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6 March 2024

Axbridge Town Council

PO Box 1184

Axbridge

BS26 2WJ

**A MEETING OF AXBRIDGE TOWN COUNCIL WILL BE HELD IN AXBRIDGE TOWN HALL
ON MONDAY 11 MARCH 2024 AT 7.30PM.**

Members of the public are welcome to attend.

Please note should you wish to comment on a planning application please do so directly to Somerset Council as the planning authority, with a copy to the Town Council for information.

**Mrs V L Brice
Town Clerk**

AGENDA

1. Apologies for absence – to receive apologies and approve reasons for apologies, if appropriate.
2. Draft Minutes of the Council meeting held on 12 February 2024 (available) - to approve as a correct record
3. Declarations of Interest and to consider application(s) for dispensations
4. Public Participation
5. Reports from Police and Somerset Councillors
6. Written reports from members representing outside bodies and attending meetings on behalf of the Council
7. Committee and Group membership
8. Planning
 - 8.1 Report of the Chairman – any update
 - 8.2 Planning Application:

TO CONSIDER AND RESPOND TO SOMERSET COUNCIL ON THE FOLLOWING APPLICATION:

Planning application number: 21/23/00017/DT

Proposal: Variations of conditions 2, 4 and 6 of Planning Permission 21/20/00003 (Development of a gas-powered energy generation facility and associated infrastructure for a temporary period of 25 years.) to amend soft and hard landscaping.

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

[Please click here to view this planning application on Somerset Planning North: Planning Online website](#)

APPLICATION DOCUMENTS ARE AVAILABLE FOR INSPECTION ONLINE at https://sdc.somerset.gov.uk/planning_online. CONTACT THE TOWN CLERK FOR ASSISTANCE IN ACCESSING THE PLANS.

9. Administration and Finance
 - 9.1 Report of the Group (to follow)
 - 9.2 Open Spaces Contract – to approve cost of additional work
 - 9.3 Monthly Audit Checker – to add Councillor Wells
 - 9.4 Draft Calendar of Meetings 2024/25 (available)
 - 9.5 Community Table
 - 9.6 Monthly Financial Reports (available) including Payments for ratification and approval; Receipts and Direct Debit and Standing Order payments
10. Highways
 - 10.1 Report of the Group – January 2024 (to follow)
 - 10.2 Town Car Park signs – update and any further action
 - 10.3 Town Gateway sign – Cheddar end of Axbridge – update and any further action
 - 10.4 Speed Indicator Devices (SID's) – update
 - 10.5 Highways matters – to report any urgent matters
11. Cemeteries, Allotments and Open Spaces Advisory Group
 - 11.1 Report of the Chairman
 - 11.2 Allotment path works – any update
 - 11.3 Open Spaces matters - to report any urgent matters
12. Leisure and Recreation (to include Changing Rooms)
 - 12.1 Report of the Group – January 2024 (available)
 - 12.2 Play Area and Public Conveniences Logs – update/to approve
 - 12.3 Fixed wiring – Changing Rooms and Public Conveniences – update and any action
 - 12.4 Signs – Play area (No ball games)
 - 12.5 Town Maintenance Report (to follow)
13. Personnel and Protocol
 - 13.1 Draft minutes of the Personnel and Protocol Committee meeting held on 26 February 2024 (available)
 - 13.2 Civic Service – donation to Cheddar Guides and Rangers
 - 13.3 Mayor's Banquet – 20 April 2024
14. Strategic Planning
 - 14.1 Report of the Chairman – any update
15. Nomination of Mayor and Deputy Mayor 2024/25
16. General Correspondence, Consultation and Diary Dates (to follow) including “Martyn's Law”

cc: Somerset Councillors, police and press representatives

Agenda item 2 Draft minutes of the Council Meeting 12 February 2024



DRAFT MINUTES OF THE MEETING OF AXBRIDGE TOWN COUNCIL HELD IN AXBRIDGE TOWN HALL ON MONDAY 12 FEBRUARY 2024

Meeting commenced: 7.30p.m.

Meeting concluded: 9.44p.m.

Present: Councillor Page (Deputy Mayor – in the Chair), Ham, Jenkins, Jordan, Mearns (from minute 163.23), Taylor, Thomas, and Willis

Also in attendance: Mrs V Brice (Town Clerk) together PC Smith, PCSO Chard, Somerset Councillor Ferguson and 2 members of the public (for part of the meeting)

58.23 Apologies for Absence

In the absence of the Mayor, Councillor Page, as Deputy Mayor, chaired the meeting.

RESOLVED: that apologies from Councillor Mitton – Mayor (ill-health), Councillor Browne (personal commitment), Councillor Faulkner (work commitment) and Councillor Wells (personal commitment), be received and approved.

59.23 Draft Minutes of the Council Meeting held on 8 January 2024

RESOLVED: that the minutes of the Council meeting held on 8 January 2024 be approved as a correct record and signed by the Chair.

60.23 Declarations of Interest and Application for Dispensations

Declarations of Interest:

Councillor Jenkins: declared a Personal Interest in the item relating to the request for a pedestrian access into the car park being related to the applicant (minute 168.23(e))

Dispensations: no dispensations were needed for the meeting.

61.23 Reports

Members agreed to bring forward the report from the Police.

ORGANISATIONS	REPORTS
Police	The Council received the crime statistics for January 2024. PC Smith and PCSO Chard outlined the statistics and current staffing arrangements. Members would welcome assistance in enforcing the "Stop" sign at Townsend.

62.23 Public Participation

At this juncture, Councillor Mearns joined the meeting and the Council:

RESOLVED: that Standing Order 1(f) be suspended in so far as it relates to the three minute time allowance, to enable the representatives of the Heliers Lane planning application (17/23/00010) to make a brief presentation to the Council.

Members received a presentation accordingly.

63.23 Reports

ORGANISATIONS	REPORTS
Somerset Councillor Ham	Somerset Councillor Ham updated on the financial position and situation regarding the recycling sites. A full Somerset Council meeting would be held next week.
Somerset Councillor Ferguson	Somerset Councillor Ferguson would forward a written report covering several items and the current financial situation.

64.23 Written Reports – Outside Bodies

Axe Valley Men’s Shed – Members received a report on the work of the Men’s Shed.

65.23 Committee and Group membership

Councillor Wells had indicated which groups she wished to join.

RESOLVED: that Councillor Wells joins the Highways and Strategic Planning groups and Councillor Willis joins the Highways and Leisure and Recreation Groups.

66.23 Planning

a) Planning and Licences Committee meeting – 12 February 2024

The Chairman updated on the meeting held just prior to Council which had considered three household planning applications and noted updates relating to the Old Manor House, St Micheal Cheshire Homes and Axbridge Court Nursing Home. A date for the installation of the street lighting at Houlgate Way was awaited and the leaning fence had been brought to the attention of the developers.

b) CPRE (The Countryside Charity)

The Committee had recommended that the Council renews its membership of this organisation at a cost of £36.00 when due (March 2024)

RESOLVED: that the membership of this organisation be renewed accordingly.

c) Planning Application

Planning application number: 17/23/00100

Proposal: Erection of 28 no. dwellings, highways access, landscaping and associated works

Location: Land to the North of Helliers Lane, Cheddar

Members had received a presentation earlier in the meeting.

RESOLVED: that Axbridge Town Council objects to this application on the grounds of traffic generation and road safety - specifically the impact of the proposed development on the highway and nearby junctions due to additional traffic generation.

67.23 Administration and Finance

a) Report of the Chairman

Members received the report following the meeting held on 5 February 2024. The key items are set out below. Members noted that that the Council's financial regulations required updating and a new version was being prepared. However, a new model version would shortly be issued by the National Association of Local Councils and the advice was to wait for this documentation before making any further changes.

b) Appointment of Internal Audit

The Group recommended the Council re-appoint Mr Young – a respected local clerk with auditing experience. Mr Young had confirmed he would be available to audit the accounts for 2023/24 on the same basis as last year, which members considered reasonable.

RESOLVED: that Richard Young be appointed as the Council's Internal Auditor for the accounts 2023/24.

c) Risk Assessment

The group had reviewed the Risk Assessment and Management Document and recommended an updated version - making minor amendments.

RESOLVED: that the Risk Assessment and Management Document, as circulated, be approved and adopted.

d) Open Spaces Contract

The Group recommended that, as there was so much uncertainty about the grass cutting and maintenance of open spaces needed next year, that the tendering process (set for every four years and due now) should be delayed for a year. There were some additional works proposed for the forthcoming year (relating to the maintenance of the paths at the allotment and cemetery) and it was proposed that the existing contractor be asked to quote for these works on a one-off basis for next year, prior to the tendering process planned to cover the following year.

RESOLVED: that, given the circumstances, the existing Open Spaces Contracts be extended for one year and that the existing contractor (covering the ground work at the allotments and cemetery) be asked to quote for the additional work to the paths proposed for this coming year.

e) Axbridge and District Museum Trust

Members considered a request for a grant towards the King John's Hunting Lodge to help ensure the museum could continue to provide its service which benefited visitors, volunteers and the local community. The council had included £1400 in the budget.

RESOLVED: that a grant of £1400 be made to Axbridge and District Museum Trust

f) Children's Air Ambulance Service

Members had previously received a short presentation relating to this service. The group recommended including this organisation in its annual consideration of Type A grants which are considered in September. Members also considered whether to make a donation this

financial year. Sports and Social Community Association also planned to invite them to have a stall at the Fun Day.

RESOLVED: that a grant of £50.00 be made to the Children's Air Ambulance Service in support of their work.

g) Purchase of Attendance Book

Although not mandatory, the Group recommend the purchase of a new register to continue to record attendance. A bound attendance book, as previously used, could be obtained for the same supplier at a cost of £98 plus VAT.

RESOLVED: that the Attendance Book be purchased accordingly.

h) Mobile Telephone – Assistant Town Clerk

This contract was now sim only at a cost of £18.76 a month and the device was relatively old causing issues with retaining charge and downloads. Councillor Mearns and the Assistant Clerk had considered options including the purchase of a new phone (sim only) which would generate a saving for the council. Members were happy to progress a new deal at a better rate than the existing arrangements (checking with the current provider for deals they could offer)

RESOLVED: that the Clerk be delegated to arrange for the provision of a new phone/package for the Assistant Clerk

i) Monthly Financial Report

Members received a monthly financial report for February 2024 setting out the payments for ratification and authorisation together with recent invoices.

The financial report also included the receipts received and direct debit and standing orders payments made during January 2023. The Clerk advised that the SSE direct debit payment of £32 had not been taken this month either and she had also just received a large invoice for the car park lighting. The issue with uploading the contracts to rectify this had not yet been resolved. She had spoken with SSE who had assured her that the rates would be implemented and back dated to the correct start and sought assurance that overpayments would be rectified. The Npower payment also seemed high but it was thought this may be due to seasonal variations.

RESOLVED:

- 1) that the list of payment of invoices (including those recently received and the grants authorised earlier in the meeting) be ratified and approved (complete list attached at Appendix A); and
- 2) that the Direct Debit and Standing Order payments for January ratified and the receipts for December 2023 noted (Appendix A)

68.23 Highways Advisory Group

a) Report of the Highways Advisory Group – January 2023

Members received the report of the Group. Works were in progress to draw up a list of lining works required. Lining works in Cheddar Road and at the entrance to St Johns Court would

be added to the list. Following correspondence from a resident, the Chairman had asked the Town Maintenance Contractor to tidy up the area at the layby. The vegetation to the side of the lane between Townsend and the A371 was in a good state – the Town Maintenance Contractor would be asked to just remove the broken tree/branch half way up on the right.

b) Town Car Park signs

The Council had previously agreed that the Clerk, in consultation with the Chairman, be delegated to arrange for the repair/works to the car park signs to be undertaken using the most cost-effective method to enable this matter to be progressed; and that the additional car park sign and two defibrillator signs be purchased. Following further consideration it may be that the opportunity should be taken to revise the wording on the regulation signs and this would be considered by the Highway Advisory Group.

c) Town Gateway Sign

The Council had previously agreed the purchase of the gateway signage for installation at the top end of Cheddar Road with further costings to be obtained for the posts. The group suggested the siting of the sign near by the 40pmh sign (by Barnabas Close) – with the size of sign and height of posts to be confirmed. The site would need to be agreed by Somerset Highways with clarification as to who would carry out the works.

d) Axbridge to Cross Safe Path Campaign

The Mayor and Chairman of the Group would meet with the Cross Lane footpath committee.

e) Request for a gate access

A request had been received from a resident, since the group meeting, for a gate access to be installed into the back of the property in Old Church Road, which bordered Axbridge Town Car Park. Members had no objection to a pedestrian access at this location (which would open onto the grass verge – not affecting parking spaces) but felt that an agreement should be drawn up between the parties involved.

RESOLVED: that this matter be discussed at the group meeting, to consider/draw up a draft agreement for consideration at the next meeting of Council.

f) Decluttering of Signs

The group were not aware of any redundant signs except on the brow of the hill on the A371 towards Cheddar, indicating a campsite.

g) Speed Indicator Devices

The Mayor and Chairman of the Group had met with representatives from the Speed Watch group. It was recommended that the Council sign the Memorandum of Understanding which would not involve any cost to the Council but was a necessary stage in the process to obtain the support of the Police. The SID group would carry out all work involved in the project on behalf of the Council (including the preparation of grant applications, which would then need to be signed by the Clerk). The intention was to apply to the Police Road Safety Fund for a grant to cover the main cost of two devices and meet with Highways to advise on suitable sites. The police would cover insurance and the team would be trained to move the devices and charge the devices as needed.

RESOLVED: that the Memorandum of Understanding be signed accordingly.

h) Highways Matters

Bins on pavements – one of the bins had been removed. A note had been placed on the bin at High Street and officers would seek to establish whether it was being used.

Townsend drains – the drains at Townsend were not working, with the flooding in this area getting worse. This would be further reported to Somerset Highways (to ensure the drains

were cleared and regularly maintained), who would also be reminded of an ongoing issue on the bypass (at its junction with Wood Lane).

69.23 Cemeteries, Allotments and Open Spaces Group

a) Report of the Group – January 2024

Members received the report of the Group updating on allotment, cemetery and open spaces matters. The next meeting would take place on 19 February 2024.

b) Allotment Path works

The Town Maintenance Contractor had looked at the subsiding path by Plot 2B and estimated that the cost of materials to provide fencing to enable the path to be levelled would be £175.

RESOLVED: that the costs be agreed and the Town Maintenance Contractor be asked to carry out these works accordingly.

c) Open Spaces Matter - none

70.23 Leisure and Recreation

a) Report of the Chairman

Members received the report of the Group following the meeting held in January 2024. The key items are set out below. The Facilities Manager would be purchasing a recommended product to treat the moss on the safety surfacing.

b) Play Area and Public Conveniences Logs

The logs were not available, but inspections were taking place with visual checks of all equipment. The logs had been revised and would be available at the next meeting.

c) Public Conveniences - works

Members considered a quote from a local, respected contractor to carry out an inspection and testing on the fixed wiring to complete an Electrical Installation Condition Report (a legal requirement) and to carry out works to the floodlights.

RESOLVED: that, given the nature and urgency of the works, the quote from CNE in the sum of £580 be approved and the works carried out accordingly.

d) Changing Rooms – works

Members considered a quote from a local, respected contractor to carry out an inspection and testing on the fixed wiring to complete an Electrical Installation Condition Report. This was a legal requirement.

RESOLVED: that, given the nature and urgency of the works, the quote from CNE in the sum of £570 be approved and the works carried out accordingly.

e) Fence – Furlong Car Park

The fence to the furlong car park had been damaged again and was now beyond repair. An estimate for the materials needed to repair the fence was £500. It was important to carry out

this work as soon as possible to prevent vehicles driving onto the field and to prevent potential injury. Members supported the need to reinstall the fencing and suggested that “treated half rounds” may be more cost efficient than decking planks (whilst still being effective). The Mayor would discuss the materials with the Facilities Manager and supplier(s).

RESOLVED: that the cost of materials of up to £500 be approved, in order to facilitate the re-installation of the fencing to the Furlong.

f) Somerset Playing Fields Association

This association would be carrying out the playground safety inspections late Spring/early Summer. The field of the year competitions would also be running and the Council would enter accordingly.

g) Litter Bins

The group proposed that a litter bin be purchased to fix to the railings (cost £126.56). Members considered this but as there were a couple of litter bins in the car park and no particular issue with litter at this site, did not wish to pursue this at the present time.

h) Signs – Play area

The group recommended the purchase of two no ball games signs – a quote had been requested. Members supported the provision of these signs and would consider, in future, signage giving contact details of the council.

i) Town Maintenance Contractor

The Town Maintenance Contractor had worked 5.5 hours during January 2024. This time had been spent litter picking the furlong and car parks, clearing gullies and tidying up and removing rubbish from the cemetery.

71.23 Personnel and Protocol Committee

a) Draft minutes of the Personnel and Protocol Committee meeting – 22 January 2024

Members received the draft minutes of the meeting held on 22 January 2024.

b) Mayor’s Chain

The company had the Mayor’s Chain in order to provide a quote for the works proposed. The quote was awaited.

72.23 Strategic Planning

a) Report of the Group

Members received the report of the Group including an update and letter sent to Axbridge Action Group in response to their request for parking on the Old Station Building land.

73.23 General Correspondence and Diary Dates

Members received the correspondence page and noted the following correspondence in particular:

“Cheddar Gorge for Everyone” – Consultation (Experimental Traffic Regulation Order)

“Sloppy Slippers” Campaign – by NHS Somerset and Somerset Activity and Sports Partnership to address the high risk of falls in adults, particularly the over-65 population, due to poorly fitting footwear (social media)

“Box Orienteering” – proposing to hold an event on 15 May – Councillor Page would speak to the organisers.

Fostering in Somerset – the Fostering Team would be invited to the Fun Day.

The diary dates are set out below – Chairman would need to prepare reports for the Annual Assembly. It was confirmed that the Local Community Network meetings were open to the public to attend.

Date	Meeting	Time	Venue
Monday 12 Feb	Council	7.30pm	Axbridge Town Hall
Mon 19 Feb	Leisure and Recreation (TBC) Cemetery, Allotments and Open Spaces	8.00pm	Zoom
Monday 26 Feb	Personnel and Protocol Planning and Licences – if needed Highways	TBC (likely 6.45) TBC (likely 7.30) TBC (likely 8pm)	
TBC	Strategic Planning	TBC	
Thurs 29 Feb	Admin and Finance	7.30pm	Zoom
Mon 4 March	Annual Assembly	8pm	
Wed 6 March	LCN	6.30pm	Draycott Village Hall
Monday 11 March	Planning and Licences Council	TBC 7.30pm	Axbridge Town Hall Axbridge Town Hall

Chairman

Date

Agenda Item 9.6 Monthly Financial Report

Agenda Item 9.6a Payments for Ratification (R) and Authorisation - March 2024

Voucher No.	Date	Supplier	Description	Total
392	05.03.2024	PATA Payroll Services	March 2024 Payroll	£37.90
391	05.03.2024	Chris Norman Electrical	Electical Installation Report Changing Rooms	£570.00
390	04.03.2024	Carole Kent Traditional Signwriters	Signwriting Town Hall Boards	£240.35
389	04.03.2024	Carole Kent Traditional Signwriters	Signwriting Town Hall Boards	£48.07
388	04.03.2024	Sainsburys (R)	Civic Service Refreshments	£23.60
387	04.03.2024	The Post Office (R)	Civic Service Gift Bags	£3.20
386	04.03.2024	Premier Trophies	Civic Service Awards	£53.98
385	04.03.2024	Bridgwater Town Council	Training	£376.80
384	04.03.2024	Greenslades Grounds Maintenance	Grass cutting - Furlong	£172.80
378	21.02.2024	Shaw & Sons Ltd (R)	Attendance Register	£117.60
TOTAL				£1,644.30

NB Powers of Spending: The Town Council has the General Power of Competence

The latest bank reconciliation – to 29 February 2024 - £65,682.07

SSE contracts now uploaded and billing should be correct from now on.

Agenda Item 9.6b Receipts February 2024

Voucher No	Date	Customer	Description	Total
92	29.02.2024	Lloyds Bank - savings	Bank Interest	£32.60
91	26.02.2024	Lloyds Bank	Bank Interest	£52.97
90	09.02.2024	HMRC VAT	VAT repayment	£2,789.30
TOTAL				£2,874.87

Agenda Item 9.6C Direct Debit and Standing Order Payments - February 2024

Voucher	Supplier	Description	Net	VAT	Total
382	Zoom	Video Conferencing	£12.99	£0.00	£12.99
380	Vodafone	Telephone - Clerk contract	£13.34	£2.67	£16.01
379	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
373	BT	Broadband	£18.95	£3.79	£22.74
372	Water2Business	Water and Sewerage - Changing Roo	£30.50	£0.00	£30.50
371	Water2Business	Sewerage - Moorland Street Car Park	£10.22	£0.00	£10.22
370	Water2Business	Sewerage - Town Car Park	£10.22	£0.00	£10.22
369	Water2Business	Water and Sewerage - Public Conven	£54.50	£0.00	£54.50
368	Npower	Electricity - Moorland St Car Park	£15.91	£0.80	£16.71
367	O2	Telephone - Assistant Clerk	£15.63	£3.13	£18.76
356	Information Commissioners Office	GDPR Data Protection Renewal	£40.00	£0.00	£40.00
383	SSE	Electricity - Axbridge Town Car Park	£57.95	£2.90	£60.85
TOTAL					£336.65

NB – The payment to the Information Commissioner was taken by Direct Debit instead of bank transfer (as previously agreed)

**Agenda Item 9.1 Axbridge Town Council
Administration and Finance Advisory Group**

March 2024

Report for Council.

Meetings. A meeting was held on 29th February 2024 at 7.30pm by Zoom, hosted by the clerk.

Members Present: Councillors Ham, Jordan, and Taylor (in the chair) and
Clerk to the Council Mrs Brice.

Apologies: Councillors Mitton, Page.

Accounts. Reports generated by Scribe were circulated to group members by the clerk for the A&F meeting. These showed the financial position at the end of February. The data was checked by the members and no concerns were reported.

Internal Auditor – appointment for 2023-24 annual returns. Mr Young has been contracted.

Compensation Scheme for Bank Failure. Various banks will be contacted to see what suitable accounts are available to hold cash for next year to spread the investment.

Payroll. Members agreed that, to make sure the council's procedures were resilient, the Assistant Clerk should be trained in this area.

Insurance. Tender documents will be checked to make sure they are up to date, ready for the tendering process next year.

PO Box. It was agreed that the Town Council should no longer pay for a PO Box. Very little post is received these days and contact details are on the website should any post be returned to sender by the post office. The official postal address will be the Church Rooms for all communications.

Monthly internal audit of accounts. It is proposed that Councillor Wells be appointed as an auditor.

(Agenda item.)

Open Spaces Contracts. Quotes have been received for the additional work for the forthcoming year. Council approval required.

(Agenda item.)

Calendar of meetings. Updated version to be circulated for Council approval. (Agenda item.)

Emergency Plan. A revised version will be presented to Council in May after the Annual Meeting and Mayor Making.

Attendance Register. A new book has been purchased.

Next Meeting Date. Thursday 4th April 7.30pm by zoom. (1st Monday is Easter Day.)

MT (08/03/2024)

Agenda Item 9.4 Axbridge Town Council – Draft Calendar of Meetings 2025

Month/Year	Date	Meetings/Events	Time	Venue
January 2025	Monday 13	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 27	Committee Meetings	TBA	Axbridge Town Hall
February 2025	Monday 10	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 24	Committee Meetings	TBA	Axbridge Town Hall
March 2025	Sunday 2	Civic Service	3.00pm	St John the Baptist Church
	Monday 17	Annual Assembly (meeting of electorate – not a council meeting)	8.00pm	Axbridge Town Hall
	Monday 10	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 24	Committee Meetings	TBA	Axbridge Town Hall
April 2025	Monday 14	Council Meeting	7.30pm	Axbridge Town Hall
	Saturday 26 TBC	Mayor's Banquet	7.30pm for 8pm	Axbridge Town Hall
	Monday 28	Committee Meetings	TBA	Axbridge Town Hall
May 2025	Monday 12	Annual Council Meeting & Mayor Making	7.30pm	Axbridge Town Hall
	Monday 19	Council Meeting	7.30pm	Axbridge Town Hall
	BANK HOLIDAY Monday 26 TBC	Committee Meetings	TBA	Axbridge Town Hall
June 2025	Monday 9	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 23	Committee Meetings	TBA	Axbridge Town Hall
July 2025	Monday 14	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 28	Committee Meetings	TBA	Axbridge Town Hall
August 2025	Monday 11	Council Meeting	7.30pm	Axbridge Town Hall
	BANK HOLIDAY Monday 25	Committee Meetings	TBA	Axbridge Town Hall
September 2025	Monday 8	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 22	Committee Meetings	TBA	Axbridge Town Hall
October 2025	Monday 13	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 27	Committee Meetings	TBA	Axbridge Town Hall
November 2025	Monday 10	Council Meeting	7.30pm	Axbridge Town Hall
	Monday 24	Committee Meetings	TBA	Axbridge Town Hall
December 2025	Monday 8	Council Meeting	7.30pm	Axbridge Town Hall
	Saturday 20	Father Christmas Night	5.00pm	The Square
		Committee Meetings	None	

Usual Meetings Schedule – Council, Committees and Advisory Groups

Full Council meets on second Monday of the month, with the Committee meetings taking place on the fourth Monday. The advisory groups will meet to suit the members and when there is sufficient business, but the likely format is below (where known).

1 st Monday	Admin and Finance Advisory Group
2 nd Monday	Planning and Licences Committee Council
3 rd Monday	Cemetery, Allotments and Open Spaces Leisure and Recreation Advisory Group
4 th Monday	Planning and Licences Committee Personnel and Protocol Committee Highways Advisory Group
Pattern to meetings to be confirmed	Strategic Planning Advisory Group (often Wed)
Ad hoc/to be confirmed	Axbridge Climate Emergency Group Axbridge Youth Partnership Joint Town Council and Town Trust meeting (usually on a spare Monday – twice a year)

Notes on meetings –

- Meetings will only be convened if there is enough business.
- The above is only a framework which can be altered after agreement with the chairman of the meeting and the clerk.
- Council and Committee meetings will be held in the Town Hall
- Standing orders state that advisory group meetings should be held in the Town Hall, if a member of that group wishes that to be the case.
- The Town Hall is available for meetings on all Mondays.

Highways Report for meeting Monday 11 March 2024

Signage

- 2 x No Ball Games signs £32 each + approx. £8 for fixings for the railings .
- 2 x defib signs £22 each + Max £8 for the post fixings for both.
- The rewording for the Town Car Park signs has been sent. A quote will be available for the Council meeting
- Disabled parking in The Square, following the white lining: The adjacent houses do not want a sign on their property so we need to identify an alternative. A sign could be attached to the nearest planter but it will probably need to be higher and more visible than that.
- We have not received any response from the highways dept. yet reference the Town Gateway signs. We are awaiting this before confirming an order.

Water Table.

- A member of staff from highways attended in The Square and confirmed the drains were all running free; any flooding was simply volume of water. We do still need to address the flooding issue at Townsend and on the by-pass by the top of Wood Lane.

Black bin in High Street

- The black wheelie bin on the pavement by the flats at the Old Butcher's in The High Street doesn't appear to belong to anyone. We are planning to take it away.

Bins and Dog Bins Emptying

- The contract with Somerset for bin emptying has been renewed for this coming year. The budget set was £4,000 per year and the cost is £3,918.72. (Last year was £3,672.24)

Cross Lane Footpath.

A letter has been sent to the Cross to Axbridge Footpath Committee expressing our support, as they have now obtained an offer from Somerset Council. They have offered an officer to approach the relevant landowner if Axbridge Town Council agrees. We have asked to be kept updated.

Houlgate Way

- The work has recommenced. They have said the removed street lighting should be replaced in March!

Prowse Lane

- Nothing is being done about the footpath – this is a created path next to the legal right of way.

SIDS

- An email has been sent to the Speed Watch Committee as the Memorandum of Understanding does not match what was discussed. Copy attached.
- We hope that a way forward will be possible without adding an additional burden of cost on the Axbridge electorate.

- We do appreciate the work the Speed Watch Group carry out to reduce the speed of traffic through the town.

Pedestrian gate into the Town Car Park.

- We have a signed agreement with the resident at 11 Old Church Road to permit a pedestrian gate in the fence. This does not affect any parking spaces and all maintenance is the responsibility of the householder.

Maintenance and Repair

- The low wall in The Moorland Street car park, by the bin as you go in, has been hit and pushed back towards the sub-station. Darren looked at it when it was done and there is no danger of it falling. Andy is going to take a look to see if he can repair it.
- The bench at the top of Parkfield is broken. Andy is looking at this as well. As a thought, if we have a spare bench stored at the cemetery, do we want to put a bench back at the bus stop at Townsend now the bus has been reinstated?

Street Lining and Gateway (cut-off date 1 May)

- We are awaiting a reply from the highways department reference a town gateway, as previously explained.
- Here is the list of identified lining requirements (this is a live document/list)
 - A371 within the Axbridge boundary refresh markings
 - Cheddar Road – roundels and bus stop refreshed
 - End of Hippisley Drive – double yellow lines extended into Cheddar Road – new.
 - Hippisley/Parkfield - bus stop markings refreshed.
 - Jubilee Road, opposite Orchard Road: double yellows lines – new.
 - St Mary's Street - All the markings need refreshing.
 - Moorland Street double yellow lines - refresh.
 - Moorland Street – white line at entrance to the Furlong – refresh
 - Moor Green – double yellow lines in front of Moor Green Cottage and Walnut Farm – new.
 - Bailiffs Close - double fellow lines going round both sides at the junction with Moorland Street – new.
 - Old Church Road – the white lines have been refreshed with the lining in The Square.
 - Old Church Road/Meadow Street – double yellow lines refreshed, including into the Town Car Park.
 - Houlgate Way – new and refreshed lining
 - Entrance to St John's Court – double yellow lines refreshed
 - Road markings for a Gateway entrance at top of West Street.
 - Townsend – all the markings need refreshing.

New street sign for Hippisley Drive

Please let us know if you see any omissions.

Outstanding items

- Prowse Lane footpath remains unresolved.
- The kissing gate still needs to be put in place.

27 February 2024

FAO: Cross Footpath Action Group

Firstly, please accept our apologies for not contacting you before now. It had been our intention to meet with you, to discuss your business plan for the proposed Cross to Axbridge footpath.

However, as you have now obtained an offer from Somerset Council, to approach the relevant landowner, we offer the support of Axbridge Town Council for the project.

Please keep us updated and we await the response from the landowner.

Written on behalf of Axbridge Town Council.

Frankie Mitton, Mayor.

Pauline Ham, Chair of Highways.

SID Response

FAO: Tony Strange, Ric Canham

Following our meeting the other day we were very hopeful that we would be able to take the MoU to Council for signing. Unfortunately the following statements within the document the Council is being asked to sign are totally contrary to what we discussed.

You said the Police would be responsible for insurance and there would be no financial expectation from the Council. The extracts below contradict that position.

We appreciate you will explain that you will cover the costs and training but this does not include any insurance. Also, if the Council were to sign it would be legally responsible. If you are able to overcome these issues we are very happy to look at it again.

We are very sorry the situation hasn't been resolved. Hopefully there will be a way forward.

Pauline and Frankie.

The Device shall be installed at the Approved Locations by the Parish/Town Council as authorised in this agreement by an officer of Somerset Council.

We understood members of the group would have the relevant qualification to do this.

The Parish/Town Council shall be responsible for the cost of repairing and maintaining the Device in accordance with any instructions issued from time to time by Somerset Council.

The Council will not take financial responsibility for the machines.

The Parish/Town Council hereby indemnifies to the maximum extent permissible by law Somerset Council against any action, loss, cost, claim or proceeding arising from the installation, operation or maintenance of the Device except where such action, loss, cost, claim or proceeding arises from Somerset Council's negligence.

We understood the Police had the relevant insurance. This applies to the statement above and the 2 statements immediately below

The Parish/Town Council shall throughout the term of this agreement at its own cost effect and maintain with a reputable insurance company a policy or policies of insurance providing as a minimum the following levels of cover:

public liability insurance with a limit of indemnity of not less than £5,000,000 in relation to any one claim or series of claims;

professional indemnity insurance with a limit of indemnity of not less than £2,000,000 in relation to any one claim or series of claims and shall ensure that all professional consultants or sub-contractors involved in the deployment of the Device hold and maintain appropriate cover if so specified in Schedule 1 hereto.

Device Maintenance/Removal

The Parish/Town Council shall ensure that any operations involved in the use or maintenance of the Device comply with health and safety procedures.

Again we understood this responsibility would rest with your team and the Police.

The Parish/Town Council shall ensure the appropriate training, health and safety of any employee, volunteer or contractor engaged on its behalf to carry out any works or operations under this Agreement.

Again the SID team responsibility although, once undertaken, the Council could confirm the requisite certificates.

When the Agreement terminates Somerset Council may:

Remove the Device and reinstate the highway and recover from the Parish/Town Council the expenses incurred in so doing; or

If satisfied that the Parish/Town Council can, within such reasonable time as Somerset Council may specify, authorise the Parish/Town Council at the Parish/Town Council's expense to remove the Device and reinstate the highway.

Agenda Item 12.1 Leisure and Recreation Report

Leisure and Recreation meeting held Monday 19 February 2024 (and updates)

Present: Pauline Ham, Graham Page, Richard Willis, Darren Hogarth (by invitation)

Apologies: Frankie Mitton, Andrew Mearns, Mike Taylor.

Maintenance work

- The car park fencing – we agreed the best material would be half round stock fencing. Darren will get the from MawAgri. This is the most cost effective material.
- The changing room – the fascia board needs replacing on the field end of the building, in black. Darren has costed this and the best price is Amazon. The order request has gone to the Clerk.
Darren will paint the changing rooms later in the year, when the weather has warmed up.
- The public conveniences – Darren has cleaned the wall facing into the toilet. He is going to paint the walls next. The best price is Amazon. The order request has gone to the Clerk.
- The drinking fountain – Cllr Page is going to see if he can repair the tap.

Safety check Logs (these will be tabled at the Council meeting)

- Darren has carried out regular cleaning and greasing as appropriate.
- Surfaces need de-mossing. The product supplied by GB Leisure is the same as products that can be purchased for less from Maunders. The problem is climate change means warmer and wetter winters and the moss grow back quicker and therefore needs to be treated more often. Applying this treatment needs to be when there is the least use.
- The safety surface at the aerial runway needs to be weeded.

Toilets

- The toilet doors have swollen in all the rain we have had. Darren is keeping an eye on them – there is nothing we can do. Hopefully they will shrink back to their correct size.
- Darren mentions a missing drain cover in his report. He is hoping he can get (or may already have) one that is the right size.
- We will discuss cleaning out the storage area at the next meeting of L&R.

Fixed wiring and electric works.

- We have received the condition report for the fixed wiring in the changing rooms. There are improvement recommendations that we will discuss at the next L&R meeting.
- The work and survey at the toilets will take place as soon as weather permits.

Outstanding matters.

- The discarded metal goal posts and the old external electric cover, which is in the changing rooms, still need to be disposed of.

Cllr P Ham

Agenda item 13.1 Draft Minutes Personnel and Protocol meeting 26 February 2024



Axbridge Town Council Draft Minutes of the Personnel and Protocol Committee held on Monday 26 February 2024 in Axbridge Town Hall

Meeting commenced: 7.15pm

Meeting concluded: 7.58pm

Present: Councillors Mitton (Mayor), Page (Deputy Mayor), Browne, Ham and Taylor.

Also in attendance: Mrs Brice, Town Clerk together with Mrs Weir, Assistant Town Clerk and one member of the public (both for part of meeting)

77.23 PL Apologies - none

78.23 PL Declarations of Interest – none

79.23 PL Minutes of the Committee Meeting held on 22 January 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 22 January 2024 be approved as a correct record and signed by the Chairman.

80.23 PL Public Participation – none.

81.23 PL Modern Town Archivist

The application received had been withdrawn. A resident had raised the question as to whether the role could be shared between two people. Members were happy with the option for a shared role and the advert would be amended to reflect this.

82.23 PL Storage and Embellishment of Maces

Councillor Ham would speak with the Men's Shed regarding the possibility of making a storage box and how best to embellish maces. The curator at the Museum may be able to advise.

83.23 PL Mayor's Chain and Robes

The Mayor would approach a company in Wells regarding the cleaning of the Mayor's robes. A quote for the refurbishment of the chain was awaited.

84.23 PL Sergeant at Mace vacancy

The Sergeant at Mace vacancy would be advertised on social media.

85.23 PL Civic Service

The Civic Service would be held Sunday 3 March 2024. The final arrangements were discussed. The rehearsal would take place on Saturday 2 March 2024 and members noted the Risk Assessment and Management Document, which had been based on the original document, updated for this year.

86.23 PL Responsibilities and Organisation Structure and Contract

Members discussed proposed revisions to the draft job description for the Facilities Manager. It was agreed that it would be sufficient for the job holder to hold a diary of works completed (as opposed to completing a timesheet). The extent of the tasks was considered and the Chairman of the Leisure and Recreation Group would discuss this with the Facilities Manager and report back to the Committee.

87.23 PL Somerset and D-Day 80

Mr Scott had agreed to arrange for the lighting of the beacon to mark this occasion. This would be a private event. The Clerk would pass on relevant details (including information on undertaking a risk assessment) and would register the Council.

88.23 PL Kings Portrait

The Clerk had registered and, once registration was confirmed, would be able to apply for a free portrait of the King,

89.23 PL Celebrating 50 years of Axbridge Town Council

Members wished to celebrate 50 years of Axbridge Town Council and welcomed the option of combining this celebration with the carnival lunch (with a walking entry, including past Mayors)

90.23 PL Date of Next Meeting

RESOLVED: that the next meeting be held on 25 March 2024.

Chairman

Date