

Agenda Item 6

Axbridge and District Museum Trust

Key points raised at February Trustee meeting

- Official Museum opening: Saturday 6th April 10:00 – 12:00. Hopefully both Mayor and Town Crier can attend. Other 'chain gang' members being invited by Kate Brown.
- A five year contract has been signed with Sedgemoor District Council for the care of their collection. ADMT will receive an annual fee of £3,570.
- Trustee recruitment is ongoing. Recommendations for appointment will be made in the April meeting.
- Formal H&S training for 2019 volunteers will take place on 23rd & 27th March.
- Museum will attend the 'Club's Fair' on 4th May in the town hall.
- Colin Waltham and Barry Cross will share responsibility for opening and closing the museum each day. An honorarium of £5 will be paid for each day.
- During the 2019 season local schools will display history project work to the public. So far two schools have committed and it is hoped a further one will come on board. School projects will be displayed in June, July and September.
- A new range of children's worksheets, with a focus on fossils, will be available for 2019.

Key points raised at March Trustee meeting were:

- Full Arts Council Accreditation for 2019 – 2024 received. Certificate of Accreditation will be on show in the Museum.
- Full Health and Safety inspection and briefings for all Stewards arranged and will be completed prior to opening on 1st April.
- 9 new Stewards recruited following the two recruitment events held earlier in March.
- A new cleaner has been engaged for the 2019 season.
- Brent Knoll School visited in March as they are undertaking a project on Roman Briton. As well as viewing the exhibits they enjoyed completing a bespoke factsheet on Roman and Latin facts drafted by Pauline Trapp.
- A series of three age related worksheets for children and families, focussing on Fossils have been drafted for the 2019 season.
- ADMT are keen to support the Axbridge Dementia Friendly initiative. Stewards will be encouraged to attend training and a Trustee (APW) has been nominated to explore what could be done within the museum to improve the experience for those with dementia.

Alan Wells

Town Trust Report

1) 150 Club

1st Winning Number (£50) = 29

2nd Winning Number (£35) = 82

3rd & 4th Winning Numbers (£25) = 67 & 76

5th & 6th Winning Number (£20) = 142 & 40

2) Town Hall Bar Area = a sub-committee looking at ways of refurbishing this area including removing the bar grill, better bar surface and lockable cupboards for the glasses.

3) Roof - some minor repairs being undertaken on the roof - cracked tiles and some rendering. Crack in Council Chamber ceiling being investigated.

4) New Town Hall Manager appointed - Ms Nina Mitchell as Mrs Rebecca Thomas has decided to leave due to family and other work commitments. Nina will "shadow" Rebecca during the month of May taking over fully from 1st June.

5) Summer planting of the Planters will take place around middle of May. Flowers already on order.

Mr Mortimore

Agenda Item 8.1
AXBRIDGE TOWN COUNCIL
Draft Minutes of the Planning and Licences Committee held on
Monday 1st April 2019 at the Town Hall, Axbridge

Meeting Commenced: 7.00pm
7.28pm

Meeting Concluded:

Present: Councillor Wells (Chairman), Browne, Kendall, Page and Taylor together with Mrs Brice (Town Clerk) and one member of the public.

P208/18 Apologies for absence

RESOLVED: that apologies from Councillors Ham (ill-health) and Myerson (family commitment) be received and approved.

P209/18 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). She also declared a personal interest in relation to planning application 21/19/00002/ACN relating to a gas-powered standby generation facility on land to the South West of Townsend Farm, Prowses Lane due to the distance from her property

Councillor Taylor– declared a Disclosable Pecuniary Interest in relation to planning application 21/19/00002/ACN relating to a gas-powered standby generation facility on land to the South West of Townsend Farm, Prowses Lane and also 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 sites and would leave the meeting should these applications be considered (minute P197/18 refers)

P210/18 Minutes of the meeting held on 4th February 2019

RESOLVED: that the minutes of the meeting held on 4th February 2019 be approved as a correct record and be signed by the Chairman.

P211/18 Public Participation

A resident addressed the Committee on the application for an extension to her property at Restacks Cottage (application 02/19/0004/LR refers).

P212/18 Planning Applications

Application No. 02/19/00004/LR

Full Planning Permission

Applicant: Mr Williams

Proposal: Demolition of existing lean-to extensions. Erection of single storey extension on rear (North) elevation

Location: Redstacks Cottage, Bridgwater Road, Cross, Axbridge, BS26 2EA

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

At this juncture, Councillor Taylor, having declared a Disclosable Pecuniary Item in the following application (and any update on Houlgate Way) left the meeting.

Application No. 21/19/00002/ACN

Full Planning Permission

Applicant: SWB Limited

Proposal: Development of a gas-powered standby generation facility and associated infrastructure

Location: Land to the South West of, Townsend Farm, Prowses Lane, Townsend, Axbridge, Somerset, BS26

RECOMMENDED TO COUNCIL: that Sedgemoor District Council be advised that Axbridge Town Council objects to the above mentioned application on the following grounds:-

- 1) The impact of the proposed development upon the character and appearance of the surrounding environment, as the council considers there to be inadequate natural screening (which is also not indigenous), and the appropriateness of the site;
- 2) The facility is described as a gas-powered “standby” generation facility, but the operational hours suggest otherwise;
- 3) Other environmental issues – there are concerns regarding the validity of the data provided by the company in the Air Quality and Noise Assessment reports and regarding the environmental impacts of the proposed development (in term of air quality, emissions, pollution and noise). The views of the Environmental Health Officers are awaited and the Council is therefore unable to make an informed response and would wish to consider this further to take account of these views when known.
- 4) Furthermore, the Council fully supports the letter from The Mendip Society, objecting to the application on grounds of the description (industrial plan in the Countryside); location (in the Countryside within Compton Bishop Parish Council; outside the development boundary of Axbridge); appropriateness (industrial development in Countryside immediately adjacent to The Mendip Hills AONB); Visual Impact (from vantage points, public rights of ways, visual damage); Need (not established a need or how the community would benefit); precedent (for extension of industrial style and encourage extension of southern boundary of Axbridge/eastern boundary of Compton Bishop); and Local Plan (considers that this does not comply with the Countryside Policies or Policies D20 and D31)

In addition to the above, the Town Council had raised a number of questions with the agent on the application for a substantially similar development in the adjoining field (application 02/18/00039 refers) which was subsequently withdrawn. These questions, and the answers provided had been sent to you by Ms Gaffney on 19th November 2018 (attached for easy reference). This information is still relevant and the Council would still wish to obtain the following information for further consideration –

- 5) Confirmation is sought that the Mendip Hills Area of Outstanding Natural Beauty Partnership has been consulted on this application;
- 6) The views of the Devon and Somerset Fire and Rescue Service should be sought. Confirmation is needed as to whether the Emergency Services are aware of the proposed development and could respond to any emergency; and
- 7) Further details are sought regarding the cabling to Moorland Street, for example, would this be new cabling or linking into existing cabling – the Council acknowledge that this is not part of the application but would still seek clarification on this matter.

(A copy of this recommendation and the Mendip Society letter to be circulated to all members for consideration prior to Council).

P213/18 Outline Planning Application 02/16/00030 Land to the South of Houlgate Way, Axbridge

No further update.

At this juncture, Councillor Taylor re-joined the meeting.

P214/18 Outline Planning Application 02/17/00022 – Mendip View, Cheddar Road, Axbridge

No further update.

P215/18 Planning Application 17/18/00073/SH – Yeo Valley Site, Axbridge Road, Cheddar

This application was under consideration by Sedgemoor District Council.

P216/18 Planning Application 02/18/00024/DT – Land to the East of Axbridge Moor Drive

This appeal had concluded that the proposal would cause unacceptable harm to the character and appearance of the area but would provide a suitable standard of living accommodation for the intended future occupants. For the reasons given, the appeal had been dismissed.

P217/18 Planning Application 02/18/00044/DT Retention of a Single Storey Wooded Lodge for Residential Use at Redstacks, Bridgwater Road

This application was under consideration by Sedgemoor District Council.

P218/18 Affordable Housing/Housing Stock Policy

This matter was being progressed and the definition of “Affordable Housing” had been circulated to members.

P219/18 Neighbourhood Plan

Members received the minutes of the meeting held on 17th November 2018 and the notes of the Plan Structure Workshop on 12th January 2019. It was progressing well, with chapters almost complete.

P220/18 Enforcement Matters – no further update.

P221/18 Planning Correspondence

Members noted the following correspondence:-

Proposed public path diversion order AX1/12 (Station Road/Chestnut Avenue): the Order had been made with any comments being sought by 8th April 2019. The Council had previously commented on this proposal.

Sedgemoor Local Plan 2011-2032: Notification of Adoption <https://www.sedgemoor.gov.uk/LocalPlan> North Somerset Council - Local Plan Issues and Options Consultation Statement - March 2019 - a summary of the main issues raised through the consultation as well as a list of the sites that were submitted for consideration <http://www.n-somerset.gov.uk/wp-content/uploads/2019/03/Issues-and-Options-Consultation-Statement-March-2019.pdf>.

Affordable Housing Commission Call for Evidence – reply submitted

Environment Agency Wessex -New Public Consultation: Hinkley Point C Power Station, Near Bridgwater, Somerset – to vary their existing permit to amend or removal the conditions relating to the design and operation of the Acoustic Fish Deterrent (AFD) system

Hinkley Point B community newsletters

Yatton Neighbourhood Plan referendum

Bristol Water survey: noted (no need to respond)

P222/18 Planning Decisions – these were not reported at this meeting.

P223/18 Date of next meeting – the next meeting would be held on 15th April 2019 only if needed.

Chairman

Date

Agenda Item 9.1
Axbridge Town Council
Administration and Finance Advisory Group

April 2019
Report for Council.

Meeting. The Group last met on Monday 9th April 2019.

Present: Councillors Browne, Corp (later in meeting) and Wells and Town Clerk Mrs Brice.

Apologies: Councillor Taylor [Councillor Ham- confirmed after the meeting]

Accounts. The End of Year accounts were considered at the meeting by the group. The Clerk would carry out some final checks to allocations and submit the accounts to the May meeting following the bank reconciliation check.

Audit. The external audit papers had been received and the Annual Return would be presented to the May meeting of Council for consideration. The internal audit was likely to take place at the end of April and would include the cemetery systems

On-line banking. The system was working well to check and print statements and the Clerk would be able to make transfers between accounts. Other actions would be examined in closer detail.

Football Club invoices. A meeting with the clubs would be arranged before the next invoices are sent out. The group considered the impact, or otherwise, of the reduction of games played on the costs. The group stressed that any reduction in charges, based on fewer games, may be lower than expected due to the grass cutting costs vs changing room costs. The Group would receive a report back following the meeting for further consideration.

Payroll. This appeared to be in order. Sedgemoor District Council had deducted funds from the precept (as is usual practice) towards salary costs for 2019/20.

VAT. The VAT claim would be submitted later this month. The Clerk was seeking advice about changes to "Making Tax Digital" and any impact on the council.

Health and Safety Office Audit – this would be arranged in the next couple of weeks.

Insurance. The Clerk would contact the Contractor regarding the tree inspection certificate.

Office. The Clerk could access the Parish Online system and would contact the company regarding the best way to learn to use this mapping system

Standing Orders. The clerk was re-drafting the Standing Orders based on the latest model version but ensuring that current standing orders were carried over as appropriate for consideration by the Group.

Risk Assessment and Management.

The Risk Assessment and Management Document (with changes to the assessment method) would be circulated to the group in due course

A draft risk assessment for Mayor Making was approved by the group subject to the addition of information on fire exit procedures (which would also be incorporated in the Mayor Making procedure). This document would be issued, as appropriate. Those attending Mayor Making would also be asked for any dietary requirements (which would be included on the invitation in future years).

Legionnaires disease – progress on testing arrangements would be checked.

Visibility Jacket – the Group proposed that 20 hi-viz jackets be purchased for use by Councillors and Officers (Agenda Item)

Website. The group discussed how, and when, the new website should be launched, which would necessitate a 10 day period of having no town council website and no town council emails. All emails needing to be retained would need to be appropriately archived. Councillor Corp would provide guidance on this. It was proposed that this take place around 16th July 2019 (after the Council meeting) which should not then affect the notification of council/committee meetings (Agenda item) The business registration form would be updated to include the criteria on the form, which would then be drawn to the specific attention of the Chamber of Commerce, with a reminder in Oyez to encourage businesses to make use this. The criteria for Oyez also needed to be reviewed.

Development Group. The proposed remit for the creation of this new group was approved for recommendation to Council (Agenda Item)

Open Spaces Contract The Clerk would advise the contractor that he was no longer required to maintain the layby.

Town Maintenance contract. The terms of the contract would need to be reviewed. A schedule had been issued of regular jobs and current outstanding/specific jobs, which would be updated regularly and reviewed by the group when necessary.

Annual Report The draft minutes of the Annual Assembly were available. The Clerk hoped to present the draft Annual Report to the May meeting of the group.

Correspondence An update on the maintenance of the defibrillator would be received shortly. Information on the updated "Practitioner's Guide" and Data Protection Regulations had been received.

Date of next meeting. Tuesday 14th May 2019

Mrs Brice (9/04/2019)

Agenda Item 9.5 Axbridge Town Council

REMIT 5? DRAFT

Development Advisory Group

Chairman and Group membership:

Chairman: Elected by the group at the first meeting each year.
Members: Mayor (ex officio)
Deputy Mayor (ex officio)
2 (minimum) other councillors

People with experience or expertise in relevant matters may be co-opted onto the Advisory Group (the Group) with the agreement of the Town Council (the Council). People may be invited to attend meetings to advise on particular topics.

Duties:

To develop and maintain a long term strategy for the Town Council. A strategy document will be presented to Council annually for consideration. This should lead to policies for Council to adopt.

The Group will maintain the list of all capital projects. Projects will be part of the outcome of the developing a long term strategy. Projects may also be proposed to satisfy short term requirements by any Committee or Advisory Group.

The list of capital projects and an indication of priority will be presented to Council regularly. Prioritising will take into account the importance of the item, the availability of funding and Council decisions and policies.

The Group will arrange for the relevant forms and paperwork to be prepared for each project. This will be actioned as per the priority list.

The Group will liaise with the Clerk for the annual budgeting process.

The Group will maintain a database of funding streams and propose that a project is put forward if appropriate sources of funds become available.

Projects may be managed by the group or another group or committee as decided by Council. The Group will monitor the progress of projects.

The Group should produce minutes of all meetings in the form of a report to Council.

Notes.

The group may wish to revise the name of the group.

The group should revise the above outline remit as its role becomes clearer and review it annually. It is anticipated that the Group will take on duties of the Facilities Advisory Group.

Adopted by Council on (minute refers)
Last Review Date:

Axbridge Town Council Financial Report April 2019			
	Bank Accounts	Account Name	£
		Lloyds Business Account	64,207.95
		Lloyds Current Account	4,216.52
		Lloyds Investment Account	15,230.53
		Total:	83,655.00
	Council Accounts	Account	£
		General Account	60,195.45
		Changing Rooms Operating Account	4,550.64
		Car Park Account	2,188.91
		Changing Rooms Maintenance Fund	16,720.00
		Neighbourhood Plan Account	0.00
		Total:	83,655.00
Receipts since last meeting			
Ref.	From	For	Value
	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
	Mr Chard	Shortlands Rent	60.00
	Sedgemoor DC	Precept - April - Sept 19/12 (due imminently)	42725.00
Payments made since last meeting for ratification by Council			
Ref.	To	For	Value
DC	Post Office	Postage	16.80
3379	1st Cheddar Guides	Donation – serving refreshments at Civic Service	50.00
3380	Axbridge Parochial Church Council	Donation – towards costs etc Civic Service	50.00
3381	Singing for the Brian	Donation (part of dementia friendly initiative)	100.00
Payments for authorisation by Council			
		April	
Chq	Mrs V Brice	Reim of Expenses inc stationary	6.98
Chq	Mrs B Wells	Reim of Mayor's Expenses	86.56
Chq	Somerset County Council Pension Fund	Pension Deficit	TBC
Chq	Mr A Laken	Town maintenance contractor	165.00
Chq	LTSB Commercial Finance Ltd	Printing of Oyez - (Feb)	57.00
Chq	Greenslades Grounds Maintenance	Furlong/Pitches grass cutting (double cuts in March)	326.40
Chq	Axbridge Town Hall	Hire of Hall/kitchen - Civic Service	29.00
Chq	W C Maunders	Bolt for public conveniences	4.95
Chq	Somerset County Council	Allotment rent (29/9/18-24/3/2019)	130.00
Chq	Axbridge PCC	Hire of Hall - Dementia training (27/4)*C63	12.00
Chq	Sedgemoor District Council	* Underlease of Furlong field - to be paid in April (previously agreed)	165.00
From precept	Sedgemoor District Council	Payroll (oustanding for 2018/19) (deducted from precept)	2212.81
From precept	Sedgemoor District Council	Payroll (£14,000 to be deducted from April and Sept precept)	28000.00
From precept	Sedgemoor District Council	Dog Bin emptying (6 months) (deducted from precept)	836.16
From precept	Sedgemoor District Council	Litter Bin emptying (6 months) (deducted from precept)	1562.50
From precept	Sedgemoor District Council	Cleaning of Public Conveniences (6 months) (deducted from precept)	1425.00
Chq	Water2business	Water and Sewerage - Public Conveniences (18/09/18 - 18/3/19)	117.71
Chq	Water2business	Sewerage - Moorland St Car Park (1/4/19 - 31/3/20)	48.00
Chq	Water2business	Sewerage - Axbridge Town Car Park (1/4/19 - 31/3/20)	48.00
Chq	Water2business	Water and Sewerage - Changing Rooms (18/09/18 - 18/3/19)	157.63
Chq	Water2business	Water - Trough - Allotments (15/9/2018 - 19/3/2019)	23.17
	Direct Debits and Standing Orders	to be paid next calendar month April/May	
DD	Vodafone	Council telephone	18.46
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)	5.15
DD	Eon	Electricity - street lights at Moorland Street (Feb)	6.42
DD	Sedgemoor District Council	Business rates (Town Car Park)	151.00
DD	Sedgemoor District Council	Business rates (Public Conveniences)	83.00
DD	Sedgemoor District Council	Business rates (Council Office Church Rooms)	53.00
DD	Sedgemoor District Council	Business rates (Church Road car park)	168.00
DD	Sedgemoor District Council	Business rates (Moorland Street car park)	174.00
DD	Public Works Loan Board	Land at Moorland St - Loan repayment	2828.72
	TOTAL to be authorised		38,960.82
	* to be paid on satisfaction of goods/services		

Agenda Item 10.3

Town Maintenance Contractor Report – March 2019

The Town Maintenance Contractor worked 11 hours in March. Approximate breakdown as follows:
6 hours litter picking on The Furlong, The Square and the car parks on four occasions and in Houlgate Way once.

0.5 hours clearing gullies

1 hours trimming hedges

3.5 hours washing the bus shelters

Agenda Item 11.1

**Report of Axbridge Town Council's Highways Advisory Group meeting:
Monday 1st April 2019 at 8.00 pm in Axbridge Town Hall**

Present: Cllrs Kate Browne (Deputy Mayor), Mike Taylor, Barbara Wells (Mayor) and Marcus De-Layen Vian and Vicky Brice (Town Clerk)

1. Apologies for absence: Councillors Helen Bridgeman, Pauline Ham and Barbara Myerson (Chair). In the absence of the Chairman, Councillor Wells chaired the meeting.
2. Declarations of interest: none
3. Approval of minutes of previous meeting held on 4th March 2019: agreed.
4. Ongoing matters from previous meeting (s):
 - 4.1. Comments or questions from the HAG notes and actions document: none
 - 4.2. Traffic Incident reports – no further updates to the Group. However, there had been several incidents including a van obstructing the bus in the Square and an HGV travelling up High Street. There was also the ongoing and outstanding issue of a vehicle, with a disabled blue badge, parking on double yellow lines, in excess of the time restrictions. The Clerk had drafted letters, which could be used as templates for similar issues in future. Council would be asked to delegate responding to traffic incidents to the Clerk, in consultation with the Mayor and Chairman of the Group.
 - 4.3. Townsend Junction – the Council had agreed to pursue this proposal, and contacts were now being sought for Highways Engineers, to enable a funding application to be made to the Hinkley Fund.
 - 4.4. Footpath Policy meeting – Councillors Myerson and Page to meet to discuss this.
 - 4.5. Sea Cadet bin – the reply from Somerset County Council to be sent to Mr Hamblin.
 - 4.6. Overflowing Litter bin by the Doctor's Surgery – had been reported
 - 4.7. Works to the slip road, Townsend – the patching works had been completed.
 - 4.8. Speed Indicator Device (SID) – It was understood that Rodney Stoke Parish Council may purchase a SID for its own use, due to various complexities of sharing the facility. The Clerk was asked to seek information from that Council on both the costs and barriers to purchasing/sharing a SID to see whether a discount could be obtained if two devices were purchased, or whether the barriers could be overcome.
 - 4.9. Community Speedwatch: Several possible sites for Community Speedwatch had been identified to date and other sites could be considered, subject to meeting the necessary criteria. Whilst West Street itself may not be a viable location, the top of Houlgate Way, where it joins West Street, may be an option. It would not be viable to work with Cheddar CSW group. This initiative would be advertised via poster, community table and at the Club's Fair on 4th May 2019. A one hour seminar would be held in the town hall for volunteers/those interested in volunteering and it was suggested that this be linked with another event to maximise attendance.
 - 4.10. Parish Online – the Clerk now had access to the Parish Online programme and would seek support from the company to progress this matter.
 - 4.11. Traffic Lights at Bloor Homes, Upper New Road, Cheddar – this was awaiting a technical sign off from Somerset County Council. Cheddar Parish Council had reiterated the need for these to be operational now that housing was occupied and the Clerk would offer to write a letter to the appropriate parties, supporting their views (copied to CC Taylor)

4.12. Axbridge Signs – a quote had been received for the cost of replacement signs. Councillor Williams was progressing this matter

4.13. High Street/West Street Group – County Councillor Taylor would meet with representatives of this group. It was understood that Councillor Myerson would attend to represent the Town Council.

5. New items:

5.1. Safer Streets – Members would make a list of areas of concern in Axbridge with brief details that can be brought forward to the new Highways Advisory Group in June to enable the group to discuss, agree and recommend priorities for a strategic review of the streets and pathways. Reference was made to the Street of Axbridge Plan (Phase 2) which had not yet been progressed. It was also likely that the remaining funding from Axbridge Action Group could contribute to the cycle rack repairs and new plaques on the benches.

5.2. Dumpy Bins – the Clerk would check whether, and if so, when, Somerset Highways would be removing these bags. The proposed sites, should grit bins be needed at either end of the Town, had been approved.

6. Round table information sharing on HAG matters.

- Fennel Lane – the Clerk would remind Somerset Highway of the outstanding work promised to take back these verges.
- County Wide Parking Review – the Clerk would establish when Somerset County Council hoped to review Axbridge and whether signage improvements could be incorporated as part of this process.
- Pothole – the Clerk would report a pothole along Axbridge bypass.
- Chestnut Avenue – paving slabs had been placed on a grassed area. Land ownership would be established so this could be reported/addressed
- Yellow Lines – the Clerk would enquire what was happening re the yellow paint around several areas including Houlgate Way and Old Church Road

7. Confirm date of next meeting: Monday 6th May 2019 at 8pm.

Agenda Item 12.1
Report of the Cemetery, Allotments and Open Spaces Report
Wednesday 20th March 2019

Attending: Cllrs Browne, How, Myerson and Wells, Caroline Harris Clerk
Apologies Cllr Bridgman

Councillor Browne explained how to do the wobble test at the cemetery and with 4 Councillors it was done in no time. No grave stones wobbled enough to be reported. There were however a few points for the lengths men to look at as follows:

4 fence panels down from the pallet compost bin - A large calor gas cylinder has been dumped from a car and is against the fence needs to be removed please.

Gate from the cycle path needs easing as it doesn't shut even when dry and not swollen by rain.

The path is covered in Moss please could it be watered with Moss killer.

The Laken bench blew over in the high winds and needs a small repair.

A panel in the fence to the road side of the cemetery has broken and needs repair.

It was agreed that the spare rubbish bin the Mayor has be chained to either the new compost bin or the shed (need to get a piece of chain - Mayor has a lock and two keys to use)

It was agreed that signs should be purchased to attach to the shed which read
Water Compost Rubbish

There doesn't appear to be anything wrong with the remaining bench at the viewing site off the by pass - the lengths men to be asked to move it to the furlong as soon as possible or inform the Council why this can't be done.

Agenda Item 13.1

Axbridge Town Council

Draft Minutes of the Personnel and Protocol Committee held on Monday 1st April 2019

Meeting commenced: 7.30pm

Meeting concluded: 8.05pm

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

PS101/18 Apologies for Absence

RESOLVED: that apologies from Councillor Ham (ill-health) and Councillor Myerson (family commitment) be received and approved.

PS102/18 Declarations of Interest – none

PS103/18 Minutes of the Committee Meeting held on 4th February 2019

RESOLVED: that the minutes of the Personnel and Protocol Meeting held on 4th February 2019 be approved as a correct record and signed by the Chairman.

PS103/18 Public Participation - no members of the public were present.

PS104/18 Civic Service

The Mayor had received positive feedback on the Civic Service which seemed to have been enjoyed by those attending, including the visiting dignitaries. It was thought that perhaps next year a greater emphasis should be placed on the fact that this was a Town Council event.

PS105/18 Succession Planning and Training

Members discussed the process followed for nominating the Mayor and Deputy Mayor. It was noted that the Mayor and Deputy Mayor are elected by councillors at the Annual Council meeting in May (which is combined with the Mayor making ceremony). In order to prepare for Mayor Making, nominations for Mayor and Deputy Mayor are made at the March Council meeting. At the meeting, the newly nominated Mayor proposes the Deputy Mayor, seeks a seconder and asks for any further nominations. This needs to be done, even in an election year, so that preparations can be made, whilst being mindful that the nominees could only be formally appointed at Mayor Making if they remained on the council. It is standard practice for the Deputy Mayor to be nominated as Mayor for the following year. The Deputy Mayor usually invites a councillor to be his/her Deputy for the following year. In making this invitation the Deputy Mayor is expected to ask a councillor with sufficient experience of Council business and someone who has not held office recently. It is hoped all councillors would be given the opportunity to serve.

At the recent council meeting, it became apparent that at least one other member would welcome the opportunity to serve as Deputy Mayor. Whilst the process for seeking nominations was duly followed, the Committee would, at its June meeting, review the current process to see whether it should include a formal opportunity earlier in the process for councillors to indicate that they would be interested in the role.

The "New Councillor Induction Pack" would also be amended to include the process for nominating and appointing the Mayor and Deputy Mayor of the Council.

RESOLVED: that this matter be further considered at the meeting of the Committee in June 2019.

PS106/18 Mayor Making – 13th May 2019

The invitations to Mayor Making were being sent out. The Mayor Elect would arrange the catering. A draft Risk Assessment had been prepared.

PS107/18 Axbridge Parochial Charities

Members noted the reply from Axbridge Parochial Charities that the document sought was not legally required and did not exist.

RESOLVED: that the Clerk responds to say that the Council notes the document does not exist and, as such, seeks to establish what the Charity understands the Town Council's role to be in the appointment of the Trustees.

PS108/18 New Councillor Induction Pack

A draft induction pack had been circulated by the Mayor to Councillor Browne (Deputy Mayor) and Councillor Taylor (Chairman of the Administrative and Finance Advisory Group). The Mayor had incorporated the comments made to date and Councillor Taylor would add a paragraph regarding the Mayor and Deputy Mayor nomination/appointment process. Any final comments would be received by Friday 5th April, before being distributed to all members.

PS109/18 Chair's Awards for Service to the Community 2019

Somerset County Council was seeking nominations for his awards by 7th May 2019. No nominations were put forward at the present time.

RESOLVED: that this matter be included on the agenda of the Council meeting in April, to enable Council to make any nominations, should it wish to do so, within the timeframe.

PS110/18 Maces

The maces would no longer be available for use after the Remembrance Day Service next year and replacement maces were being considered. This matter would be discussed with the newly appointed Town Bailiff. Councillor Ham had been leading the discussions with the Town Trust.

PS111/18 Mayor's Banquet

The Mayor's Banquet would be held on Saturday 6th April 2019. Only a few tickets were remaining.

PS112/18 Civic and Young Person's Award Board

Council had agreed to amend the Civic Awards Board to also include the Young Person's Awards with the names of all recent award winners being added to the board. The Clerk had sought a quote from the sign writer who had worked on the board in the past, with the intention of updating the Civic and Young Persons' Award board before Mayor Making and updating the Mayor Making board after the appointment of the new Mayor in May. The quote was likely to be in the region of £30 per name. Further comments would be sought on the exact changes to be made by Friday 5th April, to enable the Clerk to progress this.

PS113/18 Date of Next Meeting - the next meeting would be held on Monday 3rd June 2019

Date

Chairman

Agenda Item 15
Correspondence - April 2019
(not mentioned elsewhere in the agenda papers)

SDC = Sedgemoor District Council

SCC = Somerset County Council

Outside Bodies

- Avon and Somerset: Monthly Crime Report
- Somerset Community Foundation – newsletters (inc grant)
- Somerset Association of Local Councils – newsletter and Clerk Magazine (inc elections)
- National Association of Local Councils – bulletin and conference

Planning

- Local Plan Issues and Options Consultation Statement - March 2019
- SDC – notes of Sedgemoor Conversation on Housing Strategy
- SDC – weekly planning applications, decisions and Committee agendas and reports

Admin and Finance

- National Assoc. of Local Councils – inc BHIB council's insurance and New Practitioners Guide
- Somerset Association of Local Councils – Local Authority Publicity Code
- Society of Local Council Clerks – Newsletter in Digital VAT and Audit info
- Agency printing – print quote offer
- Public Works Loan Board – Annual Statement
- Peninsula Pensions – changes to the scheme
- Came and Company - offer insurance quote
- Community Heartbeat Trust – defibrillator
- IAC Internal Audit Services
- Calor Rural Community Fund – grants available
- Jonstar – Electricity contracts
- Terrain – Health and Safety resource
- Eon energy
- Zurich – Risk Assessment tips

Leisure and Recreation

- Compton Bishop PC – ack. of thank you re contributions to slide
- Somerset Arts Week – Spring newsletter
- Magic show
- Product Information: Earth Anchors, Proludic, Sports and Play

Highways

- Somerset Highway – Branch overhanging cycleway at Townsend cut back; slip road re-surfacing – a specialist high friction surface is to be used - the works are intended to be carried out and completed in one day (29/3/19)
- SCC – Appeal re decision to refuse to make an order to add a bridleway/restricted byway/byway open to all traffic running from A38 AX1/19 to join AX29/37 and AX1/20 and AX 13/7 on the Shipham Road (Callow Drove)
- District Councillor – litter bin at Station Building
- Residents – recycling bins, chestnut avenue parking, litter bin and street lights, 20mph flag
- TWM traffic
- Council seeking info re highways approved contractors
- SDC – broken step in Jubilee Road (by footpath to Marron Close) is owned by Homes in Sedgemoor
- Trull Parish Council – seeking info on electricity points

Cemetery, Allotments and Open Spaces

- Plotbox – digital cemetery
- Keep Britain Tidy campaign
- Tenant – Sheep in allotment

- Plantscape

Personnel

- Cheddar Guides – thank you for donation

Greens

- Somerset Waste Partnership briefing and reminder of collection dates
- Rural Bulletin inc Rural Strategy petition

General Correspondence

- SDC press releases : Poll cards and voting arrangements; Various election notices; Health Walks
- SDC – Next conversation meeting 12th June – Social Prescribing
- Patient Engagement Weekly bulletin
- St Margaret's Hospice -posters re events
- Business – Defibrillator access
- Visitor – request for postcard
- Seafarers – Fly the Red Ensign for Merchant Navy Day'
- Chapel Allerton – Cake sale
- Promiseworks - Mentoring

DIARY DATES

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

Date	Meeting	Time	Venue
Monday 15 th April 2019	Council	7.30pm	Town Hall
TBC	Leisure and Recreation Advisory Group	6.30pm	The Lamb
TBC (Mon 6 th is bank holiday)	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 12 th May 2019	Deadline for council items and reports		
Mon 13 th May 2019	Annual Council and Mayor Making	7.3pm for 8pm	Town Hall
Tues 14 th May 2019	Administration and Finance Advisory Group	7.30pm	Mornington House
Mon 20 th May 2019	Planning and Licences Committee (if needed) Council	6.45pm 7.30pm	Town Hall Town Hall
Mon 27 th May 2019	Leisure and Recreation Advisory Group	6.30pm	The Lamb

Dementia Training dates –

Sat 27th April Morning Church rooms
2 x sessions 10-10.45 or 11.15-12

Mon 29th April evening Town Hall
2 x session 7-7.45 or 8-8.45

Fri 10th May afternoon Dr surgery Houlgate Way
2 x sessions 2-2.45 or 3.15-4