

Agenda Item 6

Outside Bodies Report

Town Trust

**1) 150 Club**

1st Winning Number (£50) = 102

2nd Winning Number (£35) = 51

3rd & 4th Winning Numbers (£25) = 147 & 2

5th & 6th Winning Number (£20) = 79 & 25

**2) Election of Officers** - Mr Francis Rabbitts has been elected Chairman for a further year with Mr Ric Canham as Deputy Chairman.

**3) Business Plan** - Hoping to replace Balcony Windows and redecorate outside Hall façade before the Pageant in 2020.

**4) Bar Area** - Sub-Committee formed to look at ways of improving the bar area.

**5) Axbridge Tapestry** - The Tapestry should be fitted along the wall of the Town Hall very shortly.

**6) Town Hall Manager** - due to other work and family commitments Mrs Rebecca Thomas has decided to leave as Manager. However, She has given a seven months notice period in order for the Trustees to find a replacement and give sufficient time for a "training and handover" period.

Alan Mortimore

**Agenda Item 9.1a**  
**AXBRIDGE TOWN COUNCIL**  
**Draft Minutes of the Planning and Licences Committee held on**  
**Monday 21<sup>st</sup> January 2019 at the Town Hall, Axbridge**

**Meeting Commenced:** 6.30pm  
**Concluded:** 7.02pm

**Meeting**

**Present:** Councillor Wells (Chairman), Browne, Ham, Kendall, Myerson and Page (during minute P179/18 together with Mrs Brice (Town Clerk) and two members of the public (for part of the meeting)

**P176/18 Apologies for absence**

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

**P177/18 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) living close to the site and would leave the meeting should the application be considered (minute P181/18 refers)

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 P181/18 refers)

**P178/18 Minutes of the meeting held on 7<sup>th</sup> January 2019**

**RESOLVED:** that the minutes of the meeting held on 7<sup>th</sup> January 2019 be approved as a correct record and be signed by the Chairman.

**P179/18 Public Participation**

Mr Fox-Britton addressed the Committee on planning application 02/18/00044 relating to the erection of a wooden lodge at Redstacks.

**During this address, Councillor Page joined the meeting.**

**P180/18 Planning Applications**

Application No. 02/18/00044/DT  
Application for Full Planning Permission  
Applicant: Mr & Mrs Sedgwick  
Proposal: Retention of a single storey wooden lodge for residential use  
Location: Redstacks, Bridgwater Road, Cross, Axbridge, BS26 2EA

**RECOMMENDED TO COUNCIL:** that Axbridge Town Council objects to the above mentioned application on the following grounds: Traffic Generation and road safety (A371 access); Effect on the landscape – (visibility, removal of trees); Compliance with national, regional and local planning policy and guidance (outside the development boundary); The impact upon the character and appearance of the area or street including the appropriateness of design, materials, landscaping; and Other environmental issues (trees, bats).

Application No. 02/19/00001/LR

Householder Prior Approval

Applicant: Mr Williams

Proposal: Application for the Prior Approval of the erection of a single storey extension, extending 4.66m from the rear north elevation

Location: Red Stacks Cottage, Shute Shelve, Axbridge, BS26 2EA

**RESOLVED:** that Sedgemoor District Council be advised that Axbridge Town Council has no observations to make on this application provided these proposed works fall within 'permitted development' criteria.

Application No. 02/19/00002/JAB

Works to Trees in Conservation Area

Applicant: Mr D Maclay

Proposal: Fell 1 No. Cherry Tree

Location: 36 High Street, Axbridge, BS26 2AF

**RESOLVED:** that Sedgemoor District Council be advised that Axbridge Town Council has no observations to make on this application.

**P181/18 Outline Planning Application 02/16/00030 Land to the South of Houlgate Way, Axbridge**

No further update

**P182/18 Outline Planning Application 02/17/00022 – Mendip View, Cheddar Road, Axbridge**

This matter had been referred to the Administration and Finance Advisory Group to consider whether council purchase/self-build of this land could be an option.

**P183/18 Planning Application 17/18/00073/SH – Yeo Valley Site, Axbridge Road, Cheddar**

Representatives of the applicant/agent would be meeting with members later this evening to explain the amendments to the plans, in relation to the traffic and highways concerns raised.

**P184/18 Planning Application 02/18/00024/DT – Land to the East of Axbridge Moor Drove**

An event date had been arranged but no further information was available on the Planning Inspectorate website.

**P185/18 Sedgemoor Local Plan Examination**

The Local Plan was due to be adopted by Sedgemoor District Council on 20<sup>th</sup> February 2019.

**P186/18 Affordable Housing/Housing Stock Policy - No further update.**

**P187/18 Neighbourhood Plan**

The Call for Sites had closed and the group members were working on the chapters of the Neighbourhood Plan.

**P188/18 Enforcement Matters – no further update.**

**P189/18 Planning Correspondence**

Members noted the following correspondence:-

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 – This application had been withdrawn.

Proposed public path diversion order AX1/12 –This matter would be discussed at full council.

Somerset West Lodging Scheme – This matter would be considered at full council.

North Somerset Council - Congresbury Neighbourhood Development Plan - consultation on submitted plan

Wembdon Neighbourhood Plan: R16 Consultation – members noted that this plan had asked for new builds to have more than 1.5 parking spaces

**P190/18 Planning Decisions** – none.

**P191/18 Date of next meeting** – the next meeting would be held on 4<sup>th</sup> February 2018 if needed.

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Chairman

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Date

**Agenda Item 9.1b**  
**AXBRIDGE TOWN COUNCIL**  
**Draft Minutes of the Planning and Licences Committee held on**  
**Monday 4<sup>th</sup> February 2019 at the Town Hall, Axbridge**

**Meeting Commenced:** 7.00pm  
**Concluded:** 7.15pm

**Meeting**

**Present:** Councillor Wells (Chairman), Browne, Ham (during minute P195/18) , Kendall, Myerson, Page (during minute P195/18) and Taylor together with Mrs Brice (Town Clerk) and one member of the public.

**P192/18 Apologies for absence** – no apologies had been received.

**P193/18 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) living close to the site and would leave the meeting should the application be considered (minute P197/18 refers)

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 P197/18 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 P197/18 refers)

**P194/18 Minutes of the meeting held on 21<sup>st</sup> January 2019**

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

**P195/18 Public Participation**

A representative of Yeo Valley addressed the Committee on planning application 17/18/00073 relating to the proposed development of this site.

**During this address, Councillors Ham and Page joined the meeting.**

**P196/18 Planning Application**

Application No. 02/19/00003/LR  
Full Planning Permission  
Applicant: Sedgemoor District Council  
Proposal: Erection of a single storey extension  
Location: 26 Orchard Road, Axbridge, BS26 2DB

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

**P197/18 Outline Planning Application 02/16/00030 Land to the South of Houlgate Way, Axbridge**

No further update.

**P198/18 Outline Planning Application 02/17/00022 – Mendip View, Cheddar Road, Axbridge**

This matter had been referred to the Administration and Finance Advisory Group to consider whether council purchase/self-build of this land could be an option.

**P199/18 Planning Application 17/18/00073/SH – Yeo Valley Site, Axbridge Road, Cheddar**

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

The Weston Mercury had also published an article which did not differentiate the views of Axbridge Town Council from Cheddar Parish Council. The Clerk would contact the paper accordingly.

**RECOMMENDED TO COUNCIL:** that the initial response to Sedgemoor District Council (sent on 18<sup>th</sup> September 2018) objecting to this application on the various highways/traffic grounds but welcoming the concept of the application still stand.

**P200/18 Planning Application 02/18/00024/DT – Land to the East of Axbridge Moor Drove**

An event date had been arranged but no further information was available on the Planning Inspectorate website.

**P201/18 Sedgemoor Local Plan Examination**

The Local Plan was due to be adopted by Sedgemoor District Council on 20<sup>th</sup> February 2019.

**P202/18 Affordable Housing/Housing Stock Policy**

Further consideration would now be given to expanding the Council's Affordable Housing Policy and progressing this matter.

**P203/18 Neighbourhood Plan**

The next meeting would be held on 9<sup>th</sup> February 2019.

**P204/18 Enforcement Matters – no further update.**

**P205/18 Planning Correspondence**

Members noted the following correspondence:-

Proposed public path diversion order AX1/12 (Station Road/Chestnut Avenue)– the Clerk had responded to Sedgemoor District Council following the Council meeting, suggesting that the remainder of the path also be similarly diverted, either by an extension to the diversion order or a new order. A reply was awaited. A member suggested that a diversion of the path to the south side of Chestnut Avenue would be appropriate.

Congresbury Neighbourhood Plan - extension of consultation period

Wedmore Neighbourhood Development Plan - Examination correspondence regarding the local lettings policy. This had been passed to the Neighbourhood Plan Group for information.

Yatton Neighbourhood Plan - Examiners Report

NALC Consultation on the Government's Clean Air Strategy – the Clerk would circulate this information to the Committee, in case members wished to respond.

**RESOLVED:** that the Clerk be delegated, in consultation with the Chairman of the Committee, to respond to this consultation, if appropriate.

**P206/18 Planning Decisions** – these were not reported at this meeting.

**P207/18 Date of next meeting** – the next meeting would be held on 18<sup>th</sup> February 2019 if needed.

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Chairman

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Date

**Axbridge Town Council**  
**Administration and Finance Advisory Group**

**February 2019**  
**Report for Council.**

**Meeting.** The Group last met on Monday 11<sup>th</sup> February.

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

**Apologies:** None

**Accounts.** The accounts for the end of the month were considered by the group and agreed to be correct.

**Football Club invoices.** The invoices for the 2<sup>nd</sup> half of the 2017/18 playing season had been sent out some while ago. One payment has still not been received.

**Budget.** A summary report of the agreed budget and precept will be issued with the agendas for reference.

**Appointment of Internal Auditor.** The clerk will check that Mr Young is available to audit this year and she will enquire about additional items which may be audited as well as the accounts.

**New Standing Orders based on latest NALC model.** The clerk is working to produce a new set of standing orders which will be up to date and easier to reference. The consistency of the orders and appendices is to be reviewed at the same time.

**Risk Assessment and Management.** The current document was reviewed by group members. Minor changes were made to the entries relating to trees and PAT testing. The revised version needs to be adopted by Council. (Agenda item.)

The management of the risk of Legionnaires disease is to be updated shortly, after further investigation by Councillor Ham.

Issuing of visibility jackets to all councillors and officers needs to be done.

A risk assessment for the Civic Service has been completed and approved by the group. It will be sent to those needing to see it.

**Asset Register.** Proposed changes to the asset register were discussed. The group agreed an updated version.

**Web-site.** Councillor Corp is preparing the new web-site on behalf of the council. A link to Axbridge Connected was discussed.

**Grants awarded by Council.** The request for financial assistance for the Somerset Woods project was considered by Group members. It was agreed not to consider donating.

**Toilets update.** The costs and details of the work were considered by the Group and it was agreed the work should go ahead subject to Council approval. (Agenda item.)

**Maintenance contract.** Management of this will be clarified. The contract and the work sheets will be reviewed at the next meeting.

**Calendar.** The Clerk has produced an updated version. (Agenda item.)

**Date of next meeting.** Tuesday 12<sup>th</sup> March 2019

Councillor Taylor (13/02/2019)



<b>Agenda Item 10.2 Axbridge Town Council BUDGET 2019/20</b>	<b>Estimate</b>	<b>Budget</b>
	<b>2018/19</b>	<b>2019/20</b>
<b>General Account</b>		
<b>RECEIPTS</b>		
Precept Recd.	81500.00	85450.00
Council Tax Support Grant	1711.00	850.00
Precept to Car Park Ac.	--	0.00
Precept to Changing Rooms Ac.	--	0.00
Precept to Maintenance Funds	-1000.00	0.00
Lloyds Bank Interest	80.00	80.00
Cemeteries	1100.00	800.00
Allotment rents and deposits	550.00	550.00
Donations to Newsletter (Oyez)	80.00	50.00
Play area grants	6989.00	0.00
Shortlands rent	60.00	60.00
Community Infrastructure Levy Receipts	489.92	0.00
Neighbourhood Plan donations	276.88	0.00
Insurance refund - public conveniences	685.00	0.00
VAT refunds	--	
Sundry	0.00	50.00
	-----	
<b>Total Receipts:</b>	<b>92521.80</b>	<b>87890.00</b>
<b>PAYMENTS</b>		
<b>Revenue Expenditure</b>		
Salaries & Employm't costs (SDC)	26634.37	37000.00
Deputy Clerk employment costs	39.00	0.00
Pension deficit payments	950.00	1200.00
Mileage costs	80.00	100.00
Admin. Expenses	2700.00	2700.00
Insurance	1250.00	1350.00
Car Park loan repayments	10402.06	10402.06
Moorland Street Land loan repay.	5657.44	5657.44
Promoting Axbridge	700.00	700.00
Training	300.00	300.00
Town Hall Charges	1550.00	1500.00
Allotments (rent & maintenance)	600.00	600.00
Auditors' Fees	359.55	500.00
Civic Expenses	2000.00	1500.00
Cemetery maintenance	1800.00	1600.00
Furlong grass & hedge cutting	3500.00	2500.00
Chestnut Avenue Grass Cutting	200.00	500.00
Changing Rooms Maintenance	300.00	300.00
Play area & Furlong maintenance	1400.00	1400.00

<b>Axbridge Town Council BUDGET 2019/20</b>	<b>Estimate</b>	<b>Budget</b>
	<b>2018/19</b>	<b>2019/20</b>
Town Maintenance Contract	2880.00	2500.00
Bin emptying contract	4000.00	4100.00
Public conv. cleaning contract	2850.00	3000.00
Public conveniences rates and utilities.	1400.00	1400.00
Public conveniences maint.	1100.00	600.00
Subscriptions	553.03	600.00
Elections	2000.00	2000.00
Furlong lease	165.00	165.00
Office Rent	2400.00	2400.00
Office - Rates and Utiliites	800.00	800.00
Layby maintenance	300.00	0.00
Maintenance of street furniture/ Repairs to items in the Square	0.00	500.00
Sundry	50.00	50.00
Community Well-being		150.00
Highway winter maintenance		300.00
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<b>Total:</b>	<b>78920.45</b>	<b>88374.50</b>
<b>Capital expenditure</b>		
Play area equipment fund	7760.00	1000.00
New item of equipment from RLT2 fund	0.00	
Street Lights	1000.00	500.00
Recreation area car park extension	6500.00	500.00
Furlong fencing		500.00
Ax. Design Statement & N Plan	824.10	200.00
Allotments gate and fencing and improvements	1238.04	0.00
Regalia-refurbishment/replacement	150.21	100.00
Maces	0.00	500.00
Office Equipment Fund	720.10	0.00
Council Office Fund	0.00	--
Footpath - Cross Lane	500.00	0.00
Website Improvements	2250.00	0.00
Bins and Benches	546.93	0.00
Additional Parking land purchase	1807.00	0.00
Document Scanning and Imaging	0.00	0.00
Projector	249.98	0.00
Layby benches	0.00	0.00
Purchase of furlong recreational field	500.00	500.00
Axbridge Road Signs	0.00	0.00
Public Conveniences improvements		1000.00
Townsend Road Safety improvements		1000.00
	-----	-----
<b>Total:</b>	<b>24046.36</b>	<b>5800.00</b>

<b>Axbridge Town Council BUDGET 2019/20</b>	<b>Estimate</b>	<b>Budget</b>
	<b>2018/19</b>	<b>2019/20</b>
<b>Grants</b>		
Type A - Various annual	400.00	400.00
Type B - Specified	--	--
Town Trust planters	300.00	300.00
Town Hall grant	3640.00	3640.00
Ax. and District Museum Trust	1400.00	1400.00
Xmas lights & trees/fireworks	1750.00	1750.00
British Legion	100.00	100.00
Churchyard Grass Cutting	500.00	500.00
Sea Cadets	--	--
Axbridge Carnival Committee	--	--
Local Community Groups	750.00	750.00
Church Access	0.00	0.00
Type C - Various one-off	250.00	250.00
	-----	-----
<b>Total:</b>	<b>9090.00</b>	<b>9090.00</b>
<b>VAT paid</b>	--	--
<b>Total Payments:</b>	<b>112056.81</b>	<b>103264.50</b>
<b>Summary of General Account</b>		
Opening Balance	56939.65	37404.64
Total Receipts	92521.80	87890.00
Total Payments	112056.81	103264.50
<b>Closing Balance:</b>	<b>37404.64</b>	<b>22030.14</b>
=====		
<b>Changing Rooms &amp; Pitches Operating Account</b>		
Opening Balance	3483.38	3083.38
<b>RECEIPTS</b>		
Precept	0.00	0.00
Pitch & Rooms bookings	2500.00	2500.00
Vat charged on bookings	500.00	503.33
Hire of Furlong	0.00	20.00
Vat refunds	--	--
	-----	-----
Total Receipts	3000.00	3023.33

<b>Axbridge Town Council BUDGET 2019/20</b>	<b>Estimate</b>	<b>Budget</b>
	<b>2018/19</b>	<b>2019/20</b>
<b>PAYMENTS</b>		
Changing Rooms Maintenance	200.00	200.00
Pitch maintenance	2000.00	2000.00
Utilities	600.00	600.00
Consumables	100.00	100.00
VAT paid to HMR&C	500.00	500.00
Vat paid	--	--
	-----	-----
Total Payments	3400.00	3400.00
<b>Closing Balance:</b>	<b>3083.38</b>	<b>2706.71</b>
=====		
<b><i>Car Parks &amp; Moorland Street Land Account</i></b>		
Opening Balance	3924.14	974.14
<b>RECEIPTS</b>		
Precept	0.00	0.00
Ax Car park garage access lease	150.00	150.00
School Land Lease	2000.00	2000.00
Sub Station lease	200.00	200.00
Vat refunds	--	--
	-----	-----
Total Receipts	2350.00	2350.00
<b>PAYMENTS</b>		
Car Park Running costs and Rates	3600.00	3800.00
Maintenance costs	1200.00	800.00
Gulley Cleaning	0.00	530.00
Car Park controls	500.00	500.00
Vat Paid	--	--
	-----	-----
Total Payments	5300.00	5630.00
<b>Closing Balance:</b>	<b>974.14</b>	<b>-2305.86</b>
=====		

<b>Axbridge Town Council BUDGET 2019/20</b>	<b>Estimate</b>	<b>Budget</b>
	<b>2018/19</b>	<b>2019/20</b>
<b><i>Maintenance Fund</i></b>		
Opening balance	15720.00	0.00
<b>RECEIPTS</b>		
Precept	1000.00	0.00
	-----	
	--	
Total Receipts	1000.00	0.00
<b>PAYMENTS</b>		
Major Assets maintenance	16720.00	280.00
	-----	
	--	
Total Payments	16720.00	280.00
<b>Closing Balance:</b>	<b>0.00</b>	<b>-280.00</b>
=====		
=====		
<b><i>Summary of all accounts</i></b>		
Opening Balance	80067.17	41462.16
Receipts	98871.80	93263.33
Payments	137476.8	112574.5
	1	0
<b>Closing Balance:</b>	<b>41462.16</b>	<b>22150.99</b>

Axbridge Town Council Financial Report February 2019			
	<b>Bank Accounts</b>	<b>Account Name</b>	<b>£</b>
		Lloyds Business Account	66,699.48
		Lloyds Current Account	5,454.60
		Lloyds Investment Account	15,212.78
		Total:	<b>87,366.86</b>
	<b>Council Accounts</b>	<b>Account</b>	<b>£</b>
		General Account	64,153.55
		Changing Rooms Operating Account	4,032.21
		Car Park Account	2,461.10
		Changing Rooms Maintenance Fund	16,720.00
		Neighbourhood Plan Account	0.00
		Total:	<b>87,366.86</b>
<b>Receipts since last meeting</b>			
<b>Ref.</b>	<b>From</b>	<b>For</b>	<b>Value</b>
<b>Payments made since last meeting for ratification by Council</b>			
<b>Ref.</b>	<b>To</b>	<b>For</b>	<b>Value</b>
DC	Post Office	Postage	20.88
Chq 3354	Fairlands School	Neighbourhood plan copying	33.12
Chq 3354	Fairlands School	Copying	100.66
Chq 3355	Frenchay forestry	Christmas trees (prev agreed)	1728.00
Chq 3356	Information Commissioners Office	Data protection renewal (prev agreed)	40.00
<b>Payments for authorisation by Council</b>			
		<b>February</b>	
Chq	Mrs V Brice	Reim of stationery	7.19
Chq	Mrs B Wells	Reim of Mayor's Expenses	TBC
Chq	Somerset County Council Pension Fund	Pension Deficit (Feb)	72.00
Chq	Mr A Laken	Town maintenance contractor	270.00
Chq	LTSB Commercial Finance Ltd	Printing of Oyez - (Feb)	TBC
Chq	LTSB Commercial Finance Ltd	Printing of Dementia flyers	29.00
Chq	Maunder's	Furlong padlock	19.49
Chq	GB Sports & Leisure	Furlong play equipment - climbing wall	351.60
Chq	SALC	Intensive clerk training	85.00
Chq	AJ Products ***	Salt bin	179.00
Chq	Range Regalia ***	Past Mayor's badges	250.00
Chq	A1 Gardening & Tree Surgery	Tree works in cemetery *	108.00
	<b>Direct Debits and Standing Orders</b>	<b>to be paid next calendar month Feb/March</b>	
DD	Vodafone	Council telephone	12.87
DD	Plusnet	Broadband etc for office	28.20
DD	SSE Southern Electric	Changing Rooms	31.00
DD	SSE Southern Electric	Public Conveniences Quarter 3	56.34
DD	Southern Electric	Electricity - street lights at Town Car Park (Jan)	5.15
DD	Eon	Electricity - street lights at Moorland Street (Jan)	5.63
DD	Sedgemoor District Council	Business rates (Town Car Park)	151.00
	<b>TOTAL to be authorised</b>		<b>1,661.47</b>
	* on receipt of invoices/satisfactory work etc		

## Agenda Item 11.1

Leisure and recreation report. Feb 2019

### **Play area**

The replacement climbing wall for the climbing frame/slide has been delivered and will be fitted soon.

### **Public toilets**

As discussed at last month's Council meeting, following the request for 3 quotes to carry out the upgrade work to the toilets, only one quote was received. All those approached responded but no quote was received.

The quote we did receive was very acceptable to the Council, who agreed in principle to accept it, with minor amendments. The amended quote and costs will be discussed in private session.

### Agenda Item 11.3

#### Town Maintenance Contractor Report – January 2019

The Town Maintenance Contractor worked 18 hours in January. Approximate breakdown as follows:

- 8.5 hours litter picking on furlong and car parks (inc. car park by Dr's surgery, and in the Square on one occasion), clearing gullies and hedge work
- 3 hours re-siting bench from layby to the allotments
- 3 hours moving salt bin to Fennel Lane and installing new bin etc
- 2 hours litter pick at cemetery, removal of waste and trimming hedge along the cycle path
- 1.5 hours repairing steps to view point



**Agenda Item 12.1 Minutes**  
**AXBRIDGE TOWN COUNCIL Highways Advisory Group meeting:**  
**Monday 4th February 2019 at 8.00 pm in Axbridge Town Hall**

**Attendees:** Cllrs Helen Bridgeman, Kate Browne - Deputy Mayor, Pauline Ham, Barbara Myerson – Chair, Mike Taylor, Barbara Wells – Mayor.

1. **Apologies for absence:** Cllrs Joe Williams, (invited members – Marcus de-Layen Vian and Graham Page)
2. **Declarations of interest:** None
3. **Approval of minutes** of previous meeting held on 7th January 2018: Agreed.
4. **Ongoing matters:**
  - 4.1 **Winter maintenance** and grit bins update (funding and car park gritting):
    - The Chamber of Commerce has been approached to ask for a contribution to the purchase of new black grit bins to replace the dumpy bags at either end of the town.
    - We also need to check where it would be acceptable to put the bins.
    - It was agreed to ask the Lengthsman to grit the car parks when icy conditions are forecast – and to ask him his view on where the grit supplies for this should be stored (perhaps use the toilets' storeroom and ask Hale Events if they could help with storage).
    - In preparation for next winter, Somerset County Council should be asked if they have guidance and insurance for volunteers to spread grit, and for the town council to request volunteers to help if so.
  - 4.2 **Improvements to Townsend** junction update: MT is drafting out what is required.
  - 4.3 **Traffic calming and lorries** (signage issues) through Axbridge/West Street and High Street group: BM will meet with the group of residents who have contacted the town council about this.
  - 4.4 **Cross to Axbridge** Safe Path update: BM attended a meeting and the group is contacting SCC to upgrade the footpath across the fields.
  - 4.5 **Detailed map** to show Axbridge footpaths, lights and street furniture: We have been able to acquire lists from SCC of street furniture and lights, so BM has requested that a map be created to show the roads, rights of ways, lights and street furniture to facilitate the work of HAG. BM to discuss this with the Clerk and Cllr John Kendall and ascertain if the town council software is multi or single user, because it would be useful for the Clerk's office to have access to it.
  - 4.6 **Public Path Diversion Order** – 20 Chestnut Avenue: The Clerk has sent our preferred route to SCC.

4.7 **Bike rack update:** PH is considering how to improve the situation.

5. **New items:**

5.1 **Streets of Axbridge** remaining funds: It was agreed that the ACP should be advised that as the Town Council has taken over the street furniture from the Streets of Axbridge project, consideration should be given to ensuring that moneys still held for the project should be made available for repair and maintenance of that furniture, and other amenities such as the public toilets.

5.2 **Magic Roundabout** feasibility study funding: Concern was expressed that the meeting about this was held without anyone from Axbridge Town Council being invited. Also, we are concerned that we had previously been advised that money was available for this (by our previous County Cllr) and we would like to ask our current County Cllr Nigel Taylor to update us on this funding.

6. **Round table** information sharing on HAG matters.

- PH: chasing up on the Axbridge road signs.
- MH: lights on permanently in the Square and High Street.
- HB: Tree debris is falling into the road and onto cars from trees belonging to Axbridge First School. The school needs to be advised that it should be cleared up and ideally prevented in future. PH will initially contact the school informally and report back so that we can decide if further action is necessary.
- BW: The temporary repairs to the road outside of the Museum will be replaced by blocks to match the rest.
- Parking and abuse of the Blue Badge. The Clerk will be asked to email about our concerns about the overlong parking on the double yellow lines, parking on the pavement and that the vehicle is often facing the wrong direction when parked. This has been going on for some years now and we look forward to the repose from the Blue Badge team.
- KB: Grit bins/bags have been filled and placed well and a letter of thanks has been sent. BM to send photos of preferred places for end of town bins to replace the dumpy bags in future.

7. Confirm date of next meeting: 8pm on 4 March 2019.

## Agenda Item 13.1

### Minutes of Cemetery, Allotments and Open Spaces Group - January 2019

Those present:- Barbara Wells (Mayor), Barbara Meyerson, Kate Browne and Helen Bridgeman (chair)

Apologies:- Laura How

#### **Cemetery.**

After much research the members noted that there is no requirement to mark graves as long as there position is on the map.

So after due consideration it has been decided that unmarked graves remain so; the cemetery map and log book contains all plots and names.

The group propose a change to the cemetery rules: The sizes of graves to be increased to 4'6", as of the next row of graves as recommended by the grave diggers. **Agenda Item**

The Burial Form Format; the members suggest an increase in the size of the box containing 'Name and Address of Firm to Carry out Works', to give more space for this.

#### **Allotments**

The lengths man will use the old gate to shore up the back fence, as discussed when he inspected it with Chair

**Agenda Item 14.1**  
**Axbridge Town Council**

**Draft Minutes of the Personnel and Protocol Committee held on Monday 4<sup>th</sup> February 2019**

**Meeting commenced:** 7.30pm

**Meeting concluded:** 8.00pm

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

**PS89/18 Apologies for Absence** – none

**PS90/18 Declarations of Interest** – none

**PS91/18 Minutes of the Committee Meeting held on 7<sup>th</sup> January 2019**

**RESOLVED:** that the minutes of the Personnel and Protocol Meeting held on 7<sup>th</sup> January 2019 be approved as a correct record and signed by the Chairman.

**PS92/18 Public Participation** - no members of the public were present.

**PS93/18 Civic Service**

The Mayor updated on the arrangements in place for the Civic Service on Sunday 3<sup>rd</sup> March 2019, including the entertainment, refreshments, citations, reading and prayers. Local organisations had been advised of the names of the award winners and had been invited to attend. The collection would be used to support the dementia friendly initiative. A specific risk assessment was required for the event and a press release would need to be issued. Members discussed how best to process into the Church.

**RESOLVED:** that, on this occasion, the High Sheriff, Mayor, Deputy Mayor, Clerk, Councillors (and all partners/guests) process into the Church led by the Town Crier and Sergeant at Mace.

**PS94/18 Councillor Position on the Council**

Councillor Gould, who had previously indicated that he wished to resign, but had not done so in the required manner, had not attended any council business, nor offered his apologies, since 16<sup>th</sup> July 2018. It was noted that a member ceases automatically to be a councillor if he/she is absent from any meeting of council or committee etc., for a period of six months unless the council approves of the reason for absence before the expiry of the six months.

**RESOLVED:** that Sedgemoor District Council be advised that Councillor Gould ceased to be a councillor with effective from 16<sup>th</sup> January 2019 and a vacancy now existed on the Council (letter to be copied to Mr Gould).

**PS95/18 Axbridge Parochial Charities**

The Clerk to the Parochial Charities was endeavouring to locate the documentation requested.

**PS96/18 Mayor's Handbook**

The Mayor's handbook, as revised by the Mayor and Clerk, would be circulated to the Committee, with the appendices included, seeking any final comments. A minor change would be made to indicate that main expenses (such as the catering at Mayor Making) should be invoiced directly to the Council.



## **Agenda Item 16a Correspondence – February 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 and Beat Surgery poster
- National Assoc. of Local Councils – Bulletins, Press Release and Open Letter – Standards Regime. Newsletter
- Society of Local Council Clerks (SLCC) – Conference, Webinar re elections, newsletter (inc standards for councillors)

### Planning

- North Somerset Council – Congresbury NP - extension of consultation period
- SDC - Re: FW: [OFFICIAL] - Wedmore Neighbourhood Development Plan - Examination correspondence
- Yeo Valley – Transport Note
- SALC – Clean Air Strategy and Points of Light document (a collection of case studies highlighting the work that local (parish and town) councils are undertaking to support their communities).
- [OFFICIAL] - HPC Inspire Education update
- Yatton Neighbourhood Plan Examiners Report
- SDC – weekly planning applications, decisions and Committee agendas and reports

### Admin and Finance

- Carbonite – back up system
- Town Trust – seeking update on website
- SDC Individual and project Grant Application final round of 2018/19
- Somerset Fund benefits both businesses and grassroots charities
- Pension Line newsletter
- Utility Aid - SLCC Energy Audit
- Jonstar Energy
- Images by Hand – Town Map

### Leisure and Recreation

- SDC – Bin on furlong
- Resident – litter pick
- Resident – rats
- What's on Bristol and Weston and in February half term
- Sovereign Play (free quote offer)
- Product Information: Earth Anchors

### Highways

- Somerset Highways – Works to Townsend cyclepath etc carried out;
- Resident – works to High Street
- SCC – Facilities Management – Street Furniture register
- SCC – Rights of Way, Callow Drove
- High Street/West Street campaign group – seeking updates
- Product – Earth Anchors

### Cemetery, Allotments and Open Spaces

- Tenant – giving up allotment
- Keep Britain Tidy – campaign – 22<sup>nd</sup> March 23<sup>rd</sup> April

Personnel

- In Professional Development - 7 Management Qualification for the Public Sector
- Buckingham Palace Garden Party - Somerset Representatives 2019
- Various – Wellbeing and Dementia Friendly

Greens

- Rural Bulletins
- SWP – Monthly bulletins
- CSE – Monthly newsletter

General Correspondence

- SDC press releases: Sedgemoor Planners Scoop Top Regional Award; Health Walks; Becoming a Councillor Event; - Quantock Meadow Foot Bridge; Don't be fooled by council tax scammers
- SCC Press releases: Investing millions to improve Somerset's roads
- Various – Dementia friendly arrangements
- Spark - Community Health & Wellbeing training & Webinar on Social Prescribing
- Patient Engagement Weekly Bulletins
- WsM Town Council Press Release - British Museum Lends 2,100-Year-Old Gold Torch
- Individual - query re reservoir numbers
- Fit for Future – summary of feedback
- Individual - Re: FW: Moorland Road Car Park/ Hallam Memorial Temperance Hall

DIARY DATES

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

Date	Meeting	Time	Venue
Monday 18 <sup>th</sup> Feb 2019	Council	7.30pm	Town Hall
Monday 25 <sup>th</sup> Feb 2019	Leisure and Recreation Advisory Group	6.30pm	The Lamb
Sun 3 <sup>rd</sup> March 2019	Civic Service	3pm	St John the Baptist Church
Monday 4 <sup>th</sup> March 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
Sun 10 <sup>th</sup> March 2019	Deadline for council items and reports		
Mon 11 <sup>th</sup> March 2019	Annual Assembly	8.00pm	Town Hall
Tues 12 <sup>th</sup> March 2019	Administration and Finance Advisory Group	7.30pm	Mornington House
Mon 18 <sup>th</sup> March 2019	Planning and Licences Committee (if needed) Council	6.45pm 7.30pm	Town Hall Town Hall
Wed 13 <sup>th</sup> March 2019	Cemetery, Allotments and Open Spaces (cemetery headstone inspection first, followed by meeting)	11am	43 Old Church Road
Mon 25 <sup>th</sup> March 2019	Leisure and Recreation Advisory Group	6.30pm	The Lamb