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Axbridge Town Council
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7 February 2024

A MEETING OF AXBRIDGE TOWN COUNCIL WILL BE HELD IN AXBRIDGE TOWN HALL ON MONDAY 12 FEBRUARY 2023 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 8 January 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 including Axe Valley Men's Shed (available)
7. Committee and Group membership
8. Planning
 - 8.1 Planning and Licences Committee meeting - 12 February 2024 – verbal update
 - 8.2 CPRE (The Countryside Charity) – to consider renewal of membership (and any recommendation from the committee)
 - 8.3 Planning Application:

TO CONSIDER ANY RECOMMENDATION FROM THE COMMITTEE AND RESPOND TO SOMERSET COUNCIL ON THE FOLLOWING 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 Helliars Lane, Cheddar

[Please click here to view this planning application on Somerset Planning North: PPlanning 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 (available)
 - 9.2 Appointment of Internal Auditor
 - 9.3 Risk Assessment (available)
 - 9.4 Open Spaces Contract – to agree extension and additional work
 - 9.5 Axbridge and District Museum – Grant request
 - 9.6 Children’s Air Ambulance Service – Grant request
 - 9.7 Purchase of attendance book
 - 9.8 Mobile telephone – Assistant Town Clerk
 - 9.9 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 (available)
 - 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 Axbridge to Cross Safe Path Campaign
 - 10.5 Request for gate access to residential property from Town Car Park
 - 10.6 Decluttering of signs
 - 10.7 Speed Indicator Devices (SID’s) – to agree to sign Memorandum of Understanding (to follow)
 - 10.8 Highways matters – to report any urgent matters
11. Cemeteries, Allotments and Open Spaces Advisory Group
 - 11.1 Report of the Group – January 2024 (available)
 - 11.2 Allotment path works
 - 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
 - 12.3 Public conveniences – to agree fixed wiring inspection and testing and works to floodlights
 - 12.4 Changing Rooms – to agree fixed wiring inspection and testing
 - 12.5 Fence – Furlong Car Park – to agree maintenance/replacement
 - 12.6 Somerset Playing Fields Association - competition
 - 12.7 Litter bins
 - 12.8 Signs – Play area (No ball games)
 - 12.9 Town Maintenance Report (to follow)
13. Personnel and Protocol
 - 13.1 Draft minutes of the Personnel and Protocol Committee meeting held on 22 January 2024 (available)
 - 13.2 Mayor’s Chain – to consider quote (if appropriate)
14. Strategic Planning
 - 14.1 Report of the Group – January 2024 (available)
15. General Correspondence, Consultation and Diary Dates (available) including “Cheddar Gorge for Everyone” consultation (Experimental Traffic Regulation Order) and “Sloppy Slippers” campaign

cc: Somerset Councillors, police and press representatives

Agenda Item 2



DRAFT MINUTES OF THE MEETING OF AXBRIDGE TOWN COUNCIL HELD IN AXBRIDGE TOWN HALL ON MONDAY 8 JANUARY 2024

Meeting commenced: 7.30p.m.

Meeting concluded: 8.43p.m.

Present: Councillor Mitton (Mayor), Page (Deputy Mayor), Ham, Faulkner, Jenkins, Jordan, Mearns, Wells (from minute 148.23) and Willis (from minute 148.23).

Also in attendance: Mrs V Brice (Town Clerk) together with 5 members of the public

58.23 Apologies for Absence

The Police had been unable to attend - being on rest days. The Clerk had emphasised that members would welcome their attendance at meetings and wished to meet the new members of the team. Somerset Councillor Ferguson had also passed on his apologies.

RESOLVED: that apologies from Councillors Browne (personal commitment), Taylor (health and family commitment) and Thomas (work commitment) be received and approved.

59.23 Draft Minutes of the Council Meeting held on 11 December 2023

RESOLVED: that the minutes of the Council meeting held on 11 December 2023 be approved as a correct record and signed by the Chair.

60.23 Declarations of Interest and Application for Dispensations

Declarations of Interest: none

Dispensations: no dispensations were needed for the meeting.

61.23 Public Participation

A resident spoke on behalf of Axbridge Action Group regarding the use of land at Old Station Building. This matter would be referred to the Strategic Planning Advisory Group.

62.23 Reports

ORGANISATIONS	REPORTS
Police	The Council received the crime statistics for December 2023.
Somerset Councillor Ham	Somerset Councillor Ham gave a report on the financial position of Somerset Council, the steps being taken and the timetable for budget setting. The budget consultation would end on 22 January.
Somerset Councillor Ferguson	No report.

63.23 Written Reports – Outside Bodies

Axbridge Sports and Social Community Association – Father Christmas night had been a successful night with a great community atmosphere and the Association thanked the Mayor for her part in the evening. The shredding of the trees had also gone well.

Axe Valley Men's Shed – The group had carried out a lot of work to the building and would be resuming normal activities. They had requested the use of the Farmers Market in February to promote the group.

64.23 Co-option

The Council had received two applications for co-option from local residents interested in joining the Council. There were three vacancies. The applicants were proposed, seconded and voted upon in accordance with recommended practice. An enquiry had been received from another resident who had hoped to attend the meeting but had had a family emergency.

RESOLVED:

- 1) that Mrs Barbara Wells and Mr Richard Wills be co-opted on to Axbridge Town Council;
- 2) that they be asked to sign their declarations of office before the next meeting of Council; and
- 3) that the application documents held by members be destroyed/returned to the Clerk to be destroyed – the successful application to be retained by the Clerk.

At this juncture, Mrs Wells and Mr Willis, who were both present, signed their declarations of office and joined the meeting.

65.23 Committee and Group membership

The newly coopted members would consider which committees/groups they would be interested in joining.

66.23 Planning

a) Planning and Licences Committee meeting – 11 December 2023

Members received the draft minutes of the meeting held on 11 December 2023. It was understood that the building works had been delayed until March 2024.

b) Manor House, High Street

It was understood that works to the Manor House were being undertaken which may involve repainting the exterior of the house in a different colour.

RESOLVED: that the Clerk writes to the owner to ensure they are aware that planning permission would be required (grade II* listed building in a conservation area) and contacts Somerset Planning (North) to bring this to their attention.

c) St Michaels Cheshire Homes

Since the dispatch of the agenda, the Council had noted that this property had been listed on Right Move as part of a "Property Guardian" scheme. The Town Council understood, from a similar situation, that this would require an HMO licence and that it would need to comply with other standards and safety regulations to operate in this way and would raise this matter with Somerset Council.

d) Axbridge Court Nursing Home

The Clerk would ask whether there was any update/further representations on this matter and would report an issue with rats to Somerset Environmental Health.

67.23 Administration and Finance

a) Report of the Chairman

Members received the report following the meeting held on 5 January 2024. The budget and precept are further considered later in the meeting (minute 155.23 refers).

The alarm was due to be serviced on 19 January and members confirmed they would wish to renew the mobile app. An insurance seminar would be held on 26 January 2024 at 1pm – should members wish to attend.

b) 3rd Quarter Report

Members received the 3rd quarter report setting out the receipts and payments from 1 April 2023 to 31 December 2023 and the bank reconciliation as of that date.

RESOLVED: that the 3rd quarter report be approved and adopted.

c) Children's Air Ambulance Service

Members had received a short presentation relating to this service and would consider whether to make a financial donation at the next meeting of the group.

d) Society of Local Council Clerks

The Council had renewed the Clerk's membership. There had been some confusion as to the membership of the Assistant Town Clerk and clarification had been sought.

e) Purchase of Attendance Book

The Clerk had not had the opportunity to look into this and would do so for the next meeting.

f) Mobile Telephone – Assistant Town Clerk

This contract was now sim only at a cost of £18.76 a month. The device was relatively old causing issues with retaining charge and downloads. One option had been obtained for an iPhone at a cost of £31.48. The Clerk wished to look into this and present options to the next group meeting. Councillor Mearns offered to look at the cost of purchasing a phone outright.

g) Monthly Financial Report

Members received a monthly financial report for January 2024 setting out the payments for ratification and authorisation. She reported on the receipt of recent invoices and that the figures for PATA and the payroll related invoices would not be available until later in the week.

The financial report also included the receipts received and direct debit and standing orders payments made during December 2023. The Clerk advised that the SSE direct debit payment of £32 had not been taken and, as the new contracts had not been uploaded to the system, larger interim payments had been taken on the assumption the Council was on a variable rate. The Clerk has raised this with the company.

RESOLVED:

- 1) that the list of payment of invoices (including those recently received) be ratified and approved and that the PATA invoice and payroll payments be paid, when details are known, as long as they are as expected/in accordance with contracts; (complete list attached at Appendix A); and
- 2) that the Direct Debit and Standing Order payments for December 2023 be ratified and the receipts for December 2023 noted (Appendix A)

68.23 Highways Advisory Group

a) Report of the Highways Advisory Group – December 2023

The group had not met since the last Council meeting. The next meeting would be held on 22 January 2024. Somerset Council was seeking information regarding redundant signs as part of its decluttering policy and this would be considered by the Group.

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. There was no further update.

c) Town Gateway Sign

At the last meeting, the Council had agreed the purchase of the gateway signage for installation at the top end of Cheddar Road and that further costings be obtained in terms of the post(s) – with contact being made with Traffic Management regarding the posts and road markings. A response had been received and this matter would be further discussed by the group.

d) Axbridge to Cross Safe Path Campaign

A business plan had been requested. This matter would be further discussed by the Group.

e) Anti Social Driving

The Chairman advised that reports of accidents should be made directly to the Police (rather than the Town Council) and reminded all that potholes (and other problems on the road) should be reported directly to Somerset Council who would then deal with the matter in the most effective way. These matters would be raised on social media. The Clerk also reminded members that Chapter 8 training may still be available. If still possible, two spaces would be booked for Graham Page and Richard Willis, as members of the Sports and Social Community Association, to attend (to be funded by that organisation).

f) Highways Matters

Bins on pavements – officers were asked to contact two residents (High Street/Square) to request that they only put the bins out on collection day

Pothole, Hippisley Drive - this would be reported.

Flooding – Wood Lane and Townsend – these continued to be an issue but had been raised with Somerset Highways

Houlgate Way bays and lights – members confirmed that these were parking bays. The Clerk would contact the developers to see when the street lighting would be reinstated.

69.23 Cemeteries, Allotments and Open Spaces Group

a) Report of the Group – December 2023

The group had not met since the last meeting. The allotment inspection would take place this week, with the next group meeting on 15 January 2024.

b) Open Spaces Matter

Fallen Tree – Crossmoor Drove – it was noted that a tree had fallen and the site (which had planning permission for a dwelling) was being cleared. This would be the responsibility of the landowner.

70.23 Leisure and Recreation

a) Report of the Chairman

The group had not met since the last meeting. The next meeting would be held on 15 January 2023. The money was awaited from the football clubs.

b) Play Area and Public Conveniences Logs

The logs were not available, but inspections were taking place with visual checks of all equipment.

c) Litter bins and Hygiene bins

The Chairman would confirm whether the hygiene bin had been installed. No further update regarding litter bins.

d) Town Maintenance Contractor

The Town Maintenance Contractor had worked 9.5 hours during November and December 2023. 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) Report of the Chairman

The next meeting would be held on 22 January 2024.

b) Mayor's Chain

The company had collected the Mayor's Chain in order to provide a quote for the works proposed.

72.23 Draft Budget and Precept 2024/25

The Council had previously considered and approved the budget and precept with a precept of £130,000 (being a 17.12% increase) subject to a further revision of the budget and precept should the Council wish to provide or finance any services during the next financial year that are currently provided by Somerset Council. The Town Council already had responsibility for many assets within the Town.

Members considered the report of the Administration and Finance Advisory Group which had proposed that a further modest increase of £1,000 be made to the budget and precept towards the maintenance of amenity areas and verge cutting. The group also suggested that the Town Council issues a press release to explain the increase in the precept.

Members supported this proposal and suggested that the press release also shows the average increase in monetary terms (i.e. the increase/cost for a Band D property).

RESOLVED: that a further £1,000.00 be allocated to the budget and precept for 2024/25 (to be allocated towards the maintenance of amenity areas and verge cutting) and that, as a result, a precept of £131,000 (being an increase of 18.02%) be approved and a press release be issued, at the appropriate time, to explain the increase in the precept.

73.23 Notification of Interest in Deputy Mayor position for Mayoral Year beginning in May

In accordance with the process, members were asked to let the Clerk know if they were interested in the Deputy Mayor position for the Mayoral year beginning in May. She could then pass them the appropriate paperwork with the nomination of both Mayor and Deputy Mayor taking place in March 2024. The appointments would be made at the Annual Council Meeting on 13 May 2024. It was the usual process for the Deputy Mayor to become Mayor the following year, and Councillor Page, as the current Deputy Mayor, would be happy to be appointed to this position.

74.23 General Correspondence and Diary Dates

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

Changes to Recycling and Collection Days
Fostering in Somerset – Recruitment Campaign

The diary dates are set out below:

Date	Meeting	Time	Venue
Thurs 4 Jan	Admin and Finance	7.30pm	Zoom
Monday 8 Jan	Council	7.30pm	Axbridge Town Hall
Mon 15 Jan	Leisure and Recreation (TBC) Cemetery, Allotments and Open Spaces	6.30pm 8.00pm	The Lamb Zoom
Monday 22 Jan	Personnel and Protocol Planning and Licences – if needed Highways	TBC (likely 6.45) TBC (likely 7.30) TBC (likely 8pm)	
Tues 16	Strategic Planning	8.00pm	15 Hippisley Drive
Monday 5 Feb			
Monday 12 Feb	Planning and Licences Council	TBC 7.30pm	Axbridge Town Hall Axbridge Town Hall

Chairman

Date

Agenda Item 10.7 Monthly financial reports

Agenda Item 10.7a Payments for Ratification (R) and Authorisation - January 2024				
	SSE Southern Electric (R)	Electricity - Public Conveniences	£40.55	(Direct Debit - to ratify)
	SSE Southern Electric (R)	Electricity - Changing Rooms	£157.32	(Direct Debit - to ratify)
DC 23-24 018	Amazon ®	Office supplies	£26.86	(Debit Card -To ratify)
BT23-24 152	Somerset Council ®	Allotment Land Rent	£140.00	(To ratify)
BT23-24 153	Greenslades Grounds Maintenance	Grass cutting - Furlong	£86.40	
BT23-24 154	Mr A Laken	Town Main Contract - Nov & Dec	142.50	
BT23-24 155	Somerset Association of Local Councils	Training	£35.00	
Bt23-24 156	Axbridge Town Hall	Hire of town hall for meetings	1450.00	
BT23-24 157	PATA	Payroll service - January	30.60	
BT23-24 158-162	Payroll - January 2024	Staff salaries and assoc. payroll costs	4341.63	
		TOTAL	£6,450.86	

NB : Payroll in December was 3p less than agreed due to a calculation error (should have been £6601.35)

Agenda item 10.7b Receipts - December 2023

Voucher No.	Date	Customer	Description	
85	29.12.2023	Lloyds Bank - savings	Bank Interest	£32.48
84	11.12.2023	Lloyds Bank	Bank Interest	£86.55
Total				£119.03

Agenda Item 10.7c Direct Debits and Standing Order Payments - Dec 2023

Voucher No.	Supplier	Description	Net	VAT	Total
310	Water2Business	Water and Sewerage - Changing Rooms	£30.50	£0.00	£30.50
309	Water2Business	Sewerage - Moorland Street Car Park	£10.22	£0.00	£10.22
308	Water2Business	Sewerage - Town Car Park	£10.22	£0.00	£10.22
307	Water2Business	Water and Sewerage - Public Conveniences	£54.50	£0.00	£54.50
306	SSE Southern Electric	Electricity - Changing Rooms	£30.48	£1.52	£32.00
305	SSE Southern Electric	Electricity - Public Conveniences	£0.00	£0.00	£0.00
304	SSE Southern Electric	Electricity - Town Car Park	£8.18	£0.41	£8.59
303	Npower	Electricity - Moorland St Car Park	£14.25	£0.71	£14.96
302	BT	Broadband	£18.95	£3.79	£22.74
301	Zoom	Video Conferencing	£12.99	£0.00	£12.99
300	Vodafone	Telephone - Clerk Device Plan	£12.50	£2.50	£15.00
299	Vodafone	Telephone - Clerk contract	£13.34	£2.67	£16.01
298	O2	Telephone - Assistant Clerk	£15.63	£3.13	£18.76
297	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	£0.00	£120.00
296	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
276	Somerset Council	Business Rates - Council Office	£51.00	£0.00	£51.00
Total					£521.49

Agenda Item 6 – Outside Bodies Report

Axe Valley Men Shed update

- The Men Shed is very pro-active. Committee members have been attending local parish meetings to explain that the “Shed” is open to all. They have an even more extended membership as a result of this networking.
- Repair and improvement work is coming along at the Old Station. The task now is to prioritise work to improve efficiency.
- They are working towards applying for planning permission to obtain vehicular access and a dropped kerb.
- They are hoping to be in a position to recommence the clubs and activities that previously took place very soon. They don’t want to only be carrying out work on the property. They hope both work and clubs can take place in tandem and all members can be engaged. Members can just be there to have refreshments and a chat with friends and colleagues.
- They have held their AGM: some new members have been elected to the committee.
- The Progressive Supper has given them a donation.
- While a lot of work is taking place at the Old Station planting and tidying is still carrying on at their “allotments”.

Cllr. Pauline Ham

Agenda Item 9.1 Administration and Finance Report

Axbridge Town Council Administration and Finance Advisory Group

February 2024 Report for Council.

Meetings. A meeting was held on 5th February 2024 at 7.30pm by Zoom, hosted by the clerk.

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

Apologies: None.

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 January. The data was checked by the members and no concerns reported. The football club had paid their charges for last season.

Precept 2024 -25. The form has been sent to Somerset.

Internal Auditor – appointment for 2023-24 annual returns. This was discussed by members. It was agreed that a recommendation should be made to Council to reappoint Mr Young. He is a respected local clerk and experienced at auditing. He has been doing the job for several years at a reasonable cost. Previously it had been difficult to find a qualified person to quote for the work.
(Agenda item.)

Compensation Scheme for Bank Failure. It has been confirmed that the limit of £85,000 for individuals would also apply to Council's accounts at Lloyds. As the Council now receives its precept in full at the start of the financial year it should consider placing some funds with another bank. The Clerk and the A&F chairman will look at the options.

Investment policy. The Council does not have to have a policy, but it will be good practice to set out how short-term investments will be placed and managed, particularly in view of the compensation scheme limit.

Payroll. Members agreed that pension reports from PATA, the payroll administrator, should continue to be purchased, at least in the short-term. This will make access to the data required monthly for the pension provider. more easily available to the clerk.

Insurance. Tenders for insurance will be sought for the next renewal due in June. Group members will check the tender documents at the next meeting.

Computer System. The clerk has been given administrator status, so she has additional access to the on-line system to manage email addresses. This will be tried out shortly. The supplier of the on-line system wants to discuss our cyber security!

Office. Some additional shelving would help with storage. The clerk is to make proposals.

Risk assessment and management. An updated version has been considered by A&F members and will be presented to Council for approval.
(Agenda item).

Financial Regulations. The Council's regulations require updating and a new revision is being prepared. However, a new model version is to be issued by NALC and the advice is to wait for this before making further changes.

Asset Register. Members of the group have looked at the current version and agree that is substantially correct. It is accepted that the system in use could do with updating. It was therefore agreed that all the data should be input to the Scribe system. This will necessitate further checks on the accuracy and completeness of the information.

Open spaces Contracts. The members agreed that, as there is 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. This

requires Council approval.

(Agenda item.)

There are additional works identified for the forthcoming year which will need to be incorporated into the contracts. It is proposed that quotes for these will be obtained on a one-off basis for next year, prior to the tendering process planned to cover the following year.

(Agenda item.)

Attendance Register. Although not mandatory, members agreed that a new register should be purchased to continue to record attendance as previously.

(Agenda item.)

Next Meeting Date. Monday 4th March 7.30pm by zoom.

MT (06/02/2024)

Agenda Item 9.3 Risk Assessment



Axbridge Town Council

Risk Assessment and Management

(Appendix E of Standing Orders)

Areas covered by document:

Finance

Places

Assets

Procedures

People

Last Updated: March 2023

Axbridge Town Council

Risk Assessment and Management

Area	Risk	Level (H/M/L)	Management
Finance:			
Precept	Budget/precept not set	L	RFO diary action to produce report and reminder to A&F.
	Not submitted	L	RFO diary action, A&F monitor
	Not paid by DC	L	RFO monitors. Financial Reserves policy.
Loans	Missed repayment	L	Direct debit arrangement
	Grant for Changing Rooms repayment not received	L	Reserves will cover amount expected from grant.
Cemetery	Invoices to undertakers missed	L	RFO checks monthly against burial records
	Returns to Registrar late or missed	L	RFO diary action
Allotments	Allotment allocation error	L	Register checked by appointed councillor or CAO member
	Invoices to holders late or incorrect	L	RFO diary action Checked against register by A&F
Grants to Council	Application not made	M	RFO diary action/A&F monitors
	Grant not received	L	RFO monitors
Funds	Funds and interest management poor	L	Policy review by A&F annually
Audit	Procedures not followed	M	A&F monitors
Employees' Salaries	Incorrect rate and/ or hours	M	A&F monitors from accounts summary reports
Cheque payments	Incorrect payee or amount	M	Regular checks by Councillors as per Financial Regulations
Capital expenditure	Unsatisfactory goods or service	M	Vet potential suppliers. Legal redress through NALC
Grants by Council	No Power to make	M	Clerk to identify statute
	Not Bona fide organisation	M	Obtain and check accounts and constitution Full council approval
Insurance	Incorrect/inadequate cover, non payment	H	RFO diary action, annual review by A&F
VAT	Not claimed or received	M	RFO diary action to claim 3 monthly. A&F monitors

Places:			
Axbridge Town Car Park	All risks associated with managing and use of the car park	H	Insurance. Inspection by Councillors and employees.
Moorland Street Car Park	All risks associated with managing and use of the car park	H	Insurance. Inspection by Councillors and employees.
Children's Play Area	Accident or fall	M	Annual inspection by external body. Weekly inspection by council employee Regular inspections recorded Insurance.
Changing Rooms	Damage/Fire	M	Insurance Regular Inspection by manager.
	Legionnaires infections	M	Routine checks
	Illness from cleaning materials	M	Correct storing and labelling of products.
	Electric shock from apparatus.	L	PA testing every two years and visually checked regularly. Items newly acquired by the council will be tested straight away.
Public Conveniences Moorland St.	Slip and trip hazards for users and cleaners – possible injury	M	Warning signs
	Vandalism or Fire – possibly injury to users	M	Regular inspections
	Trapped fingers under toilet seat or in door	M	Warning signs
	Locked in toilet – distress	M	Locks routinely checked by council appointed operatives
	Illness from cleaning materials	M	Correct storing and labelling of products.
Allotments	Personal Accident	L	Inspection by appointed Councillor. Insurance.
Cemetery	Personal accidents	L	Inspection by appointed Councillor Insurance
	Damage to buildings, fences, gates	L	Insurance
	Grave allocation error	M	Burial Register kept up to date and checked by CAOS
	Unidentifiable grave or plot	M	All graves without headstones identified from Burial Register. All reserved plots identified by a "Reserved" plaque.
	Grave dug in wrong place or to incorrect depth/current regulations.	L	To be dug in accordance with Cemetery Rules adopted by Council and all relevant paperwork completed.
	Toppling headstone	L	Stability of all headstones assessed every two years. Reported and minuted.
	Unsafe working in cemetery	L	Work in accordance with Cemetery Rules adopted by Council.

Office, Church Rooms	Unsatisfactory Health and Safety standards for employees and visitors	M	Health and Safety assessed annually and when key changes are made.
	Health problems due to Environment and Display Screen Equipment	M	Environment and Display Screen Equipment Assessment Tool will be employed annually in accordance with advice note (covers space, lighting, power, noise, temperature and humidity and DSE)
	Personal Injury from use of Office Equipment	M	Chair, desk, footstool and keyboard provided to minimise injury. Employees to take regular breaks away from the screen. Employees to have annual eye test if requested. PA testing every two years and visually checked regularly. Items newly acquired by the council will be tested straight away.
	Dangerous Equipment	L	No machinery – only office equipment.
	Trip Hazards	L	Cables routed away from walking routes.
	Personal Safety	M	Medical issues which would affect work to be raised with the employer. Female employees to carry rape alarm when leaving the office after dark. Employees to advise Mayor if working in the office outside usual/agreed hours.
	Working alone	M	Lone working policy reflected in Contract of Employment
	Unauthorised access to Church Rooms and office	M	Main door locked when in office and the Church Rooms not in use.
	Fire or major incident (Access and Exit)	M	Fire Risk Assessment regularly carried out by the Parochial Church Council – and made available to Council. Access and Exit routes defined as ---Front door (ground floor) ---Fire escape (first floor landing)
	Violence from visitors	L	Front door locked so no unexpected visitors. Church Rooms used at regular intervals. Doorbell will warn of visitors who are greeted downstairs (with chain on door if rooms not in use) before being invited to the building. Appointments to be recorded in diary. Clerk to have mobile phone and be aware of emergency numbers. Any incidents to be logged and reported to the Mayor.
Assets:			
Computer hardware and software	Loss of data or access to data.	M	Automatic backups held remotely. Mayor and Deputy Mayor to hold access passwords and details of where data is stored

			in the event of unavailability of such information.
	Malfunction of or damage to hardware	M	Repair locally or re-purchase at short notice, in conjunction with regular data backup and retention of installed software for re-installation.
	Need to re-install software	M	Software CDs to be kept securely in fire safe
	Unauthorised access to sensitive data	L	Password-protected PC access using a “strong” password, and password-protected screen-saver. Confidential documents to be password-protected. No sensitive data to be stored on removable magnetic media or emailed. User to log off when not using the PC.
	Interruption to critical work due to system failure	M	Ability to re-instate backed-up files to another PC for temporary use. Access to webmail from another PC.
	Threat from virus or other attack	M	Use of up-to-date anti-virus software and use of firewall. Install updates to operating system regularly.
Important documents and paper records	Loss due to fire or theft	L	Stored in locked fire-safe. One set of keys to be kept by clerk and one by Mayor.
Bus shelters & seats	Damage, personal injury.	M	Insurance. Regular inspection, cleaning and maintenance.
Trees	Personal injury or damage to property	M	Maintain Log of all trees and their condition. Procedure in standing orders. Regular inspection by qualified person
Procedures:			
General	Incorrect/illegal procedures or actions	M	SALC membership for advice and legal services.
Meetings	Failure to advertise or notify councillors correctly	L	Chairman checks procedures in line with Standing Orders.
Events	General	M	Specific risk assessment carried out before event
	Illness due to food or drink supplied at event	M	Check caterer’s hygiene and insurance certificates.
Contracts	Accidents	L	Ensure copy of suppliers’ current insurance certificates received.

People:			
Clerk’s duties	Loss or illness of clerk	M	Monitoring of performance, contract and job description by designated committee including annual review. Training. Councillors available with appropriate skills.
	Fraud	L	Fidelity insurance, level of cover agreed with auditors.
Councillors	Liable/ Slander	L	Standing Orders, Insurance

Meetings	Inaccessibility of venues. Disabled persons needs not available.	M	Clerk or Chairman of meeting to assess suitability of venue and needs of disabled people to comply with legislation.
	Venue unsafe for those attending.	M	Clerk or Chairman of meeting to assess safety of venues. Premises fire risk assessments to be obtained.
Site meetings	Road accident	M	All councillors and employees supplied with visibility jackets.
Exceptional weather	Snow and/or ice affecting transport and access to local facilities	M	Clerk to follow Action Plan.

A&F = Town Council Administration and Finance Advisory Group
 CAOS = Town Council Cemeteries, Allotments and Open Spaces Advisory Group
 SDC = Sedgemoor District Council
 L&R = Town Council Leisure and Recreation Advisory Group
 SALC = Somerset Association of Local Councils
 RFO = Responsible Financial Officer

Adopted by Council on 13 March 2023 (minute 200.22(d) refers)

Reviewed by Admin and Finance Advisory Group: 5 February 2024

Agenda Item 9.9 Monthly Financial Report

Agenda Item 9.9a Payments for Ratification (R) and Authorisation - February 2024				
332	15.01.2024	PATA UK (R)	Payroll - service	£30.60
344-348	Various	Payroll - January 2024 (R)	Staff salaries and assoc. payroll organisations	4341.63
333	15.01.2024	Amazon (R)	Office supplies (this entry had already been added)	£0.00
343	17.01.2024	Amazon (R)	Hygiene bin, Public Conveniences	£38.99
349	26.01.2024	EasyFrame (R)	Civic Service expenses	£48.60
350	29.01.2024	Amazon (R)	Civic service and admin expenses	£26.07
352	31.01.2024	Society of Local Council Clerks Enterprises	Subscriptions	£154.00
353	31.01.2024	A1 Gardening and Tree Surgery Limited	Open Spaces Contract - various	£220.00
354	31.01.2024	A1 Gardening and Tree Surgery Limited	Open Spaces Contract - various	£220.00
355	31.01.2024	PATA UK	Payroll - Setup and service	£7.30
356	31.01.2024	Information Commissioners Office	GDPR Data Protection Renewal	£40.00
357	31.01.2024	H&H Alarms Ltd	Office Alarm	£103.80
358	06.02.2024	PATA UK	Payroll - Setup and service	£37.90
359	23.02.2024	Payroll - February 2024	Staff salaries and assoc. payroll organisations	£4,341.63
		Starboard Systems Ltd t/a Scribe Accounts	Cemetery and Allotments renewal	835.20
		Starboard Systems Ltd t/a Scribe Accounts	Accounts renewal	792.00
		Town Maintenance Contractor	Town Maintenance Contractor - January 2004	
			TOTAL	£11,237.72
NB Powers of Spending:	The Town Council has the General Power of Competence			
	The latest bank reconciliation reconciled the accounts to 31 January 2024 - Total: £69 413.06			

Agenda Item 9.9b Receipts January 2024				
Voucher No	Date	Customer	Description	Total
89	31.01.2024	Lloyds Bank - savings	Bank Interest	£36.99
86	27.01.2024	Mark Sheppard (M J Sheppard Funeral Directors)	Cemetery fees	£120.00
87	27.01.2024	Axbridge Saxons Juniors and Axbridge United c/o Richard Willis	Hire of changing rooms	£1,295.00
88	09.01.2024	Lloyds Bank	Bank Interest	£59.48
			TOTAL	£1,511.47

Agenda item 9.9c Direct Debit and Standing Order Payments - January 2024

Voucher No	Supplier	Description	Net	VAT	Total
351	Zoom	Video Conferencing	£12.99	£0.00	£12.99
342	Npower	Electricity - Moorland St Car Park	£14.85	£0.74	£15.59
341	Public Works Loan Board	Loan Repayment - Town Car Park	£5,201.03	£0.00	£5,201.03
340	BT	Broadband	£18.95	£3.79	£22.74
339	Vodafone	Telephone - Clerk Device Plan	£12.50	£2.50	£15.00
338	Vodafone	Telephone - Clerk contract	£13.34	£2.67	£16.01
337	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	£0.00	£120.00
336	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
295	Somerset Council	Business Rates - Council Office	£51.00	£0.00	£51.00
292	Water2Business	Water and Sewerage - Changing Rooms	£30.50	£0.00	£30.50
291	Water2Business	Sewerage - Moorland Street Car Park	£10.22	£0.00	£10.22
290	Water2Business	Sewerage - Town Car Park	£10.22	£0.00	£10.22
289	Water2Business	Water and Sewerage - Public Conveniences	£54.50	£0.00	£54.50
288	SSE Southern Electric	Electricity - Changing Rooms NB (DD NOT TAKEN)	£30.48	£1.52	£32.00
279	O2	Telephone - Assistant Clerk	£15.63	£3.13	£18.76
	TOTAL				£5,714.56

Highways Report for meeting Monday 12 February 2024

Car Parks

- Pauline Ham to clarify the quotes previously provided.
- To expand the 48 hour free parking sign to include *Axbridge Town Car Park*
- To have a white line painted next to the disabled space in Moorland Street.
- To confirm defib signs already agreed.

Redundant signs

- Somerset Council asked if we have any redundant road signs that could be removed – we don't.

Townsend Junction

- It would seem there is little we can do to enforce the stop signs from the slip road until the police have the availability to issue fines.

Flooding at Townsend and Wood Lane, on the by-pass.

- Highways are aware but continue to be involved with communities currently suffering from major flooding.

Bus Stop Cleaning and Kissing Gate

- Andy is planning on cleaning the bus stops in the week before our meeting, but this will be weather dependent. The £2 decals have been stuck on.
- We hope to confirm the exact siting for the kissing gate.

Black bins in High Street

- The black wheelie bin remains on the pavement by the flats at the Old Butcher's in The High Street. As we don't know who it belongs to can we suggest that a note is stuck to the lid. Can we confirm that it is in use, if not we could just remove it.

Square furniture.

- The bench by the Alms House has been hit by a bus again. We have taken it away. A bench table is now in the slot – do we think this is safe?
- Mike Anderson, chair of the Town Trust, has been asked to talk to the Alms House and The Oak House to ask them to remove their furniture that is stored in The Square or that is not in use. (Rik Canham will be chair from Monday).

Cross Lane Footpath.

- Frankie and I will fix a date to talk with the Cross Lane Footpath Committee.

Houlgate Way

- Street lights - Hopefully they will be back in place in March.
- We are led to believe work on site will recommence in March also.
- The railings are leaning at a potentially dangerous angle – to ask Katie if she could contact someone to come out and tidy it.

Prowse Lane

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

SIDS

- Cllrs Mitton and Ham met with Rik Canham and Tony Strange, from the SID group.
- They are requesting that the Council signs the Memorandum of Understanding. This will not involve any cost to the Council and the police will not support the project unless the Council agrees.
- The SID group will do all and any work involved in the project: they will a complete any grant applications although these will need to be signed off by the Clerk as the group will be working on our behalf.

- They plan to apply to the Police Road Safety Fund who will, if they have the funds, grant up to a maximum of £5,000.
- The cost for 2 devices and mountings is quoted at £5,420. We suggested further possible companies to approach for grant funding.
- They are looking to have 2 devices but 1 would work as they are proposing 4 sites and the device can only be operational for 1 week in any one site.
- Once the MoU is signed and the police are on board someone from Highways will attend to advise on suitable sites.
- The police will cover insurance costs, the team will be trained to move the devices and will charge the devices when they need it.
- Batteries have a 3 to 4 year life and cost approx. £65 to replace,

We recommend that we sign the Memorandum of Understanding.

Street Lining and Gateway

- Cllrs Wells and Ham “toured” Axbridge to confirm street lining that needs to be redone or where new lining is required. (May is the deadline for new lining). We took photos where relevant but I can't download them!! A work in progress.
- **Town Gateway** – we suggest that a sign would be by the 40mph sign. This doesn't impede any field of vision. I will confirm the size of the sign and height of the posts. Aileen from Highways will need to agree to the position. Road markings adjacent to the sign, either dog tooth or parallel lines on the road and similar markings by the 20mph sign just before Hippisley Drive.
- **Markings around the town:** this is still a work in progress
 - 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 – new double yellows.
 - St Mary's Street - All the markings need refreshing.
 - Moorland Street – double yellow lines on right going down – new and refresh some.
 - Moorland Street – white line at entrance to the Furlong – refresh
 - Moor Green – double yellow lines in front of Moor Green Cottage and Walnut Farm
 - Bailiffs Close - double fellow lines going round both sides at the junction with Moorland Street.
 - Old Church Road – lines need refreshing and by the chemist if appropriate
 - Road markings for a Gateway entrance at top of West Street.
 - Townsend – all the markings need refreshing.

Agenda Item 11.1 Cemeteries, Allotments and Open Spaces Advisory Group

Report – Meeting held on 15th January 2024

Zoom meeting start: 8pm Finish 8.30pm

Apologies: Kate Browne and Graham

Allotments

- Inspection 10th January report has been written and sent to advisory group. Plot 7C failed inspection, the tenant resigned before Assistant Town Clerk had sent email of findings to the plot holder.
- It was agreed that plots 10A and 10B were in such a state no individual would want to take them on. The Assistant Town Clerk to look at contact list from 2021 as suggested by Cllr Faulkner of local people interested in green spaces/projects, plus the community allotment group, and/or Rotary Club.
- Assistant Town Clerk to send advertising copy for empty plots to Cllr Mitton to advertise on Facebook.
- Subsiding path by Plot 2B. It was agreed Assistant Town Clerk to ask Andy Laken to trim path and look at what could be done to make it safe and how much will it cost.
- Hogweed. It was agreed that due to the issue of severe skin irritation being raised, we should change the date the contractors trim to end of March to stop seeding/spreading.
- It was agreed not to discuss increasing rent until it is known how much the subsiding path will cost, the cost of sorting 10A and 10B and what the National Trust will charge for the supply of water.

Cemetery

- It was agreed to set a date for annual cemetery inspection week of 8th July before the monthly CAOS meeting.
- Inputting of cemetery data on to Scribe is going well but will take another couple of months to complete due to the amount of data.

Path maintenance of moss and overgrowth -it was agreed that it should be added to open spaces contract. To be considered by Council via A&F.

Open Spaces

Nothing to report.

Any Other Business

- Notice board – Andy Laken has said it is something the Men's Shed can do. He will coordinate.
- Andy Laken has been unwell, so the gate post has not yet been sited. It is on his list of jobs to do.
- The cemetery sign as you enter from the bypass has been cleaned but is unreadable at present. Gilding of the sign will be done imminently weather permitting.

Date of Next Meeting

19 February 2024

Agenda Item 12.1 Leisure and Recreation Report

Leisure and Recreation meeting held Monday 15 January 2024

(and updates)

Present: Pauline Ham, Reece Faulkner, Frankie Mitton, Mike Taylor and welcome to Richard Willis.

Apologies: Graham Page, Andrews Mearns.

Play area.

- The padlock on the work entrance gates is missing. None of the contractors know where it is. A replacement has been purchased from Maunders (£19.99 inc vat). Darren is putting it on the gate.
- There was broken egg on one of the swings at the weekend. It has been cleaned off. Darren has been asked to clean the seats occasionally as they obviously get quite dirty!
- Children are playing football inside the play area. There is a no ball games sign by the stile entrance but nothing on the top railings, by the gate. We need a price for 2 signs which need to be slightly bigger and to include "by order of Axbridge Town Council". **Quote requested**
- The play area is looking good but we need to be watchful of the soil erosion at the base of the fence on the car park on the car park side of the area.
- Moss is building up on the safety surface and GB Leisure has a product that penetrates. Darren can do this. We are waiting to hear if this is better than the product he is currently using.
- We were asked to look at providing bins with lids in the play area but, on inspection, the bins in situ are in good condition and are doing a good job. We agreed to look at replacing bins as and when a need arises.

Furlong

- The fence by the hedgerow behind Furlong Place (by the Penn Way entrance) is broken. Andy has been asked to remove this and to remove the broken sign by the path at the top of the Furlong.
- The fence to the Furlong Car Park has been damaged again. This has been fixed so many times it is now beyond repair. Darren has an estimate for materials to carry out a complete replacement. **£500**. It is important to carry out this work as soon as possible to prevent vehicles driving on to the field and to prevent potential injury.
- The fence to the school play area is broken and the school has been contacted..
- We discussed the possibility of extending and/or marking the car park. We will look at the various options and see if they would be worthwhile. To also be referred to SPAG for consideration.
- The football club is still leaving goal posts out, lying untidily near the containers. Apparently they are planning to scrap them – Richard to follow this up.
- Payment has been received for last season. Hopefully Richard and I will arrange a meeting with the football clubs.
- The main field is looking good. Matches are being played and the pitches seem to be holding up, despite all the rain. We requested an extra cut for the weekend of 13th/14th for the pitch, at the footballers' request.

Changing Rooms

- Legionella testing has been carried out. Darren will do regular test.

Toilets

- A new hygiene bin is now in the cubicle that didn't have one. (£38.99 inc. vat)
Additional are in the cleaners' cupboard.
- We discussed the possibility of buying litter bin to fix to the railings. **Cost £126.56, with a hood.** We could ask Darren to put the liner and rubbish in the bin in the car park, once a week or we could investigate the cost to add it to the emptying service.
- Clean wall in car park.

Electric work

- **The outside lights on the toilets: one is not working properly and all would benefit from being changed to LED while the work is being carried out. Also, to replace damaged PVC conduit with galvanised steel. £280**
- **Fixed wiring inspection and test. This is a legal requirement, recommended every 5 years.**
 - **Toilets £300**
 - **Changing Rooms £570**

Recommend to accept these quotes from CNE..

Water fountain

- It is switched off – still no resolution.

Check lists

- Darren has the updated lists. Hopefully he will now be able to complete them on line. He will complete the first one for the March meeting.
- Darren and I have both completed visual checks.

Cllr Pauline Ham

Agenda Item 13.1 Personnel and Protocol Committee Report



Axbridge Town Council Draft Minutes of the Personnel and Protocol Committee held on Monday 22 January 2024 in Axbridge Town Hall

Meeting commenced: 6.45pm

Meeting concluded: 8.07pm

Present: Councillors Mitton (Mayor), Page (Deputy Mayor), 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

RESOLVED: that apologies for absence from Councillor Browne (personal commitment) be received and approved.

78.23 PL Declarations of Interest – none

79.23 PL Minutes of the Committee Meeting held on 27 November 2023

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 27 November 2023 be approved as a correct record and signed by the Chairman.

80.23 PL Public Participation – none.

81.23 PL Exclusion of Press and Public

RESOLVED: that, in view of the confidential nature of the business about to be transacted (minutes 89.23 PS – 91.23 PS refers) which contain 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.

At this juncture, Mrs Brice left the meeting.

82.23 PL Confidential Item: Assistant Town Clerk – Appraisal

The Assistant Town Clerk had her appraisal and various aspect of the role were discussed.

After her appraisal, Mrs Weir left the meeting.

83.23 PL Confidential Item: Town Clerk and Responsible Financial Officer

At this juncture, Mrs Brice re-joined the meeting.

The Town Clerk had her appraisal and various aspects of the role were discussed.

84.23 PL Confidential Item: Any action arising from appraisals

No action was needed.

85.23 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.

86.23 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.

87.23 PL Sergeant at Mace vacancy

The Sergeant at Mace had tendered his resignation. Members considered a draft advert for an "Honorary Mace Bearer" vacancy. Any applications received by 19 February 2024 would be considered at the next meeting of the Committee – in time for attendance at the Civic Service (if a successful appointment was made). Otherwise applications would be considered at the next appropriate meeting.

RESOLVED: that the advert be approved and publicised accordingly.

88.23 PL Civic Service

The Civic Service would be held Sunday 3 March 2024. Entertainment had been arranged including Axbridge Singers and the Brass Band. Cheddar Guides and Rangers had been invited and would be happy to serve refreshments and offers had been made for the making of cakes (special dietary cakes to also be purchased). Councillor Ham would contact the Bell Ringers. The preparing of citations was agreed. The Mayor would consider the Order of Service and the Clerk would speak with the church regarding arrangements for the day. A rehearsal would be held on Saturday 2 March 2024 at 10am.

89.23 PL Remembrance Day

A meeting had been held with representatives of the Royal British Legion. The Town Council would be happy to assist with arrangements for Remembrance Day and a further meeting would be held in August 2024, to also include Church representatives, to agree the best way forward.

90.23 PL Responsibilities and Organisation Structure and Contract

A draft revised job description had been prepared. Councillor Ham, as Chairman of the Leisure and Recreation Advisory Group, would consider this in more detail to facilitate discussion at the next meeting of the Committee on 26 February 2024.

91.23 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 and would register the Council. Following a request, Sandford Station would be advised that it was not possible to book the Town Crier who attended community events within Axbridge, on behalf of the Council.

92.23 PL Kings Portrait

It was understood that Principal Authorities were now able to apply for a free portrait of the King and that this would be extended to local councils in February 2024.

93.23 PL Celebrating 50 years of Axbridge Town Council

Members wished to celebrate 50 years of Axbridge Town Council and would discuss this more fully at the next meeting. The most favoured option, at present, was combining this celebration with the carnival lunch (with a float/walking entry).

94.23 PL Date of Next Meeting

RESOLVED: that the next meeting be held on 26 February 2024.

Chairman

Date

Agenda Item 14.1 Strategic Planning Advisory Group Report

SPAG report. Meeting held Tuesday 16 January 2024.

Present: Pauline Ham, Frankie Mitton and welcome to Barbara Wells.

Apologies: Graham Page, Kate Browne.

The Old Station Building (to be known as Axe Valley Men Shed)

There is an update on the work they are doing in “other organisation reports”.

A letter (attached) has been sent to the Action Group in response to their request for parking on the Old Station land. There is an error in the letter which refers to the Cheddar Valley Men Shed and not Axe Vale Men Shed.

Parking

- We plan to collect more information on costs and requirement for parking on the land in Chestnut Avenue, primarily behind the Pennings. We will look at the area by the churchyard but this will require a large financial outlay. We hope to obtain advice from an expert in Highways.
- We will also look at the plausibility of extending the car park on The Furlong and of marking defined parking spaces.

Sustainability

- We are looking at what is available to work towards creating a carbon neutral Axbridge. To see what companies could offer and what grants are available.
- Restrictions – we would have to work within the restrictions and requirements of the AONB and listed buildings consents.

Cllr Pauline Ham



24 January 2024

Dear Jane Anderson and Axbridge Action Group

Axbridge Town Council (ATC) has considered your suggestion on the installation of parking at the Old Station. At this time, we feel unable to support your proposal as we have reservations under several headings, namely:

- Highways
- Local Facilities
- The proposed site
- Costings

Highways

It is ATC's understanding that Somerset Highways are unlikely to allow access and egress to the A371 whilst the speed limit remains at 60mph. As a Council, we have made repeated efforts to get the speed limit lowered to facilitate safer crossing of the A371 by residents on Hillside. We continue to pursue this aim and would welcome support from all interested parties.

We understand that members of the Cheddar Valley Men's Shed (CVMS) are currently seeking permission for the installation of a dropped kerb to facilitate access to the Old Station site. The outcome of this request will obviously have bearing on the possible future access to the site as a whole.

Local Facilities

As part of the agreement to sub-let the Old Station, CVMS are exploring the possibility of extending use of the site to local clubs who may wish to use the sports court for netball, basketball, and five-a-side football. It is planned that such usage would lead to refurbishment of the court.

ATC planning committee has no plans to demolish the court as it offers a resource for youth and other local interest groups.

Similarly, Somerset Council is obliged to submit any requests for change of use to Sports England for consideration. Again, hard evidence of the irrelevance of the facility to the local community would need to be supplied.

Put simply, planners are likely to prioritise people before cars.

The Proposed Site

There are a number of issues associated with the site that are of concern.

Is there any evidence to support the assertion that parking spaces on this site would be of interest to the people of Axbridge? How many residents would use the site and how many spaces would be available?

The Equality Act 2010 requires providers of services and facilities to make reasonable adjustments in order to avoid a disabled person being placed at a 'substantial disadvantage' compared with non-disabled people when accessing services and facilities. Providing appropriate access to The Square appears to be a major issue.

Similarly, issues associated with drainage, lighting, and load levels for the containing walls to the south of the site would all need expert assessment.

Costings

We are concerned about the potential costs associated with planning and implementation. We were disappointed that your presentation did not supply any suggestions as to where funds to meet these costs may be secured.

Our reservations cover both an initial feasibility report, including items such as structural engineer, design, traffic and groundworks reports together with the implementation and operational phases where things such as laying of an appropriate surface, electric charging points, signage, white-line painting, lighting, security, patrolling and repairs all need to be considered.

Having only recently finalised an initial lease from Somerset Council, we are only too well aware of the high costs of legal fees associated with any renegotiation of the lease.

Overall, the likely costs associated with this project would, we believe, grossly exceed budgets.

In summary, Axbridge Town Council cannot support the project as currently proposed. If we see a reduction in the A371 speed limits and have evidence that the sports court is of no interest to the local community, then, hard evidence of a real and sustained demand for parking on this site, may warrant further consideration at some time in the future.

Yours sincerely,

Pauline Ham, Chair of Highways ATC

Franchesca Mitton, Mayor ATC

On behalf of Axbridge Town Council

Agenda Item 17 Correspondence 4 January – 7 February 2023

(not mentioned elsewhere in the agenda papers)

SC = Somerset Council

Outside Bodies

- Avon and Somerset Constabulary – Crime Statistics
- Axbridge and District Museum Trust – report
- Clerks and Councils Direct
- Somerset Association of Local Councils – Engage Everyone in Your Community Themed Summit (21 Feb) Clerk and Officer training (mostly finance related), councillor training and tree consultancy training
- Somerset - Local Clerks meetings
- Society of Local Council Clerks - Bulletin and updates and engaging your community summit

Planning

- SC – Axbridge Court Nursing Home, Environmental Health
- SC – St Michaels Cheshire Home
- Bellway – Street lighting, Houlgate Way (hopefully due 3 months)
- CPRE – membership and campaign update inc speak up for rooftop solar
- Applicant – thank you
- National Grid - workshop
- North Somerset Council - Wraxall and Failand Neighbourhood Plan Additional Regulation 16 Consultation; Local Plan 2039 pre submission proposals
- Stonewater Housing Management - Somerset Team
- Individual - Request for Interview Participation - Dissertation on Flood Risk Management in the Somerset Levels
- Ordnance survey
- SC - weekly planning applications and decisions

Admin and Finance

- Parish online – weekly meetings and newsletter (now provide .gov domains)
- WB Design & Construction – contractors – open spaces, grass cutting, bin emptying
- Scribe – various webinars
- Utility Aid - Risk Management in Energy Procurement
- Somerset Playing Fields Association – loan
- Zurich insurance – help/advise during bad weather (risk guidance)
- CoreClean – Cleaning of bus shelters - contractors
- Take part in The National Archives' survey of all archives
- Scribe training
- Hedgehogs R Us - Hedgehog highway project
- Ordnance Survey – re service
- Citizens Advice – grant request
- Utility Aid- Energy savings tips
- Vodafone - We've started switching off our 3G network across the UK
- Product/sales – LexisNexis, The Print Hive

Leisure and Recreation

- SC - Hygiene bin, public conveniences
- Wallgate – service report
- Somerset Playing Fields Association – Competitions
- Seed Sedgemoor
- Residents – black wheelie bin
- BOK – proposed orienteering event in Axbridge
- What' on – Bristol and Weston
- Product Information: Ava Recreation, Broxap Group, Creative Play, Elevate Play, Kompan, NBB, Sunshine Gym, Sutcliffe

Highways

- Somerset Highways – Pothole in Jubilee Road reported; Parking bay in Moorland St,

- Somerset Bus Partnership – reminder of SC budget consultation, £2 decal posters put in place, need to clean shelters
- Resident – path/vegetation maintenance
- Resident – access gate request
- Compton Bishop Parish Council – follow up Cross safe path campaign
- Products – Start safety, Safety signs for less;

Cemetery, Allotments and Open Spaces

- Somerset Wildlife Trust – Voting for nature webinar
- Mendip Hills – Volunteer of the year; **Cheddar Gorge for everyone consultation**
- Allotment tenant – information on umbellifer burns
- Product – GordonNellis (planters)

SPAG

- South West Project Management
- Somerset Film

Personnel

- Sandford Station – Town Crier

Environmental

- Centre for Sustainable Energy – newsletters
- SORTED – newsletter (waste and recycling)
- Somerset Wildlife Trust - Fancy going Caving for Nature in March? Membership offer
- SEEN – Somerset Environment newsletters inc Help shape Somerset's Local Nature Recovery Strategy

General Correspondence

- Somerset Council Press Releases: Press release: Waste collection service guides will arrive next week – ‘Check it, keep it’; Press release: Check if you have a one-off collection of rubbish
- Our Somerset newsletter (health and care); Press release: Ditch the disposables and discover reusable personal care products
- Primary Care – defibrillators
- London Hearts – defibrillators grants
- Somerset Sight – volunteer visitors needed
- Clerk's meeting – various updates including waste recycling centres
- Somerset Prepared – Winter newsletter
- Individual – Boxing Day hunt
- LCN – minutes of January meeting and action points
- Individual – family history

DIARY DATES

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	
Monday 4 March	Admin and Finance	7.30pm	Zoom
Monday 11 March	Planning and Licences Council	TBC 7.30pm	Axbridge Town Hall Axbridge Town Hall