Ltd	Printing of Oyez - reissued cheque (lost)	55.8
<b>Payments for authorisation by Council – June</b>			
Chq`	Mrs V Brice	Reim of Expenses	
Chq	Barbara Wells	Civic Expenses	TBC
Chq	Somerset CC Pension Fund	Pension Deficit (July)	72.00
Chq	Fairlands Middle School	Photocopying	68.40
Chq	LTSB Commercial Finance Ltd	Printing of Oyez - June oyez	55.80
Chq	Mr A Laken	Town Maintenance Contractor (June)	
Chq	Rapide System Supplies Ltd	Toner for printer	65.94
Chq	A1 Gardening and Tree Surgery	Grass cutting - play are,car parks, cem and allot paths	342.00
Chq	W C Maunders Ltd	Furlong and pitches	39.76
Chq	The Kings of Wessex Academy	Printing of Annual Report	85.50
Chq	Somerset Assoc. of Local Councils	Attendance at Data Protection event	50.00
Chq	Clarke Willmott	Legal fees - land at Chestnut Avenue	2207.00
<b>Direct Debits and Standing Orders to be paid next calendar month (July/Aug)</b>			
DD	Vodafone	Council telephone	12.19
DD	Plusnet	Broadband etc for office ( <i>exact cost TBC</i> )	28.20
DD	Southern Electric	Changing Rooms	31.00
DD	Southern Electric	Electricity - street lights at Town Car Park (June)	5.15
DD	Eon	Electricity - street lights at Moorland Street (Jul)	5.03
DD	Sedgemoor District Council	Business rates (Public Con)	82.00
DD	Sedgemoor District Council	Business rates (Moorland St Car Park)	155.00
DD	Sedgemoor District Council	Business rates (Town Car Park)	151.00

DD	Sedgemoor District Council	Business rates (Office)	52.00
DD	Axbridge Parochial Church Council	Office Rent - quarter 2	600.00
DD	PWLB	Loan repayment - Car Park loan	5201.03
DD	Post Office	PO Box collection	258.00
	<b>TOTAL to be authorised</b>		<b>9,567.00</b>

**Agenda Item 10.1 LEISURE AND RECREATION REPORT  
MONDAY 25 JUNE 2018**

**Election of Chair:** Pauline Ham was re-elected by all present

**Co-option:** Craig Walkling agreed to be co-opted as a member of the L&R group

**L&R remit:** The remit has been reviewed. Only minor amendments have been added.

**Public Conveniences:**

- The insurance company has agreed the claim (less excess) and Kevin Routley has been asked to carry out the work as soon as possible.
- He has also been asked to supply a quote to make the gents toilet into a unisex toilet; to supply and fit new signage, including unisex signage for the existing ladies' cubicle.
- We have a key to access the wash basin in the ladies. Graham is going to investigate before we ask anyone else to have a look.
- We are hoping to be offered some grant funding from Bristol Airport (a request has been sent) for a refurbishment of the toilets. The extent of this would be dependent on monies available.

**Dogs:**

- Once again Back Lane is a disgrace. The clerk is requested to ask the dog warden to target the Lane once again.
- We need more signs in the Furlong saying: *Recreation Area. Dogs must be kept on a lead.*  
The furlong is included on SDC's public open spaces list and they have been asked to prioritise official notices for us.
- Clearing up after your dog and information about the Public Open Spaces by-law needs to be in the next edition of Oyez.

**Changing Rooms:**

- The changing rooms have been open and unlocked at the weekend, on more than one occasion. There are, now, too many keys in circulation. Initially the Council issued keys to named individuals and a record was kept, for reasons of security.
- We propose to replace the existing lock with a new security lock. We will have keys cut. They will be issued to named individuals and a record will be kept.
- Security keys can only be cut by the specialist company, upon quotation of the keys serial number.
- The down-pipes and guttering is receiving its regular vandalism. Darren tries to keep abreast of this.
- The facility needs a major clear out to enable a deep clean.

**Play Area:**

We have received the annual inspection report. This arrived following our meeting so it will be discussed at the next meeting.

- The replacement slide has been ordered but there is no delivery date available yet.
- We are following up the possibility of "an inclusive swing", suitable for use by disabled children. GB Leisure is to measure, to ascertain if the space on the existing swing frame is sufficient to comply to safety regulations.
- The swing we are proposing is called a Boat Seat and costs £528, to include the fixing chains. This is more than we have available but the Sports and Social Committee has agreed to donate approx. £250 if required.
- Darren has carried out some remedial work to the aerial runway and is oiling the top gate, which has improved the closing mechanism.

- A more thorough inspection log is 50% completed.

**Furlong:**

- We are proposing that the shelter on the Furlong be refreshed. We will fill in the very large “dip” that has been worn in the ground inside the shelter and create a concrete base. We will clean the shelter and paint, if required. Hopefully, this will make the shelter more inviting for parents and families using the playarea.

## Agenda Item 10.2 Axbridge Town Council

### The Leisure and Recreation Advisory Group (to include Changing Rooms)

#### Chairman and Group membership

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

Mayor (ex officio)

Deputy Mayor (ex officio)

2 (minimum) other councillors

#### Remit

#### Leisure and Recreation Duties of Responsibilities

To report and advise the Town Council on matters relating to the Furlong, the children's play area, other recreation matters and the Public Toilets.

#### The Furlong

- Grass cutting
- Hedgerow maintenance
- Litter and dog mess.
- General safety
- Liaise with the Football Clubs, other users and the Furlong Manager

To maintain this facility as a recreation place for the general **public** and visiting population of Axbridge.

#### The Children's Play Area

- To implement the recommendations of an approved safety inspector and ensure an **annual safety inspection** is carried out ~~each year~~.
- To monitor the condition of the ~~play equipment~~ **recreation and playground facilities, gates, fencing, seating, bins** and surfacing on a regular basis and maintain them to a safe standard.
- To prioritise work and implement an equipment replacement programme advising the finance committee of budget needs.
- To utilise grants available for play areas
- ~~To maintain the play equipment, safety surfacing, fencing, gates, seating and bins.~~
- Maintain grass cutting within the play area.
- To carry out emergency repairs as quickly and efficiently as possible.

#### Recreation Facilities

It is the remit of this advisory committee, on behalf of Axbridge Town Council, to try and find additional recreation land.

#### The Changing Room.

- To be responsible for the general upkeep and running of the changing rooms.
- To liaise with the Changing Room/Furlong **and Facilities** manager.
- To define the duties of the Manager- in consultation with the Personnel & Protocol Committee
- To oversee the financial business of the Changing Rooms.

The duties of the Changing Room and Leisure and Recreation Groups coincide with reference to the maintenance of the Furlong Field.

Public Toilets

- To monitor the condition of the facility and liaise with the Furlong/Facilities Manager
- To ensure the contractor is cleaning the facility ~~at~~ to an acceptable ~~level~~ standard.
- To recommend deep/high cleans as and when appropriate
- To maintain the facility and recommend any potential improvements.
- To carry out emergency repairs as quickly and efficiently as possible.
- **To ensure the facility is closed if it is in, what is deemed to be, an unsafe state.**
- To ensure the facility is being locked every night, at a reasonable time and to ensure alternative arrangements are in place for holiday cover.

**Approved and Adopted by Council on 20<sup>th</sup> June 2016 (minute 33/16(c) refers)**

**Reviewed and agreed at the Council meeting 16 July 2018**

**Signed .....**



## **Charging Policy for Ad Hoc use of the Changing Rooms/Furlong**

**The charging policy for the ad hoc use of the changing rooms/furlong is as follows:-**

- £50 for any one day period
- £25 for any half day period
- The Council, on advice from the Leisure and Recreation committee, has the discretion to reduce or waive the fee for community activities or minimal use of the facility.
- Use for the Furlong alone cannot be charged as it is a public facility, unless such use is for a substantial organised event that restricts use of the field by members of the public.

**Adopted: Council on 17<sup>th</sup> February 2014 (minute 169/13(d) refers)**

**Reviewed and agreed at the Council meeting 16 July 2018**

**Signed .....**

## **Policy for the Control of Dogs on the Furlong**

**The Policy for the control of dogs on the Furlong is as follows:**

- No dogs in the play area
- Dogs to be on a lead at all times on the Furlong/recreation field.

**Adopted: Council on 17<sup>th</sup> February 2014 (minute 169/13(e) refers)**

**Reviewed and agreed at the Council meeting 16 July 2018**

**Signed .....**

## **Agenda Item 13.1**

### **Axbridge Town Council Draft Minutes of the Personnel and Protocol Committee held on Monday 2<sup>nd</sup> July 2018**

**Meeting commenced:** 7.00pm  
**concluded:** 7.30pm

**Meeting**

**Present:** Councillors Wells (Chairman), Browne (Vice-Chairman), Ham, Kendall and Taylor, together with Mrs Brice, Town Clerk and one member of the public (for part of meeting).

**PS16/18 Apologies for Absence** - none

**PS17/18 Declarations of Interest** – none

**PS18/18 Minutes of the Committee Meeting held on 4<sup>th</sup> June 2018**

**RESOLVED:** that the minutes of the Personnel and Protocol Meeting held on 4<sup>th</sup> June 2018 be approved as a correct record and signed by the Chairman.

**PS19/18 Public Participation** - no member of the public wished to speak.

**PS20/18 Lone Working Policy**

Members reviewed the Lone Working Policy following agreement by the Parochial Church Council to place a chain on the inside of the office door.

**RECOMMENDED TO COUNCIL:** that an additional sentence be added under “Site Security” to read “A chain on the inside of the office door to be connected when the ground floor of the premises is in use by church personnel or other hirers”, the reference to “Clerk” read “Town Clerk/Assistant to the Town Clerk” and the latest review date being added to the end of the policy, for future clarity.

**PS21/18 Axbridge Parochial Charities**

Members discussed this matter.

**RESOLVED:** that the Clerk request a copy of the Memorandum and Articles of Association from the Clerk to the Parochial Charities.

**PS22/18 Somerset County Council’s Chairman’s Award**

**RECOMMENDED TO COUNCIL** – that the Council nominate an individual to receive Somerset County Council’s Chairman’s Award (identity to be made know at the council meeting, in confidential session).

**PS23/18 Past Mayor’s Badges** – this matter was ongoing.

**PS24/18 Payment of additional hours for the Clerk**

The Clerk had worked additional hours. These would be presented to the Committee at its meeting in August (minute PS25/18 subsequently refers this matter).

**PS25/18 Date of Next Meeting**

The next meeting had been scheduled for 6<sup>th</sup> August 2018, however, it was unlikely to be needed during this holiday period. This being the case, the payment of additional hours worked by the Clerk would be considered by the Administration and Finance Advisory Group in this instance and then recommended to Council.

**PS26/18 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.

**PS27/18 Confidential Item: Assistant to the Town Clerk**

The interview panel made the recommendation to the Committee. The post would initially be for a fixed term of 1 year, with a review following the three-month probation period, then a further review shortly before the contract is due to end. The hours would be 20 hours a month (plus holiday pay), with the salary being LC1 Point 15 and a start date of 1<sup>st</sup> August 2018.

**RESOLVED:** that Miss Caroline Harris be appointed as Assistant to the Town Clerk (to be contacted by the Mayor) and, subject to her acceptance, the Clerk write an offer letter to form part of the terms and conditions; that the subsequent paperwork be delegated to the Clerk in consultation with the Chairman, and that the Clerk writes to the unsuccessful applicants.

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Chairman

-----  
Date

## Agenda Item 13.2

### Axbridge Town Council

#### Lone working policy (in conjunction with the H&S policy)

##### **The Council will:**

- Be aware of safety issues relating to working alone.
- Assess lone working risks systematically and regularly.
- Ensure that the clerk is able to recognise potential risks.
- Report and record any incidents that relate to working alone.

##### **The *Town Clerk/Assistant to the Town Clerk* will:**

- Be aware of safety issues relating to working alone.
- Take reasonable care.
- Consider and assess the need for closing the office door when the downstairs venue is in use and, if the door is closed, to use the spyhole to establish who is there before opening the door.
- Keep someone, either at home or on the Council, as appropriate, aware of location, meetings, contact detail etc.
- Report any dangers, or potential danger, as they arise.
- Report and record any incidents that relate to working alone

##### **Site security**

- A chain on the front door, to be connected before opening the front door to anyone calling.
- *A chain on the inside of the office door to be connected when the ground floor of the premises is in use by church personnel or other hirers*
- Mobile phone to hand at all times.

Adopted by Council on ~~6<sup>th</sup> November 2017~~ (minute ~~PS69/17~~) refers

*Last reviewed: 16<sup>th</sup> July 2018*

Agenda Item 16 Correspondence – July 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 and response re concerns raised at last meeting
- Clerks and Councils Direct - newsletter
- National Association of Local Councils – newsletter and Annual Conference and Star Council award nominations sought (5 categories relating to council, councilors, clerks and county associations)
- Somerset Association of Local Councils – Star council's award and bulletin
- Society of Local Council Clerk's – branch meeting

Planning

- *Neighbourhood Plan Group - minutes 26<sup>th</sup> June 2018*
- Somerset Rivers Authority End Of Year Report 2017-18
- SDC – Save the date housing conference – 26<sup>th</sup> October
- Parish Council - Mobile homes - planning permission and council tax
- NALC newsletter inc planning matters
- North Somerset Council North Somerset Landscape Character Assessment SPD update 2018
- SDC – weekly planning applications, decisions and Committee agendas and reports

Admin and Finance

- Somerset Association of Local Councils - Legal briefing on Judicial review claim brought against Ledbury Town Council & Code of Conduct training
- Somerset Association of Local Councils – Code of Conduct training
- Zurich – public conveniences repair
- OS mapping update
- PSMA newsletter

Leisure and Recreation

- Individuals – use of the furlong
- Residents and Police – anti social behavior on the furlong car park
- SDC – Cleaning of public conveniences
- SDC – RLT3 application -new application required
- Somerset Playing Fields Association – Play Area Inspection
- Individual – cleanliness of the public conveniences
- Whats on summer days out – West Country
- What's on Bristol and Weston-super-Mare
- Product Information: Nemesis Fireworks

Highways

- Somerset Highways:
- Various: concerns regarding Townsend junction
- Resident – speed of traffic West Street/High St
- Business – drains in the Square
- Individual – grass verge at Read's Garden
- Product info – Earth Anchors

Cemetery, Allotments and Open Spaces

- Individual – noise at allotment

## Greens

- SWP – monthly briefing
- Centre for Sustainable Energy – briefing
- Mendip Hills - School-children from Blagdon, Axbridge, Sidcot and Banwell had to complete a caving and climbing challenge, team building games in caves and a rock-based quiz in Cheddar Gorge.
- Rural Services Network and Rural Opportunities Bulletin

## General Correspondence

- SDC press releases: EDF – Hinkley Point; Friends of Apex Park Open Day success! Somerset County Council Press Release: Join the Somerset Libraries Learning Disabilities conversation
- NHS Somerset Clinical Commissioning Group -Patient Engagement bulletins
- TDA – Somerset Soup – applications for business start up support
- Somerset Prepared newsletter
- Patient Engagement weekly bulletins
- Primary Care Supplies - Defibrillator
- Bridgwater Blake Gardens Music Festival 2018
- FW: Graveney School Senior Choir Trip visit to St Michaels
- Somerset Scientific Services Private Water Supply article for parish magazines
- TDA Marketing Press Release: TDA - Somerset Town (Bridgwater) to welcome new Shop Local campaign
- St Margaret's Hospice – newsletter and open garden day's events
- Weekly updates from James Heapey MP
- Graveney School Senior Choir Trip to Axbridge
- Private Water supply article – passed to local editors

### DIARY DATES

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

Date	Meeting	Time	Venue
Monday 16 <sup>th</sup> July	Planning and Licences Committee Council	6.45pm 7.30pm	Town Hall Town Hall
<i>Monday 23<sup>rd</sup> July</i> (TBC)	Leisure and Recreation Advisory Group	6.30pm	The Lamb
TBC	Cemetery, Allotments and Open Spaces	8pm	43 Old Church Road
Sunday 1 <sup>st</sup> July	Deadline for Council reports		
Monday 6 <sup>th</sup> Aug	Planning and Licences Committee (if needed) Highways <i>Personnel and Protocol only if needed, which may affect times above</i>	6.45pm 7.30pm	Town Hall Town Hall
Monday 13 <sup>th</sup> Aug	Administration & Finance Advisory Group	7.30pm	Mornington House
Monday 20 <sup>th</sup> Aug	Planning and Licences Committee (if needed) Council	6.45pm 7.30pm	Town Hall Town Hall
TBC (	Leisure and Recreation Advisory Group	6.30pm	Town Hall

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

