

## Agenda Item 10.1

### Axbridge Town Council Administration and Finance Advisory Group

March 2019  
Report for Council.

**Meeting.** The Group last met on Tuesday 12<sup>th</sup> March.

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

**Apologies:** None.

**Accounts.** The accounts for the end of the month were considered at the meeting by the group and agreed to be correct. Some reallocation to budget headings was discussed.

**On-line banking.** Seems to working. The clerk will report in more detail at next meeting after more experience.

**Football Club invoices.** The invoices for the 2<sup>nd</sup> half of the 2017/18 playing season have now been received. A meeting with the clubs will be set up before the next invoices are sent out.

**Appointment of Internal Auditor.** The clerk has checked that Mr Young is available to audit this year. He will be asked to look at the cemetery systems as an additional item for audit.

**Format of the Orders and Appendices.** The clerk has prepared a set of appendices which now have a consistent appearance. These are ready for the new web-site.

**Development Group.** There is a proposal to create an advisory group to look at all aspects of long term planning and large projects and their funding. This will encompass the work of FAG. Councillor Taylor will prepare a remit as a discussion document.

**Risk Assessment and Management.** A risk assessment for Mayor Making will be completed and approved by the group. It will be sent to those needing to be aware.

#### **Grants awarded by Council.**

Donations to the Guides and the Church relating to the Civic Service will be made.

It was agreed that a donation to the Singing for the Brain organisation should be made from the collection taken at the Civic Service. (Agenda Item)

**Maintenance contract.** The terms of the contract will be reviewed at the next meeting.

It was agreed that the clerk would maintain two lists:

- one will show regular jobs, giving an indication of the frequency required. This will include several of the items in the open spaces contract.
- one will show outstanding one-off jobs.

Both lists will be supplied to the contractor as required and be reviewed by the A&F Group when necessary.

Councillor Ham and the clerk will be the points of contact with the contractor.

**Date of next meeting.** Monday 8<sup>th</sup> April 2019

Councillor Taylor (12/03/2019)

Axbridge Town Council Financial Report March 2019			
<b>Bank Accounts</b>		<b>Account Name</b>	<b>£</b>
		Lloyds Business Account	66,699.48
		Lloyds Current Account	4,971.36
		Lloyds Investment Account	15,221.50
		Total:	<b>86,892.34</b>
<b>Council Accounts</b>		<b>Account</b>	<b>£</b>
		General Account	63,983.39
		Changing Rooms Operating Account	3,838.24
		Car Park Account	2,350.71
		Changing Rooms Maintenance Fund	16,720.00
		Neighbourhood Plan Account	0.00
		Total:	<b>86,892.34</b>
<b>Receipts since last meeting</b>			
<b>Ref.</b>	<b>From</b>	<b>For</b>	<b>Value</b>
	Active Living	Donation for Oyez leaflet	10.00
	B. Wells	Donation from Civic Service to Dementia Initiative	407.00
	Axbridge Saxons	Hire of Changing Rooms 2nd half 17/198 season	825.00
	M Sheppard	Headstone application	75.00
<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	12.12
Chq 3368	K. Routley	Refurbishment of Public Conveniences (Payment prev agreed)	2500.00
Chq 3369	Mr A Laken	Town Maintenance Contractor - Replacement cheque	270.00
Chq 3370	GB Sport & Leisure	Climbing Panel etc (as agreed)	351.66
<b>Payments for authorisation by Council</b>			<b>March</b>
Chq	Mrs V Brice	Reim of Expenses inc stationary	34.38
Chq	Mrs B Wells	Reim of Mayor's Expenses	TBC
Chq	Somerset County Council Pension Fund	Pension Deficit (Mar)	72.00
Chq	Mr A Laken	Town maintenance contractor	157.58
Chq	LTSB Commercial Finance Ltd	Printing of Oyez - (Feb)	57.00
Chq	Premier Trophies	Civic Award	37.50
Chq	Rapide System Supplies Ltd	Printer ink	308.16
Chq	Sedgemoor District Council	* Underlease of Furlong field - to be paid in April	165.00
Chq	Mr N Price	Reim. Renewal of domain name for axbridgenp.co.uk (Axbridge neighbourhood plan)	12.00
Chq	AJ Products (UK) Ltd	Salt bin	214.80
<b>Direct Debits and Standing Orders</b>			<b>to be paid next calendar month March/April</b>
DD	Vodafone	Council telephone	15.50
DD	Plusnet	Broadband etc for office	28.20
DD	SSE Southern Electric	Changing Rooms	31.00
DD	Southern Electric	Electricity - street lights at Town Car Park (Feb)	5.00
DD	Eon	Electricity - street lights at Moorland Street (Feb)	5.80
DD	Sedgemoor District Council	Business rates (Town Car Park)	151.00
DD	Sedgemoor District Council	Business rates (Public Conveniences)	87.70
DD	Sedgemoor District Council	Business rates (Council Office Church Rooms)	57.18
DD	Sedgemoor District Council	Business rates (Church Road car park)	165.10
DD	Sedgemoor District Council	Business rates (Moorland Street car park)	177.05
<b>TOTAL to be authorised</b>			<b>1,781.95</b>
* To be paid in April 2019			

### Agenda Item 11.3

#### Town Maintenance Contractor Report – February 2019

The Town Maintenance Contractor worked 10.5 hours in February. Approximate breakdown as follows:

6.5 hours litter picking on Furlong and car parks on four occasions (inc. car park by Dr's surgery once, Houlgate Way once, steps by the Sea Cadet base once and in the Square on two occasions)

2.5 hours clearing gullies and clearing leaves from the car park, cemetery steps and path.

2.5 hours trimming hedges in the car parks and the Furlong

## **Agenda Item 12.1**

### **Draft Minutes**

#### **AXBRIDGE TOWN COUNCIL Highways Advisory Group meeting:**

#### **Monday 4th March 2019 at 8.00 pm in Axbridge Town Hall**

Present: Cllrs Helen Bridgeman, Kate Browne (Deputy Mayor), Barbara Myerson (Chair), Mike Taylor, Barbara Wells (Mayor), Joe Williams, Marcus De-Layen Vian, Graham Page

1. Apologies for absence: Cllr Pauline Ham,
2. Declarations of interest: none
3. Approval of minutes of previous meeting held on 4th February 2019: agreed.
4. Ongoing matters from previous meeting (s):
  - 4.1. Comments or questions from the HAG notes and actions document: none
  - 4.2. Community Speedwatch: Cllr De-Layen Vian reported that about 5 people have volunteered but more are needed: he will contact the PCSO about training for a first cohort while seeking new recruits and to ask about the possibility of working with the Cheddar CSW group to cover each other's area. Cllr Williams will contact the PTA and will devise some posters/flyers and send them to the Clerk to arrange printing so they can be distributed to key locations for display and for the Farmers Market on 6 April. Request that an item is included in OYEZ to encourage interest in participation.
  - 4.3. Traffic incidents: Any updates: Cllr Williams gave an update prior to the meeting and considered how to gather information from eg Royal Mail drivers, following a near miss involving a Royal Mail van last Thursday. Request that reminder to report incidents via the form be put in OYEZ .
5. New items:
  - 5.1. Townsend improvements: Cllr Taylor had emailed the document before the meeting. The proposal was discussed and it was agreed that it should be taken to Council for approval. Cllrs Taylor and Myerson along with the Clerk had attended a drop in session to find out about whether we might obtain funding for the feasibility study from the Hinckley Point C Community Fund. It is not certain that it meets the criteria, but we were encouraged to try. We need to identify appropriate Traffic Engineers/Consultants to obtain quotations for the feasibility study. We will ask around and make enquiries of SCC, North Somerset CC and perhaps find out who had done work locally for other organisations (Yeo Valley?) to find someone suitable. The HPCCF advisors indicated that we should try to apply for funding before the summer when the quarry lorries will be reducing their impact on the town.
  - 5.2. Cross to Axbridge Safe Path group: The document on a policy for assessable footpaths proposed by the Cross to Axbridge Safe Path group was discussed and although that document was supported by Compton Bishop Parish Council, we recommend that Axbridge Town Council should produce its own policy document

on accessibility to PROWs and that Cllrs Page and Myerson will work on that with a view to presenting it for approval to Council.

5.3. Participation in the National Parking Enforcement Survey (by 15 March): The survey was completed and will be passed to the Clerk for processing.

5.4. Sea Cadets bin. We recommend that the Sea Cadets contact Sedgemoor DC to have the bin emptied. It is an amenity and the litter would otherwise be likely left around.

5.5. Closure of Cross Lane: It is actually the slip road to Townsend that will be resurfaced from 18<sup>th</sup> March for 10 days. In view of the concerns about safety at that location, could the Clerk contact Highways and request we have reassurance that the safety surface will be replaced?

6. Round table information sharing on HAG matters.

- The cycle path entrance at the top of Cheddar Road will be closed for 25<sup>th</sup>- 27<sup>th</sup> March and might affect children cycling to school, who could be advised to consider using the Reservoir route for those days. Fairlands and Kings of Wessex schools will be asked to tell affected children of the closure and alternative route. (Ask Cllr Ham to tell Fairlands and Cllr Browne to tell KoW).
- SID for Axbridge: we are awaiting update from Rodney Stoke PC. Request the Clerk contacts them to find out when we might hear more.
- Traffic lights by Bloor Homes, Cheddar: request that the Clerk asks Cheddar PC when the lights will be working.
- Request that the number for reporting potholes be put into OYEZ.
- Cllr Myerson to contact Cllr Kendall and the Clerk/Assistant Clerk about maps for street lights, footpaths and street furniture.

7. Confirm date of next meeting: Monday 1 April 2019 at 8pm.

## **Agenda Item 13.2**

### **REMIT 4**

#### **Axbridge Town Council**

#### **Cemetery, Allotments and Open Spaces Advisory Group**

##### **Chairman and Group membership:**

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

Mayor (ex officio)

Deputy Mayor (ex officio)

2 (minimum) other councillors

People with experience or expertise in cemetery related matters may be co-opted onto the committee (with the agreement of council).

##### **Remit**

The group will:

##### **Cemetery**

Maintain the upkeep of the Cemetery to a high standard by carrying out general maintenance work, such as keeping the path clear of overhanging growth, disposal of dead flowers and general tidying

Keep an up to date copy of the cemetery plan (usually held by the Clerk)

Liaise, if necessary, with undertakers or stone masons (usually carried out by the Clerk)

Ensure that safety checks are carried out on the headstones every two years.

Reviewing and making recommendations to the Council on the cemetery fees and charges

Reviewing and making recommendations to the Council on the Cemetery rules.

Discuss and consider any cemetery related correspondence or issues, as appropriate.

Note: The Clerk deals with the administration relating to the Cemetery, including the finances.

##### **Allotments**

Advise Council on compliance with legislation relating to allotments.

Maintain the upkeep of the general allotment field to a high standard by arranging for general maintenance work to take place, using the Town Maintenance Contractor where possible.

Make recommendations to Council on repairs and improvements necessary to maintain the general allotment field, as appropriate, with recommendations being put to Council to agree the works and provide/obtain appropriate funding.

Recommend to Council any changes considered necessary to the Allotment tenancy agreement.

Ensure that all allotment holders are working their allotments and keeping them in a clean and tidy state, as per the tenancy agreement. To monitor the presence of injurious weeds on plots and to advise tenants to remove them.

Monitor water usage

Monitor and review the level of allotment rents and the associated expenditure.

Respond to issues and general correspondence and raise with Council when appropriate

**To work with the Clerk to:**

Ensure that the allotments register is kept up to date and that invoices are sent and rent received as appropriate

Ensure that all tenants sign a tenancy agreement

Monitor the waiting list for allotments

**OPEN SPACES**

To oversee the maintenance of the two areas of open spaces land in Chestnut Avenue, owned by the Town Council, until such time as the land is to be used for any specific purpose.

To oversee the land known as Shortlands

Respond to general correspondence and raise issues with Council when appropriate.

Through the Clerk to task the Town Maintenance Contractor to carry out such work as thought appropriate.

Carry out tree management on land owned or occupied by the Town Council

**Adopted: Council on 10<sup>th</sup> December 2018 (minute 136/18(b) refers)**

**Last Review Date: 10<sup>th</sup> December 2018 (minute 136/18(b) refers)**

**Agenda Item 18 AXBRIDGE TOWN COUNCIL  
Calendar of Meetings and Events 2019-2020**

<b>Month/Year</b>	<b>Date</b>	<b>Meetings/Events</b>	<b>Time</b>	<b>Venue</b>
January 2019	Monday 21st	Council Meeting	7.30pm	Axbridge Town Hall
February 2019	Monday 18th	Council Meeting	7.30pm	Axbridge Town Hall
March 2019	Sunday 3rd Monday 11th Monday 18th	Civic Service Annual Assembly* Council Meeting	3.00pm 8.00pm 7.30pm	St John the Baptist Church Axbridge Town Hall Axbridge Town Hall
April 2019	Saturday 6th Monday 15th	Mayor's Banquet Council Meeting	7.30pm for 8pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
May 2019	Monday 13th Monday 20th	Annual Council Meeting & Mayor Making Council Meeting	7.30pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
June 2019	Monday 17 <sup>th</sup> TBC	Council Meeting School Visit?	7.30pm AM	Axbridge Town Hall Council Chamber, Town Hall
July 2019	Monday 15th	Council Meeting	7.30pm	Axbridge Town Hall
August 2019	Monday 19th	Council Meeting	7.30pm	Axbridge Town Hall
September 2019	Sunday 8th (TBC) Monday 16th Saturday 21st (TBC) Monday 23rd	Harvest Service Council Meeting Civic Lunch/Carnival Strategy and Budget Meeting	6.30pm 7.30pm 12.30pm onwards 7.30pm	Methodist Church Axbridge Town Hall Axbridge Town Hall Council Chamber
October 2019	Monday 21st	Council Meeting	7.30pm	Axbridge Town Hall
November 2019	Sunday 10th Monday 18 <sup>th</sup>	Remembrance Day Council Meeting	11.00am 7.30pm	St John the Baptist Church Axbridge Town Hall
December 2019	Monday 9th Saturday 21st (TBC)	Council Meeting Father Christmas Night	7.30pm 5.00pm	Axbridge Town Hall The Square
January 2020	Monday 20th	Council Meeting	7.30pm	Axbridge Town Hall
February 2020	Monday 17th	Council Meeting	7.30pm	Axbridge Town Hall
March 2020	Sunday 1st (TBC) Monday 9th Monday 16th	Civic Service Annual Assembly* Council Meeting	3.00pm 8.00pm 7.30pm	St John the Baptist Church Axbridge Town Hall Axbridge Town Hall
April 2020	Saturday 4th (TBC) Monday 20th	Mayor's Banquet Council Meeting	7.30pm for 8pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
May 2020	Monday 11th Monday 18th	Annual Council Meeting & Mayor Making Council Meeting	7.30pm 7.30pm	Axbridge Town Hall Axbridge Town Hall

\* please note that this is a meeting of the electorate, and not a Council meeting



## Agenda Item 19

### Correspondence - March 2019

*(not mentioned elsewhere in the agenda papers)*

SDC = Sedgemoor District Council

SCC = Somerset County Council

#### Outside Bodies

- Avon and Somerset: Monthly crime statistics
- Community Council for Somerset – Over £5K granted to Somerset's Culture and Diversity Groups
- Somerset Community Foundation – Celebrating Somerset
- Somerset Association of Local Councils – Clerks Briefing, Local Elections 2019 and newsletter
- National Association of Local Councils – Bulletins (inc election campaign and tree charter) and Conference and Winter Survey

#### Planning

- North Somerset Council: Yatton Neighbourhood Plan referendum – 11 April
- Hinkley Point B newsletters
- Resident – clarification re houlgate way development
- SDC – weekly planning applications, decisions and Committee agendas and reports

#### Admin and Finance

- Somerset Association of Local Councils – Charles Arnold Baker book and newsletter (in website)
- Resident – update to website (youth)
- Terrain – Environment and safety (inc litter pick)
- Somerset Community Foundation – Hinkley fund guidelines
- Calor Rural Community Fund
- Ordnance Survey – Maps
- Re: Delegated access to ESS and Website for EAS5/Pension Forms for your payroll provider - Axbridge Parish Council
- Society of Local Councils – newsletter inc website and VAT
- Somerset Community Foundation – Hinkley Fund Drop in Day
- Fairtrade - Renewal of Fairtrade Town Award - Deadline Passed
- Jonstar energy
- Carnival Committee – thank you for allocation of costs
- Burnham Town Council – Town Ranger
- Pensions Line newsletter

#### Leisure and Recreation

- Resident – litter pick initiative
- SDC – RLT2/3 fund update
- Bradford on Tone council – seeking information on play areas
- Town Projections
- Product Information: Playforce, Proludic, Sutcliffe Play

#### Highways

- SDC – Public Path Diversion Order AX1/12 – now progress to the formal consultation stage by advertising and posting on site.
- Somerset Highways; new bollard will be installed by end of May if not sooner
- First bus – Sunday service will start again on 31<sup>st</sup> March 2019
- Sea Cadets – overflowing and damaged bin (welcoming support in keeping area tidy)
- Cross to Axbridge campaign – policy document
- Individual – concerns re lane/wall and cockrels
- TWM traffic – speed signs

Cemetery, Allotments and Open Spaces

- Tenant – sheep in allotments
- Allotment holders – given up plots

Personnel

- Various – thank you for the Civic Service/awards
- Axbridge Parochial Charities - documentation

Greens

- Somerset Waste Partnership – Monthly bulletin

General Correspondence

- SDC press releases : Great British Spring Clean; Avon and Somerset PCC visits Bridgwater organisations supporting vulnerable people; Health Walks in Somerset; Healthwatch (in Cheddar 22 March am)
- Bridgwater College - Environmental Conservation Apprenticeships and Level 3 Countryside Supervisor Standard Apprenticeship
- Patient Engagement Weekly bulletin (inc meeting in Cheddar)

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> March 2019	Council	7.30pm	Town Hall
Wed 20 <sup>th</sup> March 2019	Cemetery, Allotments and Open Spaces (cemetery headstone inspection first, followed by meeting if needed)	12noon	Meeting at Cemetery
Monday 25 <sup>th</sup> March 2019	Leisure and Recreation Advisory Group	6.30pm	The Lamb
Monday 1st April	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 7 <sup>th</sup> April 2019	Deadline for council items and reports		
Mon 8 <sup>th</sup> April 2019	Administration and Finance Advisory Group	7.30pm	Mornington House
Mon 15 <sup>th</sup> April 2019	Planning and Licences Committee (if needed) Council	6.45pm 7.30pm	Town Hall Town Hall
Mon 22 <sup>nd</sup> April 2019	Leisure and Recreation Advisory Group	6.30pm	The Lamb