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15th April 2020

Axbridge Town Council

Box 1184

Axbridge

BS26 2WJ

A MEETING OF THE TOWN COUNCIL WILL BE HELD ON MONDAY 20TH APRIL 2020 AT THE TOWN HALL, THE SQUARE, AXBRIDGE AT 7.30PM.

The meeting will be held by video conference – the link to the meeting being

<https://zoom.us/j/97394256808>

Members of the public are welcome to join the meeting. Please use your full first name and surname and turn on video (unless adversely impacts on internet performance). The meeting will be locked at 7.35pm - after which new joiners will not be permitted. Please note that usual public participation rules apply.

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TOWN CLERK

AGENDA

1. Apologies for absence – to receive apologies and approve reasons for apologies, if appropriate.
2. Minutes of the Council meeting held on 16th March 2020 (available) - to ratify approval as a correct record
3. Standing Orders – to agree temporary changes (available)
4. Decisions made during the video conferences held on 23rd March, 30th March and 6th April and those made by email – to ratify (available)
5. Declarations of Interest and to consider any applications for dispensations
6. Public Participation
7. Reports: Police, County Councillor and District Councillor and Axbridge Town Trust (available)
8. Coronavirus (COVID 19) – to review facilities, services and personnel in light of current situation and government guidance (available) and to consider printing and delivery of further Corona “Let’s help each other” card.
9. Planning
 - 9.1 Minutes of the Committee meeting held on 16th March 2020 – to approve (available)
 - 9.2 Neighbourhood Plan – to consider approval of the draft Neighbourhood Plan (available at www.axbridgeneighbourhoodplan.co.uk) and to commence the Regulation 14 consultation process
 - 9.3 Campaign for the Protection of Rural England – to consider membership
 - 9.4 Complaints feedback survey (following the complaints previously raised in relation to the Houlgate Way application)

- 9.5 To note forthcoming and decided applications
- 9.6 To consider/further consider and respond, if appropriate, to Sedgemoor District Council, if appropriate on the following applications:

Planning application number: 02/20/00007/DT

Proposal: Outline application with some matters reserved, for the erection of a self build dwelling.

Location: Holly Tree Cottage, Cheddar Road, Axbridge, Somerset, BS26 2DL

Please Click Following Link to View Planning Application: [Please click here to view this planning application on Sedgemoor's Planning Online website](#)

Planning application number: 02/19/00021/DT

Proposal: Approval of the details of appearance, landscaping, layout and scale for the erection of 20 No. dwellings.

Location: Mendip View, Cheddar Road, Axbridge, Somerset, BS26 2DL

Please Click Following Link to View Planning Application: [Please click here to view this planning application on Sedgemoor's Planning Online website](#)

Planning application number: 21/20/00005/DT

Proposal: Change of use of land to site 2no. holiday lodges

Location: Southcroft Farm, Bridgwater Road, Cross, Axbridge, BS26 2ED

THE APPLICATION DOCUMENTS ARE AVAILABLE FOR INSPECTION ONLINE at http://www.sedgemoor.gov.uk/planning_online (click proceed and type in application number). CONTACT THE TOWN CLERK FOR ASSISTANCE IN ACCESSING THE PLANS.

- 10. Administration and Finance
 - 10.1 Accounts – 31st March 2020 - update
 - 10.2 Audit – update on new timescales
 - 10.3 Payments – to consider setting up procedures to enable payments to be made online and to agree paying in cheques electronically
 - 10.4 Re-direction of post – to further consider
 - 10.5 Annual Report – to consider way forward
 - 10.6 Payment of Additional Hours worked by the Assistant to the Town Clerk – to ratify
 - 10.7 Financial Monthly Report and Payment of Invoices (to follow)
- 11. Development Advisory Group
 - 11.1 Report of the Development Advisory Group - update
- 12. Leisure and Recreation (to include Changing Rooms)
 - 12.1 Town Maintenance Contractor Report (available)
- 13. Highways
 - 13.1 Highways matters – to report any urgent matters
- 14. Cemeteries, Allotments and Open Spaces Advisory Group
 - 14.1 Foundation bases – update
 - 14.2 Allotment invoices/rent
 - 14.3 Deer Fencing – update and to consider quote/way forward
 - 14.4 Shortlands Gate
 - 14.5 Open Spaces matters – to report any urgent matters
- 15. Emergency Plan – update

16. Appointment of Mayor and Deputy Mayor 2020/21 – to consider way forward including a proposal that the current Mayor and Deputy Mayor remain in their roles until May 2021, unless they wish to retire/the Council wish to call a meeting earlier to consider new appointments.

17. General Correspondence, Consultations and Diary Dates (available) to include Financial Impact Survey and further items for Oyez briefing

*Items in which members declare a Disclosable Pecuniary Interest will be considered at the end of the meeting.

**In the event that the Council need to exclude the Press and Public – the following resolution should be considered and, if agreed, the meeting suspended and re-opened in confidential session. “that in view of the confidential/special nature of the business about to be transacted which contains contractual/personal information, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”

cc: County and District Councillors, police and press representatives

**AGENDA ITEM 2 AXBRIDGE TOWN COUNCIL
DRAFT MINUTES OF THE MEETING OF AXBRIDGE TOWN COUNCIL HELD ON
MONDAY 16TH MARCH 2020 IN THE TOWN HALL, THE SQUARE, AXBRIDGE**

Meeting commenced: 7.30p.m.

Meeting concluded: 10.12p.m.

Present: Councillors Browne (Mayor), Corp, Foster (from 216/19) Goodman, Taylor, Tiffin and Thomas (until minute 229/19)

Also in attendance: Mrs V Brice, Town Clerk

212/19 Apologies for Absence

The Clerk formally advised that Councillor Chadwick had resigned from the Council due to other commitments.

District Councillor Scott had passed on her apologies but had nothing to report. County Councillor Taylor has also passed on his apologies.

RESOLVED: that apologies from Councillor Bridgman (family commitment), Councillor Ham (health protection related) and Page (family commitment) be received and approved accordingly.

213/19 Minutes of the Council Meetings held on 17th February 2020

Members received the above minutes.

RESOLVED: that the minutes of the Council meeting held on 17th February 2020 be approved as a correct record and be signed by the Chairman.

214/19 Declarations of Interest and Applications for Dispensations

Councillor Browne – declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 53 dwellings on land to the South of Houlgate Way) living close to the site and would leave the meeting should this application be considered (minute 219/19(b) refers). She also declared a Personal interest in planning application 21/20/00003 (relating to the development of a gas-powered energy generation facility to the South West Of, Townsend Farm, Prowses Lane, Townsend, Axbridge) due to the distance from her property (minute 219/19(g) refers).

Councillor Tiffin – declared a personal interest in the item relating to The Crown, being involved in the public meetings about the its future (minute 219/19(e))

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 53 dwellings on land to the South of Houlgate Way) and in planning application 21/20/00003 (relating to the development of a gas-powered energy generation facility to the South West Of, Townsend Farm, Prowses Lane, Townsend, Axbridge) living adjacent to the site and would leave the meeting should these applications be considered (minutes 219/19(b) and 219/19(g) refer).

There were no applications for dispensations.

215/19 Public Participation – no members of the public were in attendance.

216/19 Reports

Police	There had been no recent parish crime statistics report. The Police Community Support Officers had offered to meet officers/members to discuss any issues including the Townsend Safety Project. At this juncture, Councillor Foster joined the meeting.
County Councillor Taylor	Nothing to report.
District Councillor Scott	Nothing to report

217/19 Outside Representative Reports

Axbridge Partnership	Community	No report.
Axbridge and District Museum Trust		Members received a summary of the key items raised at the meeting on 18 th February 2020. The two trustee vacancies would be advertised in Oyez. A meeting would be taking place on 17 th March but in light of the situation with the Coronavirus pandemic it was unlikely that the Museum would open.
Cluster Group		The next Joint Cluster meeting scheduled to take place on 26 th March 2020 had been cancelled
Community Health and Well-being		The Axe-Vale Poetry and Short Story group would no longer meet due to insufficient members and the current climate. Mrs Wells would attend a future meeting of Council to discuss the allocation of the remaining funds.
Men's Shed		Minute 226/19 refers
Neighbourhood Plan Group		The minutes of the February meetings were available and had been uploaded to the Town Council website. The Neighbourhood Plan was close to being submitted
Pageant		An update had been given at the Annual Assembly meeting.
Parish Path Liaison Officer		No update
School Governor's Report		A full report had been submitted to the Annual Assembly
Som. Assoc. of Local Councils		Information was being received in relation to the impact of the coronavirus on the operation of local councils.
Speed Watch Group		No further update.
Sports and Social Club		Unfortunately, the Axbridge and VE Day street party planned for 8 th May had been cancelled in accordance with Government advice.
Sustainable "Carbon Neural" Community		Councillor Thomas had been invited to some events (but they may be cancelled)
Town Trust		Nothing to report.
Other Representative Reports		None

218/19 Coronavirus (COVID 19)

Members discussed in detail how best to keep the council operating and help the community in light of the escalating situation of the coronavirus pandemic. Councillor Thomas gave a background on the coronavirus, current government advice (including symptoms of the virus, self-isolation measures and restrictions of social gatherings). A key aspect would be communication measures to ensure residents were informed and aware of support services in place to assist with matters like receiving groceries and medicines. An important element would be looking after neighbours, particularly those most vulnerable - especially to reduce feelings of isolation. A telephone system was discussed which would enable vulnerable people to register (providing a database), with a rota for volunteers who may be able to help. Whilst this idea was welcomed, it was vital that any formal systems set up could actually then provide the support/service offered. A postcard system where people let neighbours know their contact details etc was also taking place informally via Axbridge Connected. Members considered that there were many established services in a position to offer support and Oyez would focus on communicating this information to residents and promoting/including the postcard system.

In terms of the operation of Council, members noted that legally the Council should meet in person in a public place although pressure was being put on the government to enable alternative ways of communicating/operating. In these challenging times, member considered the Council needed to continue to operate as best as possible and this would include delegations to the Clerk and considering alternative options should meeting in person/in public not be feasible.

RESOLVED:

- 1) that Oyez focus on providing residents with key links to COVID 19 information and advice and support services available, encourage all to look after their neighbours and promoting/including the postcard system;
- 2) that the Council delegate all such financial and administration matters to the Clerk in consultation with the Mayor/Deputy Mayor and appropriate Chairman;
- 3) that the Council delegate the Clerk to respond to planning applications following consultation with the members of the Planning and Licenses Committee, and in accordance with current policies and the draft Neighbourhood Plan.
- 4) that a video conference trial take place on Monday 23rd March 2020 at 7.30pm (to be organised by Councillor Thomas) to have alternative practices in place should the Council, Committee and Group meetings be unable to meet in person/in public
- 5) that the Clerk contact Sedgemoor District Council to confirm that they can continue to deliver the cleaning service of the public conveniences, with the provision of soap and hand sanitizer.
- 6) that other services, meetings and events provided/organised by the Council continue to be monitored in light of any further advice (the Mayor's Banquet had been cancelled and Mayor Making would be unlikely to take place in its usual format)

219/19 Planning and Licenses Committee

a) Neighbourhood Plan

The minutes of the recent Neighbourhood Plan meetings had been placed on the town council website. The plan, which was likely to be received shortly, would be sent to all councillors for approval, as appropriate.

b) Houlgate Way development

No further update.

c) 02/19/00021 – Reserved Planning Application for Approval of the design, appearance, landscaping, layout and scale for the erection of up to 20 dwellings at Mendip View, Cheddar Road, Axbridge

No further update.

d) 17/18/00073 Planning Application - Mixed Use Scheme at Yeo Valley

No further update.

e) 02/20/00002 Alterations, Change of Use and Conversion of Public House to form Dwelling, The Crown, Axbridge

The Council had made no observations on this application. The application was under consideration by Sedgemoor District Council. Public meetings had been held regarding its future.

f) 02/19/00012 Change of Use and Conversion of Existing Barn to form 1 No. dwelling including landscaping on land to the East of Axbridge Moor Drove - Appeal

The Town Council had previously objected to this application. The applicant had appealed against Sedgemoor District Council's subsequent refusal of this application and the appeal was being dealt with by written representations. The Town Council's initial response had accompanied the appeal papers and would be considered. Members had the opportunity to withdraw or modify its comments if it wished to do so.

RESOLVED: that the Clerk contact the Planning Inspectorate to reiterate the Town Council's objection to this application.

g) Planning Application

At this juncture, Councillor Taylor, having declared a Disclosable Pecuniary Interest in this application, left the meeting.

Planning application number: 21/20/00003/ACN

Proposal: Development of a gas-powered energy generation facility and associated infrastructure for a temporary period of 25 years.

Location: Land To The South West Of, Townsend Farm, Prowses Lane, Townsend, Axbridge, Somerset, BS26

RESOLVED: 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). Additionally in terms of emissions, the need for consideration of local topography/wind direction.
4. Furthermore, the Council fully supports the letter from The Mendip Society when responding to the substantially similar applications (02/18/00039 and 21/19/00002) which are still relevant, objecting to 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 (the Town Council considers that this does not comply with the Countryside section of the Local Plan and the countryside/landscape polices)

In addition to the above, the Town Council had raised a number of questions with the agent on the initial application for a substantially similar development in the adjoining field (application 02/18/00039 refers) and these were referred to again in the Town Council's response to application 21/19/00002 – both of which were subsequently withdrawn. (These questions, and the answers provided had been sent to Sedgemoor District Council by Ms Gaffney on 19th November 2018). 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 (members are aware now that cabling would be underground)

In addition, the Town Council wholeheartedly supports Compton Bishop Parish Council's recent letter of objection to this application.

Furthermore, the Council wonders whether this application is this being considered separately or in conjunction with other applications/planning permissions in the area.

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

220/19 Administration and Finance

a) Report of the Administration and Finance Advisory Group

Members received the report of the last meeting of the Group. The key items are set out below. The Somerset County Council fund available for green initiatives would be borne in mind for future projects.

b) Report on Asset Register

The asset register had been considered by the Group. Member considered it to be up to date.

RESOLVED: that the Asset Register be agreed accordingly.

c) Insurance Renewal Contract

In accordance with the proposal from the group, the Clerk had contacted Zurich to establish if they would be prepared to extend the agreement for a further year on a deal similar to the current year. A response had been received offering a one or three year contract at competitive prices.

RESOLVED: that the agreement be extended by 1 year, at a cost of £1,293 and quotes be sought next year accordingly.

d) Mobile Telephone Contract

It was proposed that a mobile telephone be obtained for the Assistant to the Town Clerk. The Clerk's contract for the iPhone 6s was £29 upfront fee with a £24 a month contract. This particular offer did not seem available at present. Members felt that it may be possible to get a better deal with a second mobile telephone.

RESOLVED: that a contract for a mobile telephone be delegated to the Clerk, who should endeavour to obtain the best deal possible.

e) Community Stall

Council had agreed the stall should only be used if specifically required. No requests had been received.

f) Financial Monthly Report and Payment of Invoices

Members considered the monthly financial report, which included all payments agreed during the meeting and recent updates.

Axbridge Town Council Financial Report March 2020			
Payments made since last meeting for ratification by Council			
Ref.	To	For	Value
DC	Post Office	Stamps	15.00
DC	Amazon	Stationery and computer accessory	12.90
DC	Co-op Group	Consumables civic service	6.94
Payments for authorisation by Council – March			
Chq	Miss C Harris	Reim of memory for laptop	24.95
Chq	Mr A Laken	Town maintenance contractor	172.50
Chq	Rapide System Supplies Ltd	REPLACEMENT CHQ Compatible Toner cartridge	- 45.59

Chq	Rapide System Supplies Ltd	Printer ink (Toner - January - previously agreed but cheque not written)	68.39
Chq	Rapide System Supplies Ltd	Printer ink (4 compatible toner cartridges)	184.76
Chq	Washware Essentials Ltd	Drinking fountain	673.20
Chq	Axbridge Town Hall	Hire of hall - Poetry Group	66.00
Chq	W C Maunders Ltd	Brass bolt - public conveniences	5.49
Chq	Society of Local Council Clerks	CILCA registration	350.00
Ch	Premier Trophies	Awards for civic service	35.94
Chq	Money Givers	Printing of Oyez (printing of Feb 2020) *subject to receipt of invoice (likely cost)	77.22
Chq	Society of Local Council Clerks	CILCA registration	75.00
Chq	Axbridge 1 st Guides	Donation – help at Civic Service	50.00
Chq	Axbridge Parochial Church Council	Donation – help at Civic Service	50.00
Direct Debits and Standing Orders to be paid next calendar month March/April			
DD	SSE Southern Electric	Changing Rooms	31.00
DD	Eon	Electricity - street lights at Moorland Street	6.01
DD	SSE Southern Electric	Electricity - street lights at Town Car Park (usually around £5)	TBC
DD	Sedgemoor District Council	Business rates (Town Car Park)	168.00
DD	Vodafone	Council telephone	24.00
DD	Plusnet	Broadband etc for office	28.20
	TOTAL to be authorised		2,136.25
NB – The Mayor advised that £266 had been raised for SSAFA from the collection at the Civic Service. She would make this up to £300 (personally) and donate the funds accordingly.			

RESOLVED: that the expenditure detailed above be approved;

221/19 Development Advisory Group

The Mayor still hoped to progress this group, perhaps by email or video conferencing.

222/19 Leisure and Recreation Advisory Group

a) Report of the Leisure and Recreation Advisory Group

The Chairman had been unable to attend the meeting. A few updates are shown below.

b) Play Area and Furlong Safety Check Log and Public Convenience Logs

The logs were being revised as previously discussed.

c) Town Maintenance Contractor

The Town Maintenance Contractor had worked 11.5 hours in February. The approximate breakdown of work was as follows: 8.5 hours spent litter picking (and gully and hedge works where appropriate) at Houlgate Way, in all the car parks, Square and Furlong; 2 hours at Townsend, including verge works and replacing cycleway sign and 1 hour at the cemetery including tidying of path and storm debris.

d) Legionella Testing Update

The testing had taken place and it was necessary to set up a contract to test every three months. This was being pursued.

e) Drinking Fountain

No further update.

f) Play Area Inspection

A quote had been received regarding various works at the Play Area. This matter was ongoing.

g) Leisure and Recreation Matters

Somerset Playing Fields Association – Field of the Year Competition – Members agreed to ensure this competition, as in previous years.

Keep Britain Tidy – Dog Fouling campaign – noted.

Meeting with footballers – this had not taken place and may be difficult in the current situation

Public Conveniences – a toilet roll dispenser had come away from the wall.

Dog Fouling signs – signs which had appeared around the furlong may need to be removed.

223/19 Highways Advisory Group

a) Report of the Highways Advisory Group

Member received the report of the Highways Advisory Group. The key items are set out below.

b) Townsend Safety Project - Progress

The Council had previously agreed to proceed with project, with the costs to be met from reserves and had appointed a contractor. Clarification of the details and costs had been obtained during further discussion with the contractor. This had resulted in an increase of about £200, with the overall cost still being under £6,000. A grant application had also been made to the Policy Community Road Safety Fund and the outcome was awaited.

A site meeting to progress this project was scheduled for 18th March 2020.

It was noted that an accident had occurred at this junction today and the Police had attended. This would need to be added to the Townsend reporting form.

RESOLVED: that the further details and additional costs be ratified and the scheme be progressed accordingly.

c) Highways Matters

Foliage - top of High Street/West street – a large bush needed to be cut back at this junction. Officers had been asked to report it to Sedgemoor District Council. Members clarified it would be to the Clean Surrounds department.

Pothole at the end of Hippiisley Drive – this had been identified for work.

Yellow Lines, Houlgate Way – there were some outstanding issues with this lining (not finished by the doctor's surgery and the next section (outside No. 52) was in the wrong place). This would be progressed by the group.

Unsocial Parking in Axbridge Town Car Park – a resident had advised that cars were parking outside of marked bays by the entrance to Reads Garden. He would be asked to provide photographic evidence if possible (or mark on a plan) so the council could look into this.

224/19 Cemetery, Allotments and Open Spaces

a) Report of the Group

The Group had not met since the last council meeting.

b) Allotment Allocation Update

Two individuals were on the waiting list.

c) Allotment Notice Board

The Town Maintenance Contractor had made the existing notice board weather- proof.

d) Deer Fencing

The group would consider the quotes received. Given the likely cost of the work, should the council be in a position to proceed, a guarantee for the work should be obtained. There had been an issue with sheep accessing the allotments. The farmer had been informed and the Town Maintenance Contractor would block the gap which had appeared in the meantime.

RESOLVED: that the quotes be considered by the Group.

e) Open Spaces

Bulbs – the Guides had planted the bulbs at Townsend.

225/19 Personnel and Protocol Committee

a) Draft minutes of the Personnel and Protocol Committee – 2nd March 2020

This meeting had actually been cancelled, so no minutes were available.

b) Civic Service – 1st March 2020

The Civic Service had gone well and photographs published in the Weston Mercury. The High Sheriff would welcome photographs of the event.

c) Mayors Banquet

The Mayor's Banquet had been cancelled and would be reviewed at a later date.

d) Somerset Playing Fields Association – Chairman's Cup Award

Nominations were sought for the above award.

RESOLVED: that this matter be referred to the Personnel and Protocol Committee (circulated by email)

e) Promoting the Pride of Somerset Youth Awards

Nominations were sought for the above award.

RESOLVED: that this matter be referred to the Personnel and Protocol Committee (circulated by email)

f) CILCA Registration

The Assistant to the Town Clerk had begun her CILCA training and now wished to register online. The cost, as previously agreed, was £350.

RESOLVED: that the CILCA registration fee be made accordingly.

226/19 Men's Shed

Members received an update on the Men's Shed. The proposals were agreed as follows -

RESOLVED:

- 1) That the council approach Sedgemoor District Council (SDC) about obtaining use of the amenity land at the end of Crossmoor Road;
- 2) That the clerk be authorised to ask the appropriate officer at SDC if they would be prepared to consider transferring the maintenance and use of the land to the Council on the understanding that the land would be retained for community use, and
- 3) That the clerk inform SDC that the Town Council would like to place a community building on the land as there is an urgent requirement to find a site for a Men's Shed in Axbridge and that the Town Council has received a formal request for an approach SDC to see if the site could be used to accommodate such a facility.

227/19 Emergency Plan

Councillor Corp has issued the Emergency Plan to all councillors for comment. This had already included information on pandemics. The Clerk would check the telephone numbers in the document.

RESOLVED: that this be included on the agenda of the next meeting.

228/19 Nominations for Mayor and Deputy Mayor 2020/21

The Chairman had intended to seek nominations for Mayor and Deputy Mayor for 2020/21. However, members noted that, given the current situation, Mayor Making was unlikely to take place and so it wasn't necessary to make this decision at the present time. Members noted that an annual meeting would still be needed, in some form at least, in order to appoint a Mayor and Deputy Mayor. Anyone interested in the position of Deputy Mayor should contact the Clerk. This matter would be considered at a later date.

229/19 Correspondence and Diary Dates

Members received the correspondence page and diary dates. The Administration and Finance meeting could be held on 13th April, instead of 8th April.

Chamber of Commerce – Open letter seeking support for CCTV in the Square for that group to take the matter forward

RESOLVED: that the Chamber of Commerce be advised that this matter was raised informally at the meeting as correspondence (having not been received in time for formal inclusion on the agenda) and that members would generally support this suggestion provided it was backed up with data with the views of this Town. To this end, the Council suggests that the Chamber of Commerce consult the Town on this proposal and would be happy to also raise this in Oyez). (It was presumed that this letter has also been sent to the Town Trust).

Rural Services Network – Proposal for Rural/Market Town Grouping – this organisation was seeking a new grouping of rural towns to add to their Call on Government for a Rural Strategy. The Town Council may not qualify in any event having less than 3,000 population.

RESOLVED: that this be included on the agenda next of the next meeting.

A Unitary Council for Somerset – members noted the invitation from the Leader of Somerset County Council to discuss this matter but this could not happen at the present time.

Public Open Spaces Protection Order – this was out for consultation. The play area was still listed as a dog ban area, and the furlong field as a dogs on lead area. Members would advise the clerk of any thoughts on whether this order could be used to address anti-social behaviour in the Square/Town.

At this juncture, Councillor Thomas left the meeting.

Mayors Attendance at Church Fete – it was likely that this event would be cancelled.

Somerset Clinical Commissioning Group – Volunteers were sought to join the Citizens' Panel.

Toilet Tax Survey – The National Association of Local Councils and the British Toilets Association had issued a survey for local councils to evidence why the toilet tax needs to end.

The Clerk would respond accordingly.

230/19 Further items for Oyez

Oyez would mainly focus on providing residents with key links to COVID 19 information and advice and support services available, encourage all to look after their neighbours and promoting/including the postcard system (the Doctor's surgery had a good website too, and posters and handwashing notices had been placed on the notice boards etc). Other possible topics including information on Somerset Waste Partnership's service, Home-finder register, Trading Standards links, Museum Trustees and the Crown application (re public meetings).

231/19 Exclusion of the Press and Public

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

232/19 Confidential Item: Administration and Finance Advisory Group

a) Tree Survey Contract

Members considered the quotes received.

RESOLVED: that the quote from Chris Groves Associates be accepted accordingly.

b) Open Spaces Contract

Members considered the quotes received and supported awarding the contracts to the three existing contractors to carry out the various work, along with the Town Maintenance Contractor. The hedge works at Townsend were not required at present.

RESOLVED: that the award of the contracts, as set out above, be delegated to the Clerk in consultation with the Chairman of the Administration and Finance Group.

Chairman

Date

Agenda Item 3

Axbridge Town Council.

Report on the changes to procedures and the actions to be taken because of the Coronavirus pandemic.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") came in to force on 4 April. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. They also remove the requirement to hold an annual meeting. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings

After the government announced its lockdown rules, this Council has had three meetings using an interim arrangement where all decisions had been delegated to the Clerk. The delegation scheme was authorised at the last meeting of the Council using the standing orders in force at the time before the imposition of rules about social distancing etc. by the government and so preventing face to face meetings.

The 2020 Regulations are now in force, so the Council and its committees and advisory groups can meet by video conference and make valid decisions. For the next Council meeting, therefore, the delegation to the clerk will stop and the Council and its Committees will resume making decisions by voting at meetings.

It seems sensible that the decisions delegated to the clerk in that interim period be ratified by the Council at the first meeting under the new regulations. These decisions will then appear in the minutes and it will be clear what had been agreed.

Paragraph 5 (6) of the 2020 Regulations enables local councils to make standing orders to specify (i) how voting will be carried out, (ii) how members and the public can access documents and (iii) how remote access of the press and public by electronic means will take place. Councils should make these decisions based on their own needs and capacity.

It is proposed that the following standing orders are agreed to operate while the 2020 Regulations are in force. These will supersede the existing orders in the areas covered.

1. Council and Committee Meetings.

The Council will meet by video conference on the 1st and 3rd Mondays of the month unless alternative dates are agreed. The business of the Council meetings will include that of the Planning and Licensing Committee and the Personnel and Protocol Committee to reduce the number of public meetings needed.

If confidential items are to be discussed, the meeting will be suspended, the conference session closed and then reopened with only council members and the clerk able to attend. To join the confidential session of the meeting a password issued by the clerk will be required.

Separate meetings for Committees can be organised if needed. Usually arranged for a Monday.

The video conferencing software to be used will be agreed by Council.

The press and public will be allowed to attend these meetings and there will be an opportunity for members of the public to speak as per the regular standing orders.

The meetings will only need to be advertised on the Town Council website.

The summons to meetings for Councillors will be by email using the normal timetable.

The agendas and documents for the meeting will be issued by the clerk by email to Councillors. Apart from any confidential information the agendas and documents will also be posted on the website.

2. Conduct of meetings.

The meetings will follow the established format. Anyone wishing to speak should raise a hand to attract the attention of the Chairman. If anyone attending is not visible to the chairman of the meeting, he/she should, whenever it is relevant, be given the opportunity to speak.

When not speaking, those attending should use the mute facility.

Voting will normally be by show of hands for and against the proposition being considered. It must be clear that a proposal is agreed or not. If there is any doubt, then Chairman should instruct the clerk to ask each councillor to state how they wish to vote and report the outcome to the chairman. Councillors may request a recorded vote as per existing standing orders.

Any Councillor who declares an interest and needs to leave a meeting should leave the conference call. The clerk will contact the councillor by telephone once the item of business has been completed so he/she can return.

3. Annual Meeting of the Council.

There will be no Annual Council Meeting in May 2020.

Until the next Annual Council Meeting,

- the Mayor and Deputy Mayor will remain in office unless they wish to retire,
- the membership of Committees and Advisory Groups will remain unaltered unless an individual Councillor requests to change their Committee/Advisory Group membership(s),
- chairmen of committees will continue in their roles unless they wish to retire or circumstances require a change,
- chairmen of Advisory Groups will remain in their roles unless they wish to retire,
- the appointments of individual Councillors to be the representative on other bodies will not be altered unless the councillor requests to step down,
- the honorary officers will continue in office unless they wish to retire.

Any proposed changes to the appointments listed above will be considered at a suitable Council meeting, except for a chairman of an Advisory Group who will be appointed by the Group members.

4. Other meetings.

Advisory Group business should be done by email as much as possible but the Chairman may request a meeting by video conference call if it is felt necessary. Only the clerk and group members will be allowed to attend. The Chairman of an Advisory Group will be decided by an email vote of members of that Group organised by the Clerk.

5. Appointment of new Councillors to vacancies.

This will be put on hold until the 2020 Regulations are removed.

Councillor M Taylor
(13/04/2020)

Agenda Item 4 - Record of Decisions

Proposal – that the Council formally ratify the decisions made by the Clerk, in consultation with members (in accordance with the delegation powers) and the decisions made at the video conferences held on 23rd March, 30th March and 6th April as follows

Minute No.	Topic	Decision	When/how made
COVID 19			
	Corona – Let's help each other card scheme	RESOLVED: that the Council join this scheme which links those in need with a volunteers (with a phone number to call) at an approximate cost of £60	By email to the Mayor, Dep. Mayor, Chair of A&F, Cllrs Corp and Thomas – 19/03/2020
	Request for info – vulnerable residents and funding	RESOLVED: That the Clerk responds to the resident accordingly (refer to Social Services, mention doctor's letters and happy to consider funding of any community projects) Similar response to District Councillor	Video Conf. 23/03/2020 Video Conf. 30/03/2020
	Funding	RESOLVED: that the Clerk contacts SALC to enquiry about direct funding of community projects and any grant funding.	Video Conf. 23/03/2020
ADMIN, FINANCE AND PROCEDURAL			
	Delegations, Video Conf. meetings and associated matters	<ul style="list-style-type: none"> 7) that Oyez focus on providing residents with key links to COVID 19 information and advice and support services available, encourage all to look after their neighbours and promoting/including the postcard system; 8) that the Council delegate all such financial and administration matters to the Clerk in consultation with the Mayor/Deputy Mayor and appropriate Chairman; 9) that the Council delegate the Clerk to respond to planning applications following consultation with the members of the Planning and Licenses Committee, and in accordance with current policies and the draft Neighbourhood Plan. 10) that a video conference trial take place on Monday 23rd March 2020 at 7.30pm (to be organised by Councillor Thomas) to have alternative practices in place should the Council, Committee and Group meetings be unable to meet in person/in public 11) that the Clerk contact Sedgemoor District Council to confirm that they can continue to deliver the cleaning service of the public conveniences, with the provision of soap and hand sanitizer. 12) that other services, meetings and events provided/organised by the Council continue to be monitored in light of any further advice (the Mayor's Banquet had been cancelled and Mayor Making would be unlikely to take place in its usual format) 	16 th March 2020 (min. 218/19)

		<p>RESOLVED – that a video Conf. take place at 7.30pm on every Monday and all available members (Clerk and Assistant to Clerk) be invited to join.</p> <p>RESOLVED: that, for the time being, the Council would meet by video Conf. at 7.30pm every Monday to keep up to date with council matters and make key decisions to help the smooth running of the council. At the current time, the usual process of advertising meetings, inviting the press etc would not apply. This would be kept under review.</p> <p>RESOLVED: that it be publicised that the Council is meeting online regularly to deal with day to day business and residents should continue to email any issues it would like the council to consider. (This may be achievable by using the Blog on the council website to both make and receive comments) and that there be a weekly blog following each meeting on the Town Council website</p> <p>RESOLVED: that, in view of the new regulations;</p> <ol style="list-style-type: none"> 1) That the Council holds a full council meeting on the 1st and 3rd Monday of each month using video conferencing (zoom); 2) That the agenda be limited to all important/urgent/current matters relating to the work of the council (including planning applications) and the agenda be structured to ensure items requiring all members input to be at the beginning of the meeting; 3) That, where the council needs to consider an item in confidential session, the public meeting will be closed, and a new meeting commenced to enable the matter to be considered confidentially 4) That the District Councillors, County Councillor and Police be invited to attend the meeting (as previously); 5) That these meetings be open to the public to attend (with no password being necessary) (this process to be kept under review, should this facility be abused) 6) That the agenda (also giving the link to the meeting) be placed on the website (within the required timescale) with the supporting documentation (as previously); 7) That the agenda not be placed on the physical notice board in The Square but be placed on Axbridge Connected (with the link to the meeting) to further publicise the meeting); 8) That temporary changes to Standing Orders be drawn up to reflect the changes necessary due to the new regulations (agenda item for 20th April 2020) (Cllr Taylor/Clerk) 9) That an item be included on the agenda of the next Council meeting to enable the Council to formally ratify the decisions made during the 3 video conference meetings and by email 	<p>Video Conf. 23/03/2020</p> <p>Video Conf. 30/03/2020</p> <p>Video Conf. 30/03/2020</p> <p>Video Conf. 6/04/2020</p>
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		RESOLVED: that the key delegation decisions had previously be made by the Council and no further action on the business continuity motion was needed in light of the new regulations.	
	Minutes/records of meetings	RESOLVED: that the record of 23 rd March 2020 video Conf. be approved as a correct record. RESOLVED: that the minutes of the meeting held on 16th March 2020 and the record of 30th March 2020 video conference be approved as a correct record.	Video Conf. 30/03/2020 Video Conf. 6/04/2020
	Nominations – Mayor and Deputy Mayor	RESOLVED: that this item be included on the next agenda so all options (including extension of current positions) can be considered. RESOLVED – that this matter be included on the agenda of the 20 th April Council meeting so that it can be formally agreed (intention for current Mayor and Deputy Mayor to remain in their roles)	Video Conf. 30/03/2020 Video Conf. 6/04/2020
	Vacancies and Co-option	RESOLVED: that co-option to fill the current vacancies be deferred for the time being.	Video Conf. 30/03/2020
	Emergency Plan	RESOLVED: that all members comment/submit ideas as appropriate	Video Conf. 30/03/2020
	Oyez	The March oyez had been delivered with the corona card, both containing vital information for residents, and carried out in accordance with Government guidance RESOLVED: 1) that Oyez will not be delivered in the foreseeable future unless there is vital information which needs to be communicated to all residents; 2) that Cllr Corp produce an alternative briefing to go online, and that an official statement be prepared to say that Oyez won't be published and delivered to residents (unless it is necessary to do so to provide vital information to all households) and to look at the website to keep up to date, with links to key Covid 19 information (also to include info re waste collection, reservoir)	The Clerk in consultation with Mayor. DM, Cllrs Taylor, Ham and Assistant to Town Clerk Video Conf. 30/03/2020
	Tree Contract	RESOLVED: that the Clerk advise the contractors that the Council will not hold them to this timescale in view of the current situation should there be a need to delay the works.	Video Conf. 30/03/2020
	Insurance Renewal	RESOLVED: that the Council extend the long term agreement contract with Zurich for a further two years (annual cost of £1,168.34, subject to any changes made before renewal)	Video Conf. 30/04/202
	Cheddar Watersports – Grant Request	RESOLVED: that the Clerk responds to say that, at present, the Council is aware of a lot of organisations and individuals struggling and needing support and is not yet clear on the wider position of funding, nationally and regionally. However the Council does have a small grants	Video Conf. 30/03/2020

		pot and would usually consider all applications received after the July deadline. In the current situation, the Council is unable to make a decision on such requests at the present time. However, whilst we don't have an application form, we would appreciate a formal request from your organisation setting out what you would wish to apply for, for consideration at a later date	
	Accounts	RESOLVED: that the full accounts be presented to the next meeting, which would include the ratification of all the payments to Bristol Water (for water/sewage at various locations) (accounts sent to A&F members, Bristol Water payments to be included in April monthly report)	Video Conf. 30/03/2020
	Payment of invoices	RESOLVED: that the following payments be ratified/paid <ul style="list-style-type: none"> • Zoom - £11.99 monthly payment (raised by email with members w/c 23rd March) • 1st Axbridge Guides – Donation of £50 (prev. agreed) • Axbridge PCC – Donation of £50 (prev. agreed) • Moneygivers Colourprint Ltd – £77.26 (Jan Oyez – outstanding) • Moneygivers Colourprint Ltd - £77.25 (March Oyez) • Cheddar Chamber of Commerce - £50 (printing of corona cards) • Axbridge Town Hall - £33 (Hire of all Poetry group) • Somerset County Council £130 (allotment rent) 	Video Conf. 30/03/2020 Video Conf 6/04/2020
	Payment of additional hours to the Clerk	RESOLVED: that this item be included on the agenda of the next meeting and her hours be presented accordingly PROPOSAL: that the Assistant to the Town Clerk be paid for an additional 28.5 hours worked accordingly..	Video Conf. 30/03/2020 By email vote to all members– 7/8 April 2020 – unanimously supported.

FACILITIES AND SERVICES			
	Play Area	<p>RECOMMENDED – that the play area and outdoor gym equipment be closed to the public until further notice and the Clerk put this proposal to all members to vote by email (tick box Y/N). <i>(This was superseded by the Government's directive to close play areas which was actioned on 24th March)</i></p> <p>RESOLVED: that the Clerk purchase some hazard tape from Maunders to facilitate the closures</p>	<p>Video Conf. 23/03/2020</p> <p>Government's directive</p>
	Grass Cutting (Furlong Field and Pitches)	RESOLVED: that the contractor be advised that the Town Council is happy for him to cut the furlong field and pitches when it is necessary to do so, as long as it is safe for him to do so, in accordance with the government's guidance on social distancing etc, with safety and hygiene measures in place (as indicated by the contractor). However, it is likely that they may not require cutting fortnightly and, as such, he be asked to liaise with the Facilities Manager to confirm the frequency/requirements of the cuts.	Video Conf. 6/04/2020
	Youth Shelter	RESOLVED: that signs be placed on the Youth Shelter to remind all of social distancing government guidance (2m apart)	Video Conf. 30/03/2020
	Benches	RESOLVED: that signs be placed on the benches in the Furlong to remind all of social distancing government guidance (2m apart)	Video Conf. 30/03/2020
	Furlong Car Park	<p>RESOLVED: that the sign in Penn Way car park saying it is locked be removed and that the parking restriction be relaxed, with a notice placed accordingly.</p> <p>RESOLVED: that the car park remain open and monitored, that this matter be reported to the Police with a request that this site be visited at night, that the Oyez briefing include that residents be encouraged to call 101 to report incidents (including groups not obeying social distancing rules); that parents be reminded that children/teenagers should be at home; that this briefing also be placed on Axbridge Connected and that the Clerk respond to the residents to update them.</p>	<p>Video Conf. 30/03/2020</p> <p>Video Conf. 6/04/2020</p>
	Public Conveniences	<p>RESOLVED: That the toilets remain open at the present time.</p> <p>This was superseded by the Government's direction about not going out unless essential.</p>	<p>Video Conf. 23/03/2020</p> <p>Government's directive – (Clerk consulted the Mayor and Chairman of L&R and arranged for the toilets to be closed.</p>

	Cemetery Foundation Bases	<p>RESOLVED: That this facility remain open at the present time</p> <p>RESOLVED: that the Clerk order 10 foundation bases from Adams Memorials.</p>	<p>Video Conf. 23/03/2020</p> <p>Video Conf. 23/03/2020 and 30/03/2020</p>
	Allotments	<p>RESOLVED: That this facility remain open at the present time.</p> <p>RESOLVED: that the Assistant to the Town Clerk contact all allotment holders to draw their attention to the link to the National Allotment Society to enable them to keep up to date with the advice.</p>	<p>Video Conf. 23/03/2020</p> <p>Video Conf. 6/04/2020</p>
	Car Parks	<p>RECOMMENDED – that the parking time restrictions not apply until further notice and that the Clerk put this proposal to all members to vote by email (tick box Y/N).</p>	<p>By email vote to all members– 24th March 2020 – unanimously supported.</p>
	Picnic Benches	<p>RESOLVED: That they remain at present but that the situation be monitored (the Clerk to ask the owner of the Almhouse to let us know if she notices people congregating)</p> <p>RESOLVED: that signs be placed on the picnic benches in the Square and at the benches by the bus stops to remind all of social distancing government guidance (2m apart); that this be monitored over the coming week and reviewed at the next meeting (would need to be removed if not being used appropriately)</p>	<p>Video Conf. 23/03/2020</p> <p>Video Conf 30/03/2020</p>
	Bins	<p>RESOLVED: The Clerk was asked to contact SDC to seek confirmation that they can continue to empty that bins and, if there is a problem, to let us know</p>	<p>Video Conf. 23/03/2020</p>
	Farmers Market	<p>Councillor Browne had spoken with the manager advising of council's views (time slots, home deliveries). The notice in the Square advised of the cancellation with links to some of the stall holders websites.</p>	<p>Video Conf 30/3/2020 and 6/4/2020</p>

PLANNING			
	Mendip View application 02/19/00021	<p>RESOLVED: that this application be further considered at the next meeting, with the following proposal to date:</p> <p>“that SDC be advised although Axbridge Town Council appreciates the changes to stop pedestrian access from Cheddar Road and the re-distribution of parking, it still objects to the application on the following grounds –</p> <ol style="list-style-type: none"> 1) that it is disappointed, as this is a scheme for affordable housing, that there are no plans for 1 bedroom properties and, as such, this affordable housing scheme does not seem to meet the requirements of the Town (as evidenced in the Housing Needs Survey); and 2) that the traffic calming measures initially shown have been removed <p>Members considered this matter further.</p> <p>RESOLVED: that Sedgemoor District Council be advised although Axbridge Town Council appreciates the changes to stop pedestrian access from Cheddar Road and the re-distribution of parking, it still objects to the application on the following ground - that it is disappointed, as this is a scheme for affordable housing, that there are no plans for 1 bedroom properties and, as such, this affordable housing scheme does not seem to meet the requirements of the Town (as evidenced in the Housing Needs Survey).</p>	<p>Video Conf. 30/03/2020</p> <p>Video Conf. 6/04/2020</p>
	Park House, St Mary's St application 02/20/00005	<p>RESOLVED: that this application be further considered at the next meeting. Informal views had been sought initially and the planning application had been received for consultation. Points raised included</p> <ul style="list-style-type: none"> • Two parts to the application – to alter a listed building on St Mary's Street and, to considering vehicular access to the furlong to enable parking at the back of the property. • Design – reversing of vehicles onto the footpath by the play area; proximity of gate • Increase in vehicles along furlong path (a public right of way) and exiting into Moorland St • Busy route for pedestrians including school children • Metal footpath past play area was built by SDC – sufficiently strong for vehicles? • Access - Charge of access? Legalities? Need to raise with SDC <p>(This also applied to planning application 02/20/00004 – full planning permission) Members considered this matter further.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) that Sedgemoor District Council be advised that Axbridge Town Council objects to 	<p>Video Conf. 30/03/2020</p> <p>Video Conf. 6/04/2020</p>

		<p>this application due to safety implications and concerns arising from vehicular traffic in this location particularly possible conflict with pedestrians on this public footpath; and</p> <p>2) that the Town Clerk contacts Sedgemoor District Council's legal officers to seek assurance that the Council will be consulted on the legal access over/along the ootpath, should planning permission be obtained.</p> <p>Vote (7 in favour, 2 against with 1 abstention) Councillor Ham voted against this decision and requested her vote to be recorded)</p>	
	Contacting Planning Applicants	RESOLVED that the Clerk contact the applicants/agent of both applications to advise that these applications would be considered on Monday 6 th April and to give them an opportunity to provide any further comments	Video Conf. 30/03/2020
	Neighbourhood Plan	RESOLVED: that all Town Councillors should receive an electronic copy of the Neighbourhood Plan to enable it to be agreed by the Council at a subsequent meeting, prior to formally submitting to SDC.	Video Conf. 30/03/2020
LEISURE AND RECREATION			
	Town Maintenance Contractor (TMC)	RESOLVED: that Cllr Ham speak to the TMC to seek his view on undertaking his role in the current climate (Not working routinely but would carry out urgent work)	Video Conf. 30/03/2020
HIGHWAYS			
	Ongoing Highways Issues	RESOLVED: that the chasing of such highways issues be deferred until a more appropriate time.	Video Conf. 30/03/2020
CEMETERY, ALLOTMENTS AND OPEN SPACES			
	Shortlands Field	RESOLVED: the owner of Redstacks had been given temporary permission to use the shortlands field for exercise, subject to conditions.	The Clerk consulted the Mayor, DM, Chair of CAOS and the tenant
	Sunken Grave	RESOLVED: that the Clerk ask the funeral directors to confirm when done, as members are concerned that it does not become a public health hazard	Video Conf. 30/03/2020
MISCELLANEOUS			
	Declaration re. pension form for individual	RESOLVED that members have no objection to the Clerk completing this paperwork in the current circumstances, providing that it is evidenced (passport and, if poss, birth certificate	Video Conf. 23/03/2020

Agenda Item 7 – Outside Bodies Reports

Axbridge Town Trust

Most of the projects are on hold as you would expect at this time. Town Hall closed from 23rd March all bookings cancelled.

Anyway for this 150 Club draw, the Trustees used an online random number selection website for the winning numbers :-

1) 150 Club

1st Winning Number (£50) = 109

2nd Winning Number (£35) = 19

3rd & 4th Winning Numbers (£25) = 66 & 99

5th & 6th Winning Number (£20) = 103 & 102

2) Axbridge Flag - Assume no decision as yet about the TC adopting this flag?

3) New Separate Town Trust Website - on hold for the time being

4) New Town Hall Manager is Mrs Miranda Tiffin who started on 6th March.

5) Town Hall Acoustics - The acoustic panels were fitted in the hall on 31st March as this was a good time to fit them with the hall being closed. Although the full benefits will not be felt until the hall reopens.

6) Town Hall External Facade Re- Decoration - scaffolding has just been erected outside the hall for the work to commence towards the end of this month.

7) Bar Area Refurbishment - on hold until later on in the year.

8) Town hall Interior re-decoration - it is hoped to re-decorate the inside of the hall later on in the year.

9) Parapet Bell - Trustees hope to investigate this bell now that the scaffolding is up which should make it more accessible.

10) Banners and Maces Project - on hold as the Heritage Lottery Fund is not accepting any further applications until further notice.

Regards, Alan.

AGENDA ITEM 8 FACILITIES AND/OR SERVICES (review of all facilities, services and staffing matters in light of Coronavirus Gov't guidance)		Current Position
Furlong	Field	
	Changing Rms	Closed
	Play area/gym	Closed
	Car Park	Open Being monitored
	School Field (not TC)	
	Benches	Social distancing advice
	Youth Shelter	Social distancing advice
	Maintenance	
Public Con.	Public conveniences	Closed
	Cleaning	
Cemetery	Cemetery/Gdn of Rem.	Open
	Maintenance inc hedges	
Allotments	Allotments/tenants	National Allotment Association link sent to members
	Maintenance inc hedges	
Car Parks	Regulations/ enforce.	Parking time restriction removed.
	Maintenance	
Chestnut Avenue	Maintenance	
Picnic benches/benches	Benches	Social distancing Being monitored
Litter bins (SDC service)	Litter bins	Service continuing at present
Waste Collection (SDC service)	Recycling, green and tips	Refuse sites closed
Reservoir (Bristol Water service)		Car Park closed, no activities on reservoir, but can walk around.
Farmers Market (Somerset Farmers Market service)		Farmers Market cancelled
Oyez delivery		Oyez will not be delivered in future (unless vital info has to be communicated) (if necessary -safety advice to be provided as appropriate).
Staff		
Members		
Honorary Officers		
Oyez Volunteers		Safety information included with delivery packs of vital Oyez and corona card
Contractors		

Agenda Item 9.1 AXBRIDGE TOWN COUNCIL
Draft Minutes of the Planning and Licences Committee held on
Monday 16th March 2020 at the Town Hall, Axbridge

Meeting Commenced: 6.45pm
7.22pm

Meeting Concluded:

Present: Councillors Taylor (Chairman – see minute P126/19), Browne, Corp and Tiffin, together with Mrs Brice (Town Clerk).

P126/19 Election of Chairman of the Committee 2019/20

Councillor Taylor was proposed and seconded as Chairman. No other nominations were received.

RESOLVED: that Councillor Taylor be elected as Chairman of the Committee for 2019/20

P127/19 Election of Vice-Chairman of the Committee 2019/20

Councillor Corp was proposed and seconded as Vice-Chairman. No other nominations were received.

RESOLVED: that Councillor Corp be elected as Vice-Chairman of the Committee for 2019/20

P128/19 Apologies for absence

RESOLVED: that apologies from Councillor Bridgman (family commitment), Councillor Ham (health protection related) and Page (family commitment) be received and approved accordingly.

P129/19 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 53 dwellings on land to the South of Houlgate Way) living close to the site and would leave the meeting should this application be considered (minute P133/19 refers). She also declared a Personal interest in planning application 21/20/00003 (relating to the development of a gas-powered energy generation facility to the South West Of, Townsend Farm, Prowses Lane, Townsend, Axbridge) due to the distance from her property (minute P132/19 refers).

Councillor Tiffin – declared a personal interest in the item relating to The Crown, being involved in the public meetings about the its future (minute P136/19 refers)

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to planning application 02/16/00030 (relating to the erection of up to 53 dwellings on land to the South of Houlgate Way) and in planning application 21/20/00003 (relating to the development of a gas-powered energy generation facility to the South West Of, Townsend Farm, Prowses Lane, Townsend, Axbridge) living adjacent to the site and would leave the meeting should these applications be considered (minutes P132/19 and P133/19 refer).

P130/19 Minutes of the meeting held on 20th January 2020

RESOLVED: that the minutes of the meeting held on 20th January 2020 be approved as a correct record and be signed by the Chairman.

P131/19 Public Participation - no members of the public were present.

P132/19 Planning Applications

Planning application number: 21/20/00003/JAB

Works to Trees in Conservation Area

Proposal: Reduce height of mulberry (T1) by 2m and re-shape crown

Location: 22 West Street, Axbridge

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

Planning application number: 21/20/00003/ACN

Proposal: Development of a gas-powered energy generation facility and associated infrastructure for a temporary period of 25 years.

Location: Land To The South West Of, Townsend Farm, Prowses Lane, Townsend, Axbridge, Somerset, BS26

This application had also been included on the agenda of the Council meeting being held immediately after the Committee meeting and would be discussed directly at that meeting.

P133/19 Planning Application 02/16/00030 Land to the South of Houlgate Way, Axbridge

No further update.

P134/19 Outline Planning Application 02/19/00021– Mendip View, Cheddar Road, Axbridge

No further update. The Clerk would seek an update in due course.

P135/19 Planning Application 17/18/00073 Land to the North of Axbridge Road, Cheddar (Yeo Valley site)

No further update.

P136/19 Planning Application 02/20/00002 – The Crown (alterations, change of use and conversion of public house to form dwelling)

The Council had previously considered there were no observations to make on planning grounds and had responded accordingly. Public meetings were being held.

P137/19 Planning Application - 02/19/00012 – Change of use and conversion of existing barn to form 1 No. dwelling including landscaping on Land to the East of, Axbridge Moor Drove –

Members noted that an appeal had been made against the refusal of the application and the Council had the opportunity to withdraw, modify or make further representations

Recommended to Council: that the Clerk contacts the Planning Inspectorate to reiterate the Town Council's objection to this application.

P138/19 Neighbourhood Plan

Progress was being made towards the Regulation 14 consultation process. Clarification may be sought, but it was understood that the draft plan would be circulated to the Council for approval as part of the process.

P139/19 Enforcement Matters

The Clerk had yet to contact Sedgemoor District Council to establish whether the large hoarding outside St Michaels Cheshire Homes had/required planning permission. A photo would be taken to assist this query.

P140/19 Planning Correspondence received:

Members received the following correspondence: -

Sedgemoor District Council – Responding to Planning Applications

Sedgemoor District Council – Complaints feedback. The Council had the opportunity to provide feedback on how the District Council had dealt with the complaints. Members assumed this related to

complaints made in relation to the Houglate Way application. This would be included on the agenda of the next Planning and Licences Committee meeting to enable a specific reply to be formulated.
Campaign for the Protection of Rural England – Membership of this organisation would be included on the next agenda of the Committee.

North Somerset Local Plan: Pre-commencement Document (March 2020)

Notification of Planning Application Withdrawal - Callow Rock Quarry, Shipham Road, Cheddar - Application Number SCC/3674/2019 – members noted the withdrawal of this application.

P141/19 Planning Decisions

A written list of recent planning decisions would be prepared shortly. The application for residential development at Steart Farm, Wedmore Road Cheddar had been refused (17/18/00034). The application for a change of use of land and stable block at the Glass House, Cheddar Road had been granted (02/19/00018)

P142/19 Date of next meeting – to be advised.

Chairman

Date

Agenda Item 12.1 Town Maintenance Contractor Report

The Town Maintenance Contractor worked 13 hours during March. The approximate breakdown of work is as follows:

4.75 hours - Litter picking (and gully and hedge works where appropriate) at three car parks and Furlong and repairing townsend verge (again)

3.5 hours – Weatherproofing the allotment notice board

4 hours -Works at the allotments including fence repair, stile repair and removing sheep!

0.75 hour – Cemetery and Churchyard – removing litter etc

Agenda Item 17 - Correspondence – 1st - 14th April 2020
(not mentioned elsewhere in the agenda papers)

SDC = Sedgemoor District Council

SCC = Somerset County Council

Planning

- SDC - Planning Services and Covid 19
- SDC – weekly planning applications and decisions

Admin and Finance

- SALC/NALC newsletter including Audit timetable and parish online uses and toilet tax survey COVID19 Charity & Community Group Funder List - 250+ and Financial Impact Survey
- Came and Company Insurance – seeking to quote
- PWLB lending facility Audit Statement - 31 March 2020

Leisure and Recreation

- Product Information/update: Kompan

Cemetery, Allotments and Open Spaces

- Individual – seeking approval for bonfire on land at Starrs Close (strongly advised not to in accordance with fire authority advice, which will be adhered to). Advice on alternative solutions being sought
- Individuals – allotment request
- Tenant – allotment rent
- Tenant – alteration to tenancy

Personnel

- SDC – payroll information

Greens

- Somerset Waste Partnership SORTED! April Coronavirus special (residents can subscribe to this monthly e-newsletter) <https://www.somersetwaste.gov.uk/> and useful info including recycling date over bank holiday period
- SDC – Cemetery capacity information

General Correspondence

- SDC Press releases: Somerset Coronavirus Appeal offers grants for groups helping people in need; update on business grants and helping with excess cardboard; Put Easter habits on hold (SWP); Community Resilience update; business grants (sent to Chamber of Commerce)
- Gov.Uk – COVID 19 updates
- Somerset Community Foundation – April Coronavirus Update e-newsletter inc grant available
- Police and Residents– anti social/COVID breaches
- Patient Engagement Newsletter – including Somerset Survey on current experiences of the Coronavirus situation
- Devon County Council – latest coronavirus update

DIARY DATES

Axbridge Town Council meetings

(assuming government guidance still prevents meeting in person etc)

Date	Meeting	Time	Venue
Monday 20 th April 2020	Council	7.30pm	Video Conference – by Zoom
Monday 4 th May 2020	Council	7.30pm	Video Conference – by Zoom
Monday 18 th May 2020	Council	7.30pm	Video Conference – by Zoom

Sun 20 th Sept	Harvest Service	6.30pm	Methodist Church
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