

Agenda Item 6
Outside Bodies Report

Axbridge and Museum District Trust

Brief summary meeting held on 15th January 2019:

- Full Charity Commission return being completed for 31/1. New requirements include full names and email addresses of all trustees, details of all concurrent trusteeships, together with full Trust bank details of all accounts. These requirements are part of an overall tightening of oversight and supervision by the Charity Commission.
- ADMT are currently looking to recruit two new trustees, ideally with experience of volunteer recruitment and oversight, and fund raising. Ads. will appear in local papers in February.
- New volunteers for welcoming visitors are needed. Two sessions will be run in the Church Rooms on 6th and 9th March to allow anyone interested to learn more about the role.
- ADMT are looking for a responsible individual to open and close the museum each day. The task will take less than one hour each day and a small honorarium payment will be made.
- Initially, anyone interested in any or all of the three roles should contact Phil Wookey on 733212 or Robin Goodfellow on 732874
- The Museum will open for the 2019 season on 1st April. The first temporary exhibition of the year will focus on the recent detailed geophysical survey of Stone Allerton
- It is hoped the final phase of LED installation will be completed in the museum prior to the season opening.

School Governors Report

Pupil numbers are currently at 172 and were so on census day in October, so the funding for 2019-20 will be based on these numbers.

This Spring Term the Whole School Topic will be 'Terrific Tales', where the school will be exploring the different versions of Jack and the Beanstalk, as well fairy tales, traditional tales and myths and legends. As always, this forms part of their 'Creative Curriculum', which takes individual subjects and makes authentic connections through various learning strands.

Burglary – unfortunately there was an attempted burglary over the holidays, but luckily nothing was stolen, and no serious damage was done. The police are currently investigating and if anyone thinks they may have important information which may be useful to the case, then please come and see the office staff.

The current extracurricular clubs are; cooking club, art club, football club, yoga club, Spanish club, running club, cricket club & dance club.

Swimming lessons started for years 3 and 4 at the beginning of this term.

Events from last term:

- **Aspirations week** – visits from Aardmann Animation, a STEM ambassador, James Heappey, Sophie Luff and ex pupils to inspire the children
- **Class Assemblies** - Pine and Willow classes ran Collective Worship this term
- **Forest Schools** – regular Forest School provision for the reception children.
- **Inter school events:** Year 3 and 4 children have taken part in a cross country, rugby and football tournament
- **Welcome to my class** – parents/carers invited in to see classrooms
- **Reception Information morning** – maths and English workshop
- **Children in need** – the school raised a staggering £956.50!
- **Cheddar caves** – Years 3 and 4 visited as part of their Stone age topic
- **Character visit** – A 'cave man' visited the KS1 children
- **Brass performance** – Year 4's performed brass to the whole school
- **Harvest celebration** – a large donation made to the local foodbank alongside a harvest celebration
- **EYFS workshops** – Busy Bees, Pine and Willow have enjoyed a Dinosaur and Diwali workshop
- **Events to come include:** Christmas pantomime, Circus workshop day, Reception to visit the Post Office, Nativity performance, Christmas Carol service,
- **Creative curriculum workshops** – the whole school took part in three workshop days, around Dance, Drama, Music and Art. They were great fun and a huge success!

January 2019

Report from the Axbridge Blackberry Carnival for the Axbridge Town Council
January 2019

Further to another successful carnival in September 2018, I am writing to give you a short update on matters from our Committee.

The collection on carnival day was increased slightly from last year which surprised all members of the Committee given the terrible weather we had on the day!

Although we had slightly less vehicular entries in the carnival than in 2017, the floats entered were excellent ~ although some Axbridge organisations previously involved did not put in an entry and we hope to see them return in future years.

However, walking entries excelled with over 200 individuals taking part ~ this does not include the majorettes!

In terms of fundraising, we continue to organise our popular film evenings at The Roxy Cinema and organised two showings of 'Mamma Mia 2' before Christmas. We also organised several successful mornings at the Farmers Market before Christmas with our raffle.

We wish to thank the Council for letting us use the community stall and for continuing to support us wherever possible.

Into 2019, we will continue to organise more raffles and films nights and are always keen to hear of any fundraising suggestions.

Our AGM will be held on Tuesday 23 April at the Lamb Inn, Axbridge Square.

Thank you for your continued support.

Bev Davies

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Bev Davies, Chairman
January 2019

Agenda Item 8.1 AXBRIDGE TOWN COUNCIL
Draft Minutes of the Planning and Licences Committee held on
Monday 7th January 2019 at the Town Hall, Axbridge

Meeting Commenced: 6.30pm
6.57pm

Meeting Concluded:

Present: Councillor Wells (Chairman), Ham, Kendall, Myerson, Page and Taylor (Vice-Chairman) together with Mrs Brice (Town Clerk) and one member of the public (for part of the meeting)

P160/18 Apologies for absence

RESOLVED: that apologies from Councillor Browne (personal commitment) be received and approved.

P161/18 Declarations of Interest

Councillor Myerson – declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 80 dwellings on land to the South of Houlgate Way) living close to the site and would leave the meeting should the application be considered (minute P165/18 refers) and a personal interest in planning application 02/18/00039 (gas-powered standby plant on land to the South East of Townsend Farm) due to the distance from her property (minute P166/18 refers).

Councillor Taylor– declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 80 dwellings on land to the South of Houlgate Way) living adjacent to the site and would leave the meeting should the application be considered (minute P165/18 refers), a Disclosable Pecuniary Interest in relation to planning application 02/18/00039 (gas-powered standby plant on land to the South East of Townsend Farm) living in relatively close proximity to the site (minutes P166/18 refers) and would leave the meeting should the application be considered, and a Personal Interest in planning application 02/18/00045 (relating to Longsett, Compton Lane) the applicant being a neighbour (minute P164/18pt refers)

P162/18 Minutes of the meeting held on 19th November 2018

RESOLVED: that the minutes of the meeting held on 19th November 2018 be approved as a correct record and be signed by the Chairman.

P163/18 Public Participation

The applicant for planning application 02/18/00045 (Longsett, Compton Lane) addressed the Committee.

P164/18 Planning Applications

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

Application for Planning Permission

Applicant: Yeo Valley Farms and Holt Farms Ltd

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

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

The Town Council had previously objected to this application. This application had been significantly amended with revised plans and documentation. The Committee did not, at present, consider that the amended plans and documentation addressed the highways/transport concerns raised by the Council.

RESOLVED: that the agent/application be invited to meet with members immediately prior to the Council meeting to be held on 21st January 2018 to further explain the amendments to the application and that this application be further considered by the Council at its meeting that evening.

Application No. 02/18/00045/LR

Application for Full Planning Permission

Applicant: Garbett

Proposal: Conversion of loft to living accommodation including the insertion of 3 no conservation Velux rooflights to front (south) elevation.

Location: Longsett, Compton Lane, Axbridge, BS26 2HP

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

P165/18 Outline Planning Application 02/16/00030 Land to the South of Houlgate Way, Axbridge

A revised application was still anticipated but had not yet been received.

P166/18 Planning Application 02/18/00039/CAN Development of Gas-Powered Standby Power Plant on Land to the South East of Townsend Farm, Prowses Lane, Townsend

There had been no further update since the Council meeting.

P167/18 Outline Planning Application 02/17/00022 – Mendip View, Cheddar Road, Axbridge

The site was being marketed for sale but no updates had been received. Members wondered whether Council purchase/self build of this land could be an option, if appropriate.

RESOLVED: that this matter be included on the agenda of the next meeting of the Administration and Finance Advisory Group.

P168/18 Sedgemoor Local Plan Examination

Members had received a copy of the Local Development Framework newsletter. The Inspector's final report was expected in January 2019 with the adoption of the new Plan in February 2019.

P169/18 Affordable Housing/Housing Stock Policy - No further update.

P170/18 Neighbourhood Plan

Members had circulated the minutes of the meeting held on 20th October 2018. The minutes, when approved, were being circulated with the subsequent Planning and Licences Committee agenda. There was sometimes a delay and members felt a copy of the draft minutes, in the interim period, would be more timely/useful.

P171/18 Enforcement Matters

New build in the vicinity of Redstacks, A371, Axbridge – The Clerk would contact Sedgemoor District Council for an update.

P172/18 Planning Correspondence

Members noted the following correspondence:-

Bristol Airport Planning Application No.18/P/5118/OUT - To include developments to improve the terminal, airfield and access to the airport, alongside a section 106 agreement to mitigate impacts <http://www.n-somerset.gov.uk/my-services/planning-building-control/planning/commenting-on-applications/lookatplanningapplications/> Planning Application no. 18/P/5118/OUT
LDF newsletter

Hinkley Point C newsletter

Article – update on Raynsford Review – Final Report

WYG Wellington -New Year, New Neighbourhood Plan – two places had been booked at this event, which would include a presentation from Wembdon Parish Council. Councillor Wells was likely to attend with the Chairman of the Neighbourhood Plan Group

Proposed public path diversion order AX1/12 – Members considered the application to divert part of footpath AX1/12 (Station Road/Chestnut Avenue) and re-direct it along the existing pathway. This application had been made to enable the construction of a dwelling at 20 Chestnut Avenue. However, the exiting route had already been largely obstructed with the building of houses in Chestnut Avenue, and then ran across the open space at the end of Chestnut Avenue and through the bottom of the Churchyard. Members considered that a better option would be to simply stop up the existing path from its point where it joins the churchyard (far left on the map) to point C where it joins Station Road, as the alternative route was already an existing paved public path.

RESOLVED: that Sedgemoor District Council be asked to consider stopping up this part of footpath AX1/12.

P173/18 Planning Decisions – none.

02/18/00031 and 32 – Proposed formation of new doorway and reinstatement of existing windows (North Elevation). Infilling of existing doorway (West elevation). Formation of new steps in hall including provision of stairlift. Removal of lower portion of existing staircase and installation of new fire door to upper level at St John The Baptist, Church Rooms.

02/18/00046 – Certificate of Lawfulness for the proposed erection of a front porch, single-storey extension to side (north) elevation including 2 No. roof lights and alterations to fenestration. Loft conversion with rear dormer to include 3. No roof lights, Juliet Balcony, 2 No. windows and 3 No. roof lights to front (north east) elevation. Removal of chimney stack at 21 Orchard Road.

P174/18 Men's Shed

Consideration was being given to siting a container/half container on land to the west of the Station Building. Councillor Ham would suggest that the group contacts Sedgemoor District Council Planning Department to establish whether planning permission would be required.

P175/18 Date of next meeting – the next meeting would be held on 21st January 2018 if needed.

Chairman

Date

Axbridge Town Council Administration and Finance Advisory Group

January 2019 -Report for Council.

Meeting. The Group last met on Monday 7th January 2019.

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

Apologies: Councillor Corp, Taylor and Williams

Accounts. The accounts for the end of the month were agreed to be correct (the treatment of an uncashed cheque would be clarified). The 3rd quarter report to go to Council (agenda item))

On-line banking. The online banking had been set up.

Football Invoices. The outstanding invoice had been chased up.

Carnival. It was recommended that, in future years, the Council meet the cost of half of the town hall hire and the cost of hiring the kitchen. There was no sale of alcohol at this event, so no associated costs.

Budget. The Clerk would circulate the final budget to members.

Payroll. The Assistant to the Town Clerk had now opted to join the pension scheme. The contributions rates of both the Employee (5.5%) and Employer (17.8%) were noted.

Office. The light switch had been re-located to the front door and a smoke alarm had been fitted. The Clerk to use a monthly check-sheet to test the alarm and purchase a spare battery.

Communication. A generic email address such as clerk@axbridge-tc.gov.uk would be appropriate.

Website. Members proposed a few revisions to the current directory conditions (agenda item). Members also considered the draft Business Directory Registration Form to enable businesses to provide information to go on the website directory. This would be revised to refer to the Privacy Policy and to advise that the Council would contact businesses annually for GDPR purposes and if, no response was received, the entry would be removed. Information would be included in Oyez seeking entries for the business directory (with a link to the website) and a poster would be placed on the community stall.

Development Group and Capital Projects – this item would be included on the agenda to seek interest in this group and to list the capital projects identified to date. Cllr Ham to look at progressing the town signs, and consideration to be given to the siting of the signs. Quotes had been sought for the refurbishment of the public conveniences – the outcome would be reported to Council for consideration (agenda item). The Clerk would contact Bristol Airport to update them on this project and ensure that their donation is received.

Financial Regulations. The clerk would bring invoices for services and purchases to the attention of the appropriate chairman, if necessary, to confirm that the goods and services had been delivered and were satisfactory, prior to payment.

Town Maintenance Contract. The list of regular work, as prepared by the Clerk, would be considered at the next meeting.

Defibrillator. A request had been received from Wedmore and Axbridge Community Health Fund for the council to meet the annual maintenance/agreement cost of £130. This would be considered at the next meeting, to enable discussions to take place with the Chemist (Cllr Ham)

Mayor's Handbook. Members made a few suggestions to the key part of the Mayor's Handbook which would now be considered by the Personnel and Protocol Committee

Somerset Woods. A request had been received from two parishes regarding the Somerset Woods Project (a lasting memorial to those from Somerset who fought and fell in WW1 - involving the planting on 11,281 trees on a site within the parishes of Cheddon Fitzpaine & West Monkton). Contributions were sought from parishes for the on-going maintenance of the trees attributed to their community. Clarification would be sought as to the cost/financial commitment. This matter would be further discussed at the next meeting.

Date of next meeting. Monday 11th February 2019
(17/01/2019)

Mrs Brice

Changing Rooms & Pitches Operating Account				
Opening Balance	2826.40		3483.38	3483.38
RECEIPTS				
Precept	0.00		0.00	0.00
Pitch & Rooms bookings	2500.00		2500.00	1812.50
Vat charged on bookings	603.33		500.00	362.50
Hire of Furlong	516.67		0.00	0.00
Vat refunds	0.00		--	96.09

Total Receipts	3620.00		3000.00	2271.09
PAYMENTS				
Changing Rooms Maintenance	192.77		200.00	0.00
Pitch maintenance	1056.00		2000.00	1116.89
Utilities	748.32		600.00	349.41
Consumables	126.70		100.00	4.98
VAT paid to HMR&C	546.37		500.00	0.00
Vat paid	292.86		--	219.98

Total Payments	2963.02		3400.00	1691.26
Closing Balance:	3483.38		3083.38	4063.21
=====				
Car Parks & Moorland Street Land Account				
Opening Balance	5903.48		3924.14	3924.14
RECEIPTS				
Precept	0.00		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	206.58		--	57.26

Total Receipts	2556.58		2350.00	2407.26
PAYMENTS				
Car Park Running costs and Rates	3681.46		3600.00	3198.41
Maintenance costs	675.00		1200.00	248.50
Gulley Cleaning			0.00	0.00
Car Park controls	0.00		500.00	0.00
Vat Paid	179.46		--	107.04

Total Payments	4535.92		5300.00	3553.95
Closing Balance:	3924.14		974.14	2777.45
=====				
Neighbourhood Plan Account				
Opening Balance	0.00	0.00	0.00	0.00
RECEIPTS				
Locality Grant	0.00		--	0.00
VAT Refunds	0.00		--	0.00

Total Receipts	0.00		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	0.00			0.00
VAT Paid	0.00		--	0.00

Total Payments	0.00		0.00	0.00
Closing Balance	0.00		0.00	0.00
=====				

Maintenance Fund				
Opening balance	14720.00		15720.00	15720.00
RECEIPTS				
Precept	1000.00		--	1000.00

Total Receipts	1000.00		0.00	1000.00
PAYMENTS				
Major Assets maintenance	0.00		0.00	0.00

Total Payments	0.00		0.00	0.00
Closing Balance:				
	15720.00		15720.00	16720.00

Summary of all accounts				
Opening Balance	80258.34		43332.68	80067.17
Receipts	91167.07		95911.00	100866.11
Payments	91358.24		113275.50	86872.62
Closing Balance:				
	80067.17		25968.18	94060.66

BANK RECONCILIATION				
Balance of General Account	56939.65			70500.00
Balance of Car Park Account	3924.14		--	2777.45
Balance of Changing Rms. Op. Ac	3483.38		--	4063.21
Balance of Maint. Fund	15720.00		--	16720.00
Balance of Neighbourhood Plan Ac	0.00		--	0.00
Total:				
	80067.17		--	94,060.66
<i>Made up of:</i>				
Investment Account	15,124.91		--	15,184.12
Business Reserve Account	59,675.78		--	66,692.07
Current Account	5,266.48		--	12,184.47
Total:				
	80,067.17		--	94,060.66

Agenda Item 9.6

Current Directory conditions:

Local business directory - criteria for inclusion of businesses

Entries in the **Local Business Directory** are free-of-charge.

Inclusion in the **Directory** does not imply any endorsement by Axbridge Town Council (or Axbridge Chamber of Commerce).

~~The only thing that we ask is that~~ **Please ensure** you keep the information we publish up-to-date by informing ~~webmaster@axbridge-tc.gov.uk~~ info@axbridge-tc.gov.uk of any changes as and when they occur.

Businesses requesting an entry in the Local Business Directory should ~~as a general rule~~ meet at least one of the following criteria:

- Business trading from premises in Axbridge **Postal District (BS26)**
- Business owned by an Axbridge resident
- Business which is a member of the Axbridge Chamber of Commerce
- **Business with a close association of the Town**

~~Axbridge in this context refers to the Ward of Axbridge.~~

Door-to-door or Direct Sales operations will as a rule not be allowed an entry.

The Town Council reserves the right to admit or refuse any entry to the **Directory** or vary the above guidelines at its sole discretion.

Axbridge Town Council Financial Report January 2019			
Bank Accounts		Account Name	£
		Lloyds Business Account	66,692.07
		Lloyds Current Account	12,184.47
		Lloyds Investment Account	15,184.12
		Total:	94,060.66
Council Accounts		Account	£
		General Account	70,500.00
		Changing Rooms Operating Account	4,063.21
		Car Park Account	2,777.45
		Changing Rooms Maintenance Fund	16,720.00
		Neighbourhood Plan Account	0.00
		Total:	94,060.66
Receipts since last meeting			
Ref.	From	For	Value
	Mr David Parkin	Oyez donation	10.00
Payments made since last meeting for ratification by Council			
Ref.	To	For	Value
DC	Post Office	Postage	4.02
DC	Post Office	Postage	16.08
Chq	GB Sports & Leisure	Furlong play equipment - slide (previously agreed)	8523.60
Payments for authorisation by Council		January	
Chq	Mrs V Brice	Reim of mileage and stationery	26.59
Chq	Somerset County Council Pension Fund	Pension Deficit (Jan)	72.00
Chq	Mr A Laken	Town maintenance contractor	195.00
Chq	LTSB Commercial Finance Ltd	Printing of Oyez - Dec	57.00
Chq	Fairlands School	Photocopying - Dec	38.99
Chq	Rapide System Supplies Ltd	Toner cartridge	67.14
Chq	GB Sports & Leisure	Furlong play equipment - climbing wall *	351.60
Chq	GB Sports & Leisure	Furlong play equipment - slide	8523.60
Chq	Ticknells	Allotment gate and water trough	242.01
Chq	Axbridge PCC	Hire of Church rooms (replacement cheque)	10.00
Direct Debits and Standing Orders		to be paid next calendar month Jan/Feb	
DD	Vodafone	Council telephone	12.87
DD	Plusnet	Broadband etc for office	28.20
DD	SSE Southern Electric **	Changing Rooms	31.00
DD	SSE Southern Electric	Public Conveniences Quarter 3	43.40
DD	Southern Electric	Electricity - street lights at Town Car Park (Dec)	5.15
DD	Eon	Electricity - street lights at Moorland Street (Dec)	5.20
DD	Sedgemoor District Council	Business rates (Public Con)	82.00
DD	Sedgemoor District Council	Business rates (Moorland St Car Park)	155.00
DD	Sedgemoor District Council	Business rates (Town Car Park)	151.00
DD	Sedgemoor District Council	Business rates (Office)	52.00
DD	Public Works Loan Board	Loan for purchase of carpark	5201.03
SO	Axbridge Parochial Charities	Office rent Quarter 4	600.00
TOTAL to be authorised			15,950.78
* subject to satisfactory receipt etc			
**In credit by £125.25			

**Agenda Item 10.1
Leisure and Recreation Report Jan 2019**

Play area

- The new handles for the “Springy Chicken” have been received and fitted. The ground fixing has been checked and tightened.
- The replacement climbing wall for the Climbing Frame/Slide has been ordered and is in the process of being manufactured.
- For some reason the lock on the work access gate keeps being put on the gate so that it doesn’t stop the gate opening. Darren to be asked to monitor this.

Toilets

- We have received one quote, following the request to tender to three builders. The quote and request will be explained in full at the council meeting.



For Play Area and Public Conveniences Log – contact the Clerk

Agenda Item 10.4

Town Maintenance Contractor Report – December 2018

The Town Maintenance Contractor worked 13 hours in December. Approximate breakdown as follows:

- 5.5 hours spent erecting gate at the allotments and strimming allotment
- 4 hours litter picking (furlong and car parks)
- 1.75 hours clearing gullies and reducing Chestnut Tree
- 1.75 hours trimming hedge on furlong

Agenda Item 11.1 MINUTES
AXBRIDGE TOWN COUNCIL Highways Advisory Group meeting:
Monday 7th January 2019 at 8.00 pm in Axbridge Town Hall

Present: Cllrs, Pauline Ham, Barbara Myerson – Chair, Graham Page (invited), Mike Taylor, Barbara Wells - Mayor

- 1. Apologies for absence:** Cllrs Bridgeman, Browne, De-Layen Vian (invited), Williams
- 2. Declarations of interest:** *None*
- 3. Approval of minutes of previous meeting held on 3rd December 2018:** *Approved.*
- 4. Ongoing matters:**
 - 4.1 Winter maintenance and grit bins update and decide Fennel Lane action: *Cllr Myerson to talk to the Lengthsman about the Fennel Lane grit-bin. It was agreed to move the green bin from opposite the Roxy to replace the missing yellow bin in Fennel Lane and to request that the Town Council approve the purchase of a new black grit bin to replace the green one. (After the meeting Cllr Myerson found a yellow grit bin further up the lane so we might not need to replace it.) We seek support for our request that Axbridge be included in the gritting by SCC next winter. The Town Council will be asked to approve the purchase of black grit bins to replace the dumpy bags at the top of Houlgate Way and Cheddar Road if SCC do not include Axbridge in the gritting plan for next winter. (Estimated cost per bin: 200litre Victoriana bin £149; 400litre bin £189.)*
 - 4.2 Incident reports – breakdown: *Cllr Williams sent this out by email.*
 - 4.3 Parish Paths Consultation: *Agreed to meet after the Town Council meeting on 21 January 2019 at the Lamb to complete the return with Cllr Page as Parish Path Liaison Officer.*
 - 4.4 Improvements to Townsend junction update: *Cllr Taylor is working on a brief for use with a traffic engineer/consultant.*
 - 4.5 Bollards in the Square update: *SCC will put another bollard in the correct place. Both bollards are removable and require padlocks. Cllr Ham will liaise with the Town Trust about this.*
 - 4.6 Axbridge Community Speedwatch update: *Interest noted on social media, Cllr De-Layen Vian will be asked for a further update on interest and training etc.*
 - 4.7 SID update: *Rodney Stoke are still looking into the options for a shared SID and know of our interest.*
- 5. New items:**
 - 5.1 Public Path Diversion Order – 20 Chestnut Avenue: *Previously discussed at the Planning and Licences meeting and agreed to suggest that the footpath be stopped up, rather than diverted..*

6. Round table information sharing on HAG matters.

- *Chase up skip damage to surface reported in Starrs Close.*
- *Check if streetlight in The Square is still on in daytime.*
- *Cllr Myerson to request maps for use at Highways meetings from Cllr Kendall.*
- *Steps near Sea Cadets base were covered with leaves – request Lengthsman to sweep and clear them up and to check and fix the handrail which seems wobbly.*
- *Cycle racks in The Square might need to be reset – Cllr Ham will discuss with the Lengthsman.*
- *Axbridge signs: what sort of signage would the Chamber of Commerce like? Cllr Wells will talk to a representative of the Chamber.*
- *The damaged step on the path up to the car parking area on the bypass still needs to be fixed.*
- *The cycle path from the Strawberry Line to Racurium Lodge is again being reduced in width by encroaching vegetation and debris on the ground and with some brambles and branches at head height which could be dangerous to cyclists. SCC Highways to be informed and asked to clear it (Request the Clerk to do this.)*

7. Confirm date of next meeting: Monday 4 February 8pm.

Agenda Item 13.1
Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on Monday 7th January
2019

Meeting commenced: 7.15pm
concluded: 8.00pm

Meeting

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

PS73/18 Apologies for Absence

RESOLVED: that apologies from Councillors Browne (family commitment) be received and approved.

PS74/18 Declarations of Interest – none

PS75/18 Minutes of the Committee Meeting held on 5th November 2018

RESOLVED: that the minutes of the Personnel and Protocol Meeting held on 5th November 2018 be approved as a correct record and signed by the Chairman.

PS76/18 Public Participation - no members of the public were present.

PS77/18 Procedure for apologies

This was discussed at the last meeting and the matter had been referred to the Administration and Finance Advisory Group.

PS78/18 Civic Service

The Civic Service would take place on 3rd March 2018. The entertainment was being organised and the Mayor would speak to Reverend Hawkings to ensure Jeremy Gall is recognised at this service as being instrumental in establishing this service to celebrate the community of Axbridge, during his time as Mayor.

PS79/18 Axbridge Parochial Charities

The Clerk would seek a response from the Parochial Charities.

PS80/18 Recruitment of New Councillors

Members considered how best to recruit new councillors in the lead up to the May Elections. The Clerk had been advised of the timetable of events and it was agreed that the use of the community stall in February and March would be appropriate. Further consideration may be given, in due course, to the information provided to new councillors and to the co-option procedure.

RESOLVED: that the Council use the community stall to promote the recruitment of new councillors, with publication material to be obtained by the Clerk (from Somerset Association of Local Councils, in particular), with the stall being manned by Councillors during February and March 2019.

PS81/18 Community Well-being/Dementia Friendly

The Mayor wished to hold an initial meeting to discuss/progress the initiative of becoming a Dementia Friendly town, to include two individuals who had offered their support. She also suggested that a community well being day be held on Saturday 4th May (in the Town Hall, on the same day as the Farmer's Market) to enable all the various community/well-being groups in the Town to make themselves known to residents. The village agent and officers from Sedgemoor District Council would also be approached/involved.

RESOLVED: that the Mayor hold an initial meeting to discuss/progress the initiative of becoming a Dementia Friendly town be included on the agenda of the next Council meeting.

It was further

RECOMMENDED:

- 1) That the remit of the Committee be altered to include Community Wellbeing and Dementia Friendly matters; and
- 2) That the Council arrange for an event to be held in the Town Hall on Saturday 4th May 2018 to enable all community/well-being groups to come together to raise their awareness, the cost of the hire of the town hall and refreshments ,if appropriate, to be met by the Council.

PS82/18 Mayor's Banquet

The Mayor was making arrangements for the Mayor's Banquet to be held on Saturday 6th April 2019, which would be a Mexican meal, provided in the Town Hall.

PS83/18 Employment Briefing E02-18: 2019-2020 National Salary Award

The briefing paper setting out the new pay-scales for 2019-2020 was noted, to be implemented from April 2019.

PS84/18 Date of Next Meeting - the next meeting would be held on Monday 4th February 2019

PS85/18 Exclusion of Press and Public

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

PS86/18 Confidential: Civic Award and Young Person's Award Nominees

Members considered, in detail, the nominations received for both the Civic Award and Young Person's Award. Members also discussed ways in which to encourage a greater number nominations in the future – this would include sending out the nominations forms in September's Oyez, with subsequent monthly reminders, having councillor attendance at the community table, considering on line submission of the forms, making greater use of the Council's website and Axbridge Connected and ensuring nomination forms are also advertised in, and available from, the Co-op.

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

Public session resumed

PS87/18 Buckingham Palace Garden Party - Nominations

The Council had been given the opportunity to nominate an individual for one of the places available to attend the Buckingham Palace Garden Party. The criteria would be clarified accordingly.

PS88/18 Maces

This matter would be included on the agenda of the next meeting.

Date

Chairman

Agenda Item 13.2 Axbridge Town Council REMIT 1

Personnel and Protocol Committee

Chairman and Committee Membership

Chairman: Mayor

Membership: Mayor, Deputy Mayor (ex officio), 2 (minimum) other councillors
Restricted to council members.

Remit

Generally:

The committee has delegated powers from the council to deal with all personnel and protocol matters except the appointment of the Clerk to the Council and final decisions on all awards.

If the committee is unable to make a clear decision on any matter or if members agree that an item is very controversial or of such importance, then they may refer the decision back to the council with or without a recommendation. A matter will be referred to Council for decision at the request of two, or more, members.

Members need to be aware that most personnel issues must be discussed in sessions where the public and press should be excluded by a resolution of the committee.

All decisions will be kept in line with the approved budget.

Duties:

the committee:

- will make all appointments of staff, except the Clerk to the Council, by advertising and interviewing candidates,
- will, in the case of the appointment of the Clerk, shortlist suitable candidates for the council to consider, with any agreed recommendations,
- .
- will carry out an annual appraisal of all the Council's employees and decide on changes to pay rates, conditions of service and job descriptions,
- will decide and agree a training scheme with all employees,.
- will deal with all grievance and disciplinary matters in the first instance and should recommend that council appoint an Appeals Panel if it is likely to be necessary.
- will consider and make recommendations relating to the wellbeing of Council members, employees and volunteers appointed by council or the committee,
- will deal with matters relating to general well-being, particularly dementia, within the Town,

- will decide on matters relating to ceremonial procedures, regalia, honorary officers, mayoral events, duties and associated matters,
- will manage the selection of appropriate persons for awards and the process of making the awards. The Committee will make nominations for awards but the final decision to put forward person(s) for an external award or to receive an award from the Council will be made by Council.

Adopted by Council on (minute refers)

Last Review Date: 4th June 2018 (minute PS7/18 refers)

Agenda Item 15

Correspondence – December 2018/January 2019

(not mentioned elsewhere in the agenda papers)

SDC = Sedgemoor District Council

SCC = Somerset County Council

Outside Bodies

- Avon and Somerset: Parish Council Crime update
- National Assoc. of Local Councils – newsletter inc election information and conference info
- Society of Local Council Clerks (SLCC) – newsletters and Conferences

Planning

- North Somerset Council - Congresbury Neighbourhood Development Plan - consultation on submitted plan
- SDC – weekly planning applications, decisions and Committee agendas and reports

Admin and Finance

- Carbonite – back up system
- Eon – Newsletter
- Chapel Allerton PC – thank you for sharing training costs
- Somerset Playing Fields Association – small loan facility
- Scribe - New Web Based Scribe- Making Tax Digital 2019
- Pensions Line – January 2019

Leisure and Recreation

- SDC RE: Invitation to complete a survey for Sedgemoor's Open Space, Sport and Recreation Study - Parish Council survey
- Somerset Art Works – newsletter
- SDC – Road Closure Order – Father Christmas night
- Somerset Playing Fields Association – play area competitions and inspections
- Product Information: Green Scheme (Low maintenance, durable products to transform your outside space) Earth Anchors (new address)

Highways

- Somerset Highways– RE: Road closed sign left by St Marys Street/Church Lane, Axbridge, Bollard by Co-op, Winter Grit Bins.
- SCC: Junction of A317 Axbridge Road/Upper New Road/Shipham Road, Cheddar
- SDC – Proposed public path diversion order AX1/12
- Rodney Stoke Parish Council – update on SID

Cemetery, Allotments and Open Spaces

- Mendip Hills Invitation to AONB Access Focus Group - 15.01.19

Personnel

- SLCC – new pay scales
- Somerset Association of Local Councils - Buckingham Palace Garden Party – Nominations
- National Association of Local Councils – inc Local Council Award Scheme

Greens

- Frome Town Council - Climate Emergency and Fuel Poverty Workshop 15th Feb
- Rural Bulletins
- CSE – Energy update

General Correspondence

- SDC press releases: Christmas Arrangements at Bridgwater House; Becoming a Councillor: Would you stand for it (event for people interested in standing as District Councillor)
- SCC press release: New 'Improving Lives' vision launched. A copy of the Improving Lives Strategy is available online at: <http://www.somerset.gov.uk/health-and-wellbeing/somerset-health-and-wellbeing-board/>
- Fit for my Future - Survey
- Various – Christmas wishes
- SCC – Fostering leaflets
- Almshouse Tea Shop – Awards
- Individual – Boxing Day Hunt (referred to Town Trust)
- Town Planters - concern
- Merger of Somerset Community Partnership NHS Foundation Trust / Taunton and Somerset NHS Foundation Trust – seeking comments on new name
- Western Power Distribution - Annual Stakeholder Workshops - February 2019
- Letter to all Parishes in Somerset regarding the Somerset Wood
- How to apply to Future High Streets Fund – Revitalising high street book

DIARY DATES

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

Date	Meeting	Time	Venue
Monday 21 st Jan 2019	Council	7.30pm	Town Hall
Monday 28 th Jan 2019	Leisure and Recreation Advisory Group	6.30pm	The Lamb
Monday 4 th Feb 2019	Planning and Licences Committee (if needed) Personnel and Protocol (if needed) Highways (if needed) <i>*Please check agendas for times of meetings</i>	6.45pm* 7.15pm* 8.00pm*	Town Hall Town Hall Town Hall
Monday 11 th Feb 2019	Administration and Finance Advisory Group	7.30pm	Mornington House
Sunday 17 th Feb	Deadline for council report		
Monday 18 th Feb	Planning and Licences Committee (if needed) Council	6.45pm 7.30pm	Town Hall Town Hall
TBC	Cemetery, Allotments and Open Spaces	11am	43 Old Church Road
Monday 25 th Feb 2019	Leisure and Recreation Advisory Group	6.30pm	The Lamb