

# **AXBRIDGE TOWN COUNCIL**



## **Agenda Item 7.1 Axbridge Town Council Draft Minutes of the Planning and Licences Committee held on Monday 28 October 2024 in Axbridge Town Hall**

**Meeting commenced: 7.30pm**

**Meeting concluded: 7.47pm**

**Present:** Councillor Jenkins (Chair), Ham, Jordan, Page and Taylor

**Also in attendance:** Mrs Brice (Town Clerk)

**69.24 PL Apologies for Absence - none**

**70.24 PL Draft Minutes of the Planning and Licences Committee Meeting held on 23 September 2024.**

**RESOLVED:** that the minutes of the meeting held on 23 September 2024 be approved as a correct record and signed by the Chairman.

**71.24 PL Declaration of Interest and Dispensations - none**

### **Interests:**

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to the reserved matters planning application 02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way - living close to the site (minute 74.24 PL refers) (see below for dispensation).

### **Dispensations:**

Councillor Taylor had a dispensation to speak and vote on applications relating to this site (02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way) and indicated he wished to use this dispensation at this meeting (minute 74.24 PL refers)

**72.24 PL Public Participation - no members of the public were present.**

**73.24 PL Planning Applications**

**Planning application number:** 02/24/00023/JMS (Full Planning Permission)

**Proposal:** Internal alterations and creation of a covered garden kitchen.

**Location:** 16 West Street, Axbridge, Somerset, BS26 2AD

**RESOLVED:** that Somerset Council be advised that Axbridge Town Council has no observations to make on the above-mentioned application.

**Planning application number:** 02/24/00024/JMS (Listed Building Consent)

**Proposal:** Internal alterations including the removal of a staircase, internal wall, opening up of alcove, installation of a stud wall, insertion of a window to the west elevation, creation of a covered garden kitchen area, replacement of render to all elevations and repainting of doors and windows.

**Location:** 16 West Street, Axbridge, Somerset, BS26 2AD

**RESOLVED:** that Somerset Council be advised that Axbridge Town Council has no observations to make on the above-mentioned application.

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### **74.24 PL Houlgate Way Development**

The Clerk had passed on the information to the developers regarding shared ownership. Members had previously suggested street names for the road(s) within the development. The Clerk was asked to forward the earlier correspondence to the developers as a reminder of this input.

### **75.24 PL Planning Applications delegated to the Clerk or Notified by the Planning Authority**

Notification of Tree Application: Proposal: To remove 2 No. stems of 1No. Macrocarpa (T1) from either side of main stem at 40 West Street (02/24/00025/SR) – responded with no observations

Notification of Tree Application: Proposal: Fell 1No. Grey Alder (T4518), 1No. Norway Maple (T4519) and 1No. Rowan (T2593) Location: Axbridge C of E First School Academy (02/24/00026/SR) – responded with no observations

### **76.24 PL Recent and Current Planning Applications**

Members received the list of recent and current planning applications. The Clerk advised that the application for change of use to a dwelling on land to the West of St Michael's and the North of A371 had been withdrawn after registration (02/24/0008)

### **77.24 PL Enforcement Matters**

There was no further update on any of the sites to the north of the A371.

### **78.24 PL Licensing Matters – none.**

### **79.24 PL Biodiversity**

The working policy had been adopted and members would consider biodiversity matters when reviewing planning applications. This would remain as a standing item on the agenda.

### **80.24 PL Planning Decisions and Correspondence Received**

Members received the following correspondence:

- Planning App 17/23/00100 North of Helliars Lane, Cheddar: the Clerk had been copied into the response from the Agent to Cheddar Parish Council
- CPRE Countryside Charity: drawing attention to their response to the National Planning Policy Framework. Councillor Taylor would see if he could attend the Building Better Places event.

### **81.24 PL Date of Next Meeting**

**RESOLVED:** that the next meeting be held on 11 November 2024 prior to Council (if needed) or on 18 November 2024, as appropriate.

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Chairman

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Date

# AXBRIDGE TOWN COUNCIL

## **Agenda Item 8.1 Axbridge Town Council Administration and Finance Advisory Group**

### **November 2024. Report for Council.**

**Meetings.** A meeting was held on 4th November 7.30pm by Zoom, hosted by the clerk.  
Members Present: Councillors Ham, Jordan, 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 for the meeting. These showed the financial position at the end of October. The data was checked by members and no concerns were raised.

**Bank Accounts.** It was agreed that £50,000 would be transferred to the Unity Bank Instant Access Account as soon as the first CIL payment is received and that a list of interest rates would be compiled to assist with managing the savings accounts. The clerk will make some test transfers before the main transaction in order to familiarise herself with the system.

**Monthly Internal audit.** None to report.

**Budget for 2025-2026.** The advisory group recommends that the budget heading for salaries be increased by £1000 to ensure that the changes in tax rates announced in the recent national budget are covered. It is proposed therefore that a precept of £134,000 (a 2.3% increase) is set for the financial year 2025-2026. A statement showing the budget and precept agreed by Council will be issued to members.  
(Agenda item.)

**CIL.** Four equal payments relating to the Houlgate Way development are expected covering a period from November 2024 to April 2026. It has been suggested that SPAG should look at how the levy could be used for the benefit of the community and make recommendations to Council.

**Computer System/Cyber security.** It was agreed that the actions on the report from Peter Taylor, previously circulated, would be prioritised for Council to consider. It is likely that the email system would be the top priority for improvement.

**Website Accessibility. (WCAG2.2AA compliance).** The appointed contractor is to provide training and is being sent data to create the new site.

**Risk Assessment and Management document (Standing Orders Appendix E).** This document will be updated to cover the newly acquired recreation land.

**Asset Register.** The recently acquired land will be added to the asset register.

**Review of the system of Internal Control, financial regulations and audit.** The annual report for Council is given below. Approval is required.

During the year the following actions have been carried out as a rolling review.

Revision of the financial regulations (Standing Orders Appendix B) is in progress, to be followed by a Standing Orders update.

Remits of Committees and Advisory Groups have been checked and revised.

All policies and the Risk assessment have been checked and altered as necessary.

The documents listed in the A&F remit for submission to Council have been completed, these include quarterly financial statements and budget reports.

The annual external and internal audit systems have been checked as part of the auditing process.

The monthly internal audits have been checked by A&F and reported to Council.

(Agenda  
item.)

**Date of Next Meeting.** Monday 2<sup>nd</sup> December at 7.30pm by zoom.

MT (07/11/2024)

# AXBRIDGE TOWN COUNCIL

## Agenda Item 8.8 Monthly Financial Report – November 2024

Agenda Item 8.8a Payments for Ratification (R) and Authorisation - November 2024						
Voucher No	Date	Supplier	Description	Net	VAT	Total
216	18.10.2024	Ax Sport and Social Club Association (R)	Drinks - carnival	£88.20		£88.20
244	11.11.2024	Greenslades Grounds Maintenance	Grass cutting - Furlong	£144.00	£28.80	£172.80
245	11.11.2024	PATA UK	Payroll - monthly service	£37.90	£0.00	£37.90
246	11.11.2024	Chris Groves Associates	Tree Survey	£720.00	£144.00	£864.00
247	25.11.2024	Staff salaries and assoc. payroll organisations	Payroll - November 2024	£4,341.63		£4,341.63
		A Laken (R)	Town Maintenance - Sept			TBC
		A Laken	Town Maintenance - Oct			TBC
		P C Rescue	IT works (printer)			TBC
		Display Wizard	Notice Board			TBC
			<b>TOTAL</b>	<b>£5,331.73</b>	<b>£172.80</b>	<b>£5,504.53</b>
<b>Notes</b>		<b>Spending Powers:</b>				
		The Council has the General Power of Competence				
		<b>Bank Reconciliation as at 31 October 2024</b>				
		£124,289.30				

Agenda Item 8.8b Receipts - October 2024				
Voucher No.	Date	Customer	Description	Total
61	31.10.2024	Lloyds Bank - savings	Bank Interest	£34.10
60	31.10.2024	Wales and West Utilities	Use of land as a compound	£75.00
59	21.10.2024	Axbridge Community Allotment Association	Allotment rent	£60.00
58	09.10.2024	Lloyds Bank	Bank Interest	£92.38
			<b>TOTAL</b>	<b>£261.48</b>

Agenda Item 8.8c Direct Debit and Standing Orders - October 2024						
Voucher No	Supplier	Description	Net	VAT	Total	
227	01.10.2024	Axbridge Parochial Church Council	Office rent	£600.00	£0.00	£600.00
228	01.10.2024	Water2Business	Water and Sewerage - Public Conveniences	£38.50	£0.00	£38.50
229	01.10.2024	Water2Business	Sewerage - Town Car Park	£10.71	£0.00	£10.71
230	01.10.2024	Water2Business	Sewerage - Moorland Street Car Park	£10.71	£0.00	£10.71
231	01.10.2024	Water2Business	Water and Sewerage - Changing Rooms	£53.50	£0.00	£53.50
232	03.10.2024	O2	Telephone - Assistant Clerk	£6.66	£1.33	£7.99
233	10.10.2024	Somerset Council	Business Rates - Council Office	£56.00	£0.00	£56.00
234	17.10.2024	Npower	Electricity - Moorland St Car Park	£12.14	£0.61	£12.75
235	21.10.2024	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
236	21.10.2024	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	£0.00	£120.00
237	22.10.2024	BT	Broadband	£21.72	£4.34	£26.06
238	25.10.2024	Vodafone	Telephone - Clerk contract	£14.39	£2.88	£17.27
239	28.10.2024	Zoom	Video Conferencing	£12.99	£0.00	£12.99
240	30.10.2024	Public Works Loan Board	Loan Repayment - Moorland St Car Park	£2,828.72	£0.00	£2,828.72
			<b>TOTAL</b>	<b>£3,890.04</b>	<b>£9.16</b>	<b>£3,899.20</b>

# AXBRIDGE TOWN COUNCIL

## **Agenda Item 10.1 CAOS Report Cemeteries, Allotments & Open Spaces Advisory Group 21 October 2024**

Zoom meeting start: 8.00pm Finish 9.00pm

### **Present**

#### **Apologies**

#### **Not attending**

Councillors Jordan (Chair), Browne, Page, Ham

Councillors Jenkins and Faulkner

### **Budget**

Draft budget agreed with Priority 1 trees included

### **Allotments**

- Quarry – Cllr Ham will be contacting the quarry this week. Action – PH
- Assistant Clerk was asked to order Notice Board. Action – KW
- Cllr Page has located posts for entrance sign and will deliver to Andy Laken. Action GP
- It was proposed to create two new smaller plots out of plot 10B area after quarry day clearance.
- Tree survey report indicated that several trees were a priority 1 and needed removing within the next three months. It was agreed this needed to be done and added to the budget.

Assistant Clerk has been asked to look at the Allotment Society, and Viridor to see if grants are available to Town Councils.

### **Cemetery**

- Grave 93 (fuchsia plant growing out of the plot as well as two large pots) so far has not responded to letter sent. After the deadline of 31 October Assistant Clerk will remove fuchsia and place pots, if necessary, by the shed. A letter will be sent to the plot holder to say we have done this. Action – KW
- Interment of ashes is surpassing burials. It was proposed to create two rows of Garden of Remembrance taking out one burial plot from the burial ground. Town Clerk to run proposed idea passed funeral directors and Adams Memorials for comment prior to taking to Council. Action - VB
- Three more foundation bases need to be sited. It was proposed to number bases (very discreetly) going forward clearly to identify plots for ashes. Once the memorial tablet is placed on top you will not see the number.
- It was agreed cemetery fees will be reviewed in January once Shipham, Cheddar and Wedmore had published theirs.

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Gilding of the cemetery sign, Cllr Ham will remind the Town Maintenance Contractor. Action PH

### **Open Spaces**

Wasteland Starrs Close/Houlgate Way. The amended draft letter to Persimmons was approved (ditto Highways Group). Assistant Clerk to send it. Action KW

### **Any other business**

- Options for parking spaces behind Pennings were being kept on the SPAG agenda. The Quarry may be able to assist with some materials. Action All

### **Date of next meeting**

25 November 2024 (swapping with Highways etc)

# AXBRIDGE TOWN COUNCIL



**NOTE – The minute number is presenting incorrectly –  
should be 56.24 PS consecutively**

**Agenda Item 12.1 Axbridge Town Council  
Draft Minutes of the Personnel and Protocol Committee held on  
Monday 28 October 2024 in Axbridge Town Hall**

**Meeting commenced: 6.45pm**

**Meeting concluded: 7.24pm**

**Present:** Councillors Page (Mayor – in the Chair), Browne, Ham and Taylor.

**Also in attendance:** Mrs Brice, Town Clerk

**82.24 PL Apologies for Absence - none.**

**83.24 PL Declarations of Interest – none.**

**84.24 PL Minutes of the Committee Meeting held on 23 September 2024**

**RESOLVED:** that the minutes of the Personnel and Protocol Committee meeting held on 23 September 2024 be approved as a correct record and signed by the Chairman.

**85.24 PL Public Participation – none.**

**86.24 PL Maces**

The plans to embellish the maces and provide a storage box were on-going. The Men's Shed would assist when able to do so. The Clerk would send the measurements to the Mayor who may have a suitable storage box in the meantime.

**87.24 PL Mayor's Chain and Robes**

Councillor Ham would contact auctioneer to seek the valuation of the chain. The Clerk would continue to contact the dry cleaner in Wells who had who had indicated that they would be able to clean the Mayor's Robes at a reasonable cost.

**88.24 PL Celebration of Axbridge Civic Service**

The Civic Service would be held on Sunday 2 March 2024 at 3pm. The invitations had been sent and the nominations papers sent to groups and made available in the Post Office and Chemist. A social media reminder would be sent in early November 2024. The bell ringers would be invited to ring the bells. Councillor Ham was making arrangements for the entertainment on the day.

**89.24 PL Remembrance Day**

The Mayor and Deputy Mayor had met with representatives of the Royal British Legion and all arrangements were in hand for the laying of the wreaths, the service and refreshments in the Town Hall. All councillors would be invited to attend. The Council would process to the Church but stand in the middle section of the steps, so that the whole event would be

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easier to see/hear from the Square. The Council and flag bearers would enter the church from the door on the west side of the Church.

### **90.24 PL Responsibilities and Organisation Structure and Contract**

The role was working well at the present time and would be discussed at the staff appraisals.

### **91.24 PL Honorary Officer vacancies**

The vacancies for the Mace Bearer and the Modern Town Archivist remained. Members would need to consider the role of the Archivist in more detail. The Mace Bearer role would be further promoted on social media.

### **92.24 PL VE Day 80 – Beacons and Lamp Lights of Peace – 8 May 2025**

The Clerk had received correspondence regarding this event. The Sports and Social Community Association intended to organise a small event on the north side of the Square, with appropriate entertainment, to mark the occasion and this would include the lighting of a Brazier either side of the church steps (inside the Memorial Cross and the Eco-Garden). The Clerk would ask Peter Scott whether he still wished to light a beacon on the hill to mark this occasion.

### **93.24 PL Staff Appraisals**

The staff appraisals would be held during the Personnel and Protocol meeting on 27 January 2025.

### **94.24 PL Date of Next Meeting**

**RESOLVED:** that the next meeting be held on 9 December 2024, just prior to Council, to consider the Civic and Youth Awards.

### **95.24 PL Exclusion of Press and Public**

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

### **96.24 PL Honor for a resident**

Members discussed information to support an application.

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Chairman

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Date



# **AXBRIDGE TOWN COUNCIL**

## **Agenda Item 15 Correspondence 9 October – 5 November 2024**

(not mentioned elsewhere in the agenda papers)

**SC = Somerset Council**

### **Outside Bodies**

- Axbridge & District Museum Trust – minutes of Sept meeting and AGM
- Clerks Meeting – Devolution presentation and Somerset Parish (Boundary Commission review), Local Plan Engagement
- Local Community Network – Free training for Councillors & Clerks - Evaluating Impact; Highways Working Group – 7 November
- Somerset Association of Local Councils – Councillor Training, Safeguarding training
- Society of Local Council Clerks – Newsletter, weekly digest, Conference and AGM on 6 December 2024

### **Planning**

- CPRE – AGM and Your invitation to building better places event
- Lloyds Bank – Business Bank Resolution Service is closing and changing to a community account
- SC – Local Plan Engagement
- Bellway – Naming of Roads, Houlgate Way
- Developers - Planning App 17/23/00100 North of Helliars Lane, Cheddar
- SC - weekly planning applications and decisions

### **Admin and Finance**

- Zurich – Insurance – land
- Chris Groves – Tree Survey
- Parish Online
- Pensions online – Annual meetings
- Age Concern, Air Ambulance, Victim Support – thank you
- SSE Electricity contracts
- Pageant – Farmers Market
- Company - Inquiry Regarding Job Creation and Training Grants for Engineering Sector
- Breakthrough Training – Council Hive
- Verge Grounds Maintenance (Shepton Mallet)
- Frome TC - Somerset Division Boundary Review
- Go Compare – Flood link information
- Operation Tribute – Poppy of Honour - fundraising
- PATA payroll Autumn Bulletin
- Product/sales – A J Products, Buy and Sell Prints, Fusion Business, Print for your business; Key Whizz, The Knowledge Store (training)

### **Leisure and Recreation**

- Visitor – Issues with toilets
- School – Furlong cricket festival
- Somerset Art Works
- Wales and West – use of Furlong
- GB Sport and Leisure – update
- What's on Bristol
- SEED Somerset – Singing for the slightly terrified workshops and newsletter
- Product Information: Caloo, Creative Play; Elevate Play, Futurform; Glasdon (bins), Gordon Nellis, Kompan, Make Me Something Special (Notice boards), NNB, Noticeboard Company, NBB, Overton (electric mowers), Proludic and Suttcliffe Play

### **Highways**

- SC –Temporary Road Closures: tto338964N - Bridgwater Road, Axbridge & Compton Bishop, Urgent Road Closure: – tto913574N - WWU - Moorland Street & Old Church Road, Axbridge, Bristol Road, East Brent, Date Change - Turnpike Road, Weare
- SC Clerk Update: Letter and guidance, Rights of Way

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- SC – Disabled parking sign in Square
- EV Charging events
- Resident – Water leak in Houlgate Way
- Individual – Bus diversion issues
- National Grid – Reply re substation
- Product – TWM Traffic

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

- Fine Memorials – headstone check

### **Environmental**

- SC –SEED (climate/environment) news roundup
- Somerset Wildlife Trust newsletter and AGM and become a member
- Butterfly conservation - Press release: Butterfly experts celebrate £8,000 new fence
- Mendip Hills – The book called “Walking the Darker Side of Mendip”
- CSE - newsletter

### **General Correspondence**

- SC – News roundups, Financial Report,
- SC - Somerset Day 2025 - Save the date
- SC - Public drop-in for Bridgwater Dunball roundabout improvement works
- RBL Remembrance Bench
- Patient Engagement - Remote Monitoring Engagement -You Said, We Did
- Devon and Somerset Fire and Rescue - Precept consultation
- Somerset - IC – Stakeholders Consultation
- Flood Warden newsletter
- Welmedical – Defibrillator
- Individual – Boxing Day hunt

### **DIARY DATES**

<b>Date</b>	<b>Meeting</b>	<b>Time</b>	<b>Venue</b>
<b>COUNCIL MEETINGS</b>			
Monday 11 Nov	Council	7.30pm	Axbridge Town Hall
Monday 18 Oct	Planning and Licences (if needed) Highways	TBC (likely 7.15) TBC (likely 8pm)	Planning and Licences Highways
Monday 25 November	Leisure and Recreation (tbc) Cemetery, Allotments and Open Spaces	6.30pm 8.00pm	The Lamb Zoom
Monday 2 December	Admin and Finance	7.30pm	By Zoom
Monday 9 December	Personnel and Protocol Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
TBC	Strategic Planning	7.30pm	15 Hippisley Drive
<b>Other events</b>			
Sunday 11 Nov	Remembrance Day Service	10.30am (members) 10.45 Church steps followed by Church Service	Axbridge Town Hall
Wed 13 Nov	Somerset Parish Conference	9.30am – all day	Bridgwater
Tues 19 Nov	One.network Presentation / training session	6-7pm	Online
Mon 25 November	Axbridge Methodist Church – Public meeting (viewing of Church on Sunday 24 Nov between 2 and 4pm)	7.30pm	Axbridge Town Hall