



**Agenda Item 8.1 Axbridge Town Council  
Draft Minutes of the Planning and Licences Committee held on  
Monday 18 November 2024 in Axbridge Town Hall**

**Meeting commenced: 7.15pm**

**Meeting concluded: 7.44pm**

**Present:** Councillor Taylor (Vice Chairman – in the Chair), Ham, Jordan and Page

**Also in attendance:** Mrs Brice (Town Clerk) and one member of the public (for part of the meeting).

**Apologies for Absence**

In the absence of the Chairman, Councillor Taylor (Vice-Chairman) chaired the meeting.

**RESOLVED:** that apologies from Councillor Jenkins (hospital appointment) be received and approved.

**82.24 PL Draft Minutes of the Planning and Licences Committee Meeting held on 28 October 2024.**

**RESOLVED:** that the minutes of the meeting held on 28 October 2024 be approved as a correct record and signed by the Chairman.

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

**Interests:**

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to planning application 02/24/00020 for the erection of a canopy and porch, being the applicant, and would leave the meeting during consideration of this item (minute 85.24 PL refers)

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 86.24 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 86.24 PL refers)

**84.24 PL Public Participation - no members of the public wished to speak.**

**85.24 PL Planning Applications**

**At this juncture, Councillor Taylor, having declared a Disclosable Pecuniary Interest, left the meeting. Councillor Page chaired the item.**

**Planning application number: 02/24/00020/JMS**

**Proposal:** Erection of a canopy and a porch to the East elevation.

**Location:** Mornington House, Compton Lane, Axbridge, BS26 2HP

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

**Councillor Taylor re-joined and chaired the remainder of the meeting.**

**86.24 PL      Houlgate Way Development**

No update.

**87.24 PL      Local Plan Engagement Survey**

Members considered the survey in detail and agreed the answers to be submitted by the Clerk.

**RESOLVED:** that the survey be submitted accordingly.

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

None.

**89.24 PL      Recent and Current Planning Applications**

Members received the list of recent and current planning applications. The application for a dwelling on land to the North of Portmeade Drove (02/21/00032) could now be removed from the list. An application had recently been received for an extension at 16 Parkfield Road (02/24/00027) and this would be considered at the Council meeting on 9 December 2024.

**90.24 PL      Enforcement Matters**

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

**91.24 PL      Licensing Matters – none.**

**92.24 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.

**93.24 PL      Cheddar Reservoir Two**

The Clerk had sought an update on this project from South West Water and Bristol Water and response were awaited. Bristol Water's business had transferred to South West Water. There had been no official notifications, but some surveys had been carried out.

**94.24 PL      Planning Decisions and Correspondence Received**

Members received the following correspondence:

- CPRE Countryside Charity: Campaigns update and Building Better Places event – noted.

**95.24 PL      Date of Next Meeting**

**RESOLVED:** that, if possible, planning items be included within the agenda for the Council meeting to be held on Monday 9 December 2024.

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Chairman

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Date

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

**December 2024.**

**Report for Council.**

**Meetings.** A meeting was held on 2<sup>nd</sup> December 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 November. The data was checked by  
members and no concerns were raised.

**Bank Accounts.** It was agreed that the management of the amounts kept in each account  
needs to take into account the £85,000 protection at each bank and the interest rates  
offered. The clerk had put together a chart showing the interest rates and the amounts  
in each of the Council's accounts. A strategy for managing the amounts in all  
accounts will be put together and agreed with the clerk.

**Monthly Internal audits.** None to report.

**Budget for 2025-2026.** The agreed budget will be circulated to councillors and the precept  
form completed when received from Somerset.

**Computer System/Cyber security.** A report will be issued giving priority items and  
discussion points for council

**Website Accessibility. (WCAG2.2AA compliance).** The new website is being constructed  
by Aubergine. A revised version of the accessibility statement (Council Policy 25)  
needs to be agreed by Council.

(Agenda item.)

**Privacy Policy.** To be considered by Council. (Agenda  
Item.)

**Code of Conduct.** Revision to be considered by Council. (Standing Orders Appendix A)

(Agenda item.)

**Land acquisition.** The Risk Assessment and Management document (Standing Orders  
Appendix E), the Asset register and the insurance policy are being updated  
appropriately.

**Hybrid meetings.** A consultation document has been issued which requires a response by  
19<sup>th</sup> December. Members of the advisory group were of the opinion that it would be  
very expensive, complicated and require a lot of use of staff time to implement and  
run. Does council wish to respond in detail, delegate this to the clerk or make no  
response?

(Agenda item.)

**Polling District boundary changes.** A reduction of the number of Somerset Councillors  
(110 to 96 ) is likely after a review by the Boundary Commission. Consultation is  
taking place. A response to Somerset has to be made by 20<sup>th</sup> January.

**Date of Next Meeting.** Monday 6<sup>th</sup> January 2025 at 7.30pm by zoom.

MT (07/12/2024)

## Agenda Item 9.6. Code of Conduct

### Somerset City Town and Parish Councils Code of Conduct

#### **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to city, town and parish councils.

#### **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, city and town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

#### **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer. The Monitoring Officer will be able to advise on any matters that relate to the Code of Conduct.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

## **General Conduct**

### **1. Respect**

As a councillor:

10.2 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors. In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct.

### **2. Bullying, harassment and discrimination**

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any

reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
  - i. I have received the consent of a person authorised to give it;
  - ii. I am required by law to do so;
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - iv. the disclosure is:
    1. reasonable and in the public interest; and
    2. made in good faith and in compliance with the reasonable requirements of the local authority; and
    3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.



Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support

- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

### **7B Consideration of advice**

As a councillor:

7B.1 I will, when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by the Council's Responsible Finance Officer in accordance with their legal requirements.

7B.2 I will give reasons for departing from the advice of the Responsible Finance Officer  
It is extremely important for you as a councillor to have regard to advice from your Responsible Finance Officer where they give that advice under their statutory duties. As a councillor you must give reasons for all decisions in accordance with any legal requirements and any reasonable requirements imposed by your local authority.

### **8. Complying with the Code of Conduct**

As a Councillor:

8.1 I will undertake Code of Conduct training provided by my local County Association (SALC) or by the Monitoring Officer.

8.2 I do not make trivial or malicious complaints against other councillors.

8.3 I cooperate with any Code of Conduct investigation and/or determination.

8.4 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings including the complainant and any witnesses.

8.5 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

### **9. Interests**

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Clerk or the Monitoring Officer.

## **10. Gifts and hospitality**

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Clerk or Monitoring Officer for guidance.

## Appendices

### Appendix A – The Seven Principles of Public Life

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **Appendix B Registering interests**

Within 28 days of becoming a member or your re-election or re-appointment to office or within 28 days of your interests changing you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### **Non-participation in case of disclosable pecuniary interest**

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

### **Disclosure of Other Registerable Interests**

5. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which affects –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

8. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the parish affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

In the event that your non-registerable interest relates to -

- (1) an unpaid directorship on a company owned by your authority or
- (2) another local authority of which you are a member,  
subject to your declaring that interest, you are able to take part in any discussion and vote on the matter.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council</p> <p>—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>

Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council;</p> <p>and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class</p>
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

You must register as an Other Registerable Interest :

a) any unpaid directorships

b ) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

i. exercising functions of a public nature

ii. directed to charitable purposes or

iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

## Appendix C

Guidance on Bias and Predetermination –This does not form part of the Code of Conduct

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you may participate in a decision on the issue in your political role as a councillor. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a ‘closed mind’ approach and likely to leave a decision susceptible to challenge by Judicial Review. Whereas being predisposed on a matter is acceptable provided you remain open to listening to all the arguments and changing your mind in light of all the information presented at the meeting.
- Section 25 of the Localism Act 2011 provides that a councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter.
- In the circumstances, when making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.
- As a councillor you will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that you were biased. If you have predetermined your position, you should withdraw from being a member of the decision-making body for that particular matter.

## **AGENDA ITEM 9.7**

### ***DRAFT WEBSITE ACCESSIBILITY STATEMENT***

This is an accessibility statement for Axbridge Town Council website. The website is operated by the Town Council and we want as many people as possible to access it. For example, that means that you should be able to:

- Change colours, contrast levels and fonts via the helpful plugins
- Zoom in up to 300% without the text spilling off the screen.
- Navigate most of the website using just a keyboard
- Navigate most of the website using speech recognition software
- Listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and Voiceover)

*(Augberine to confirm bullet points above)*

We have also made the website text as simple as possible to understand

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

#### **How Accessible this Website is:**

The website is partially compliant with Web Content Accessibility Guidelines (WCAG) 2.2 AA Standards due to the non-compliances below

#### **Non-Accessible Content**

We know that some parts of this website are not fully accessible. The content listed below is non-accessible for the following reasons:

- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- live video streams do not have captions
- you cannot skip to the main content when using a screen reader
- *there's a limit to how far you can magnify the map on our 'contact us' page (if we put our map on and this is the case)*

*(Aubergine to check bullet points above?)*

#### **Non Compliance with the accessibility regulations**

- Maps display by Google Maps – we don't control how Google Maps displays information, but where possible we provide addresses within the web page's text (via HTML). When Google makes their map output accessible, we will update our technology accordingly.

- Pictures of event or information posters, when provided by a third party - where possible we provide the information from the picture, within the web page's text (via HTML). We will encourage all providers of these pictures to provide accessible alternatives in future
- Some images do not have a text alternative, so people using a screen reader cannot access the information. This fails WCAG 2.1 success criterion 1.1.1 (non-text content). We plan to add text alternatives for all images and are working through the site to address any missing ALT tags. When we publish new content we'll make sure our use of images meets accessibility standards.
- Some PDFs published since September 2018 are not in an accessible format, so people using a screen reader cannot access the information. We plan to replace these with alternatives and *are working through the site to address this* by ~~[INSERT DATE]~~. When we publish new content we'll make sure our use of PDFs meets accessibility standards.

## **Disproportionate Burden**

### **Navigation and accessing information**

It's not always possible to change the device orientation from horizontal to vertical without making it more difficult to view the content.

It's not possible for users to change text size without some of the content overlapping.

### **Interactive Maps**

Maps displayed by Google Maps – as above

### **Content that's not within the scope of the accessibility regulations**

- Some documents are created by third parties or using third party software. Where this is the case we will endeavour to convey the information contained in the document in an accessible way.
- *Live video streams do not have captions. This fails WCAG 2.1 success criterion 1.2.4 (captions – live). We do not plan to add captions to the live video streams because live video is exempt from meeting the accessibility regulations.*

### **What to do if you Cannot Access Parts of this Website**

If you need information on this website in a different format like accessible PDF, large print or easy read please contact:

Email: [info@axbridge-tc.gov.uk](mailto:info@axbridge-tc.gov.uk)

Call: 07884 264033

We'll consider your request and get back to you in 10 days

## **Reporting Accessibility Problems with this Website**

We're always looking to improve the accessibility of this website. If you find any problems not listed on this or think we're not meeting accessibility requirements, contact the Town Clerk giving the page title and the nature of the problem.

Axbridge Town Council  
The Council Office  
Church Rooms  
The Church Steps  
Axbridge  
Somerset  
BS26 2AP

Email: [info@axbridge-tc.gov.uk](mailto:info@axbridge-tc.gov.uk)

Tel: 07884 264033

### **Enforcement Procedure:**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

### **Technical Information about this Website's Accessibility :**

Axbridge Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018.

### **How we tested the site**

The website was last tested by our website provider, Aubergine, on

### **What are we doing to improve accessibility**

To improve and maintain accessibility we will *re-test the site on an annual basis* and provide staff training to help ensure that all new content added meets accessibility criteria

Adopted on : *Dec 2024?*

Review date : *May 2025?*

## **AGENDA ITEM 9.8 PRIVACY NOTICE**

**Council Name:** Axbridge Town Council  
**Council Address:** The Council Office, Church Steps, The Square, Axbridge, BS26 2AP  
**Email Address:** vicky.brice@axbridge-tc.gov.uk  
**Telephone No.** 07884 264033

### **Axbridge Town Council Privacy Notice**

#### **When you contact us:**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

#### **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with the consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

#### **Information Security.**

Axbridge Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Axbridge Town Council at any time).

#### **Children.**

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

#### **Access to Information.**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer, the Town Clerk – contact details as above.

#### **Information Correction.**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Town Clerk – contact details as above – to request this.

**Information Deletion.**

If you wish Axbridge Town Council to delete the information about you please contact the Town Clerk- – contact details as above- to request this.

**Right to Object.**

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Town Clerk – contact details as above – to object.

**Rights Related to Automated Decision Making and Profiling.**

Axbridge Town Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion:**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

**Complaints.**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Axbridge Town Council's Data Information Officer (The Town Clerk – contact details as above) **and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113**

**Cookies****To be inserted by Aubergine**

~~If you are dissatisfied with our handling of your complaint, you have the right to raise your concerns at any time with The UK Information Commissioner: <https://ico.org.uk>.~~

~~Adopted by Axbridge Town Council on 21 May 2018 (minute 16/18(h) refers).~~

## Agenda Item 9.10 Monthly Financial Report

### Agenda item 9.10a Payments for Ratification (R) and Authorisation - December 2024

Voucher No	Date	Supplier	Description	Net	VAT	Total
284	04.12.2024	PATA UK	Payroll - monthly service	£82.90	£0.00	£82.90
283	04.12.2024	Axbridge Town Hall	Town Hall Annual Hire Fee	£1,450.00	£0.00	£1,450.00
282	03.12.2024	Maw Agri	Furlong maintenance	£86.90	£17.38	£104.28
281	03.12.2024	Clarke Willmott LLP	Solicitors - land Portmeade Road Axbridge	£2,829.00	£561.80	£3,390.80
280	03.12.2024	Display Wizard Ltd	Outdoor Display Board	£600.99	£120.20	£721.19
279	02.12.2024	Axbridge Sports and Social Club Association*	Donation - Axbridge Sports and Social Club Association	£1,966.82	£0.00	£1,966.82
278	02.12.2024	The Ancient and Honourable Guild of Town Criers*	Annual membership	£35.00	£0.00	£35.00
277	02.12.2024	Somerset Council	Bin emptying and public conveniences cleaning contract	£5,743.36	£1,148.67	£6,892.03
276	02.12.2024	The Community Heartbeat Trust (Solutions) Ltd	Annual Support Cost DEFIB	£165.00	£33.00	£198.00
275	02.12.2024	Peter D Taylor	Computer Maintenance and Repair	£40.00	£0.00	£40.00
274	02.12.2024	D Hogarth	Furlong maintenance	£49.90	£0.00	£49.90
273	02.12.2024	Greenslades Grounds Maintenance	Grass cutting - Furlong	£144.00	£28.80	£172.80
271	29.11.2024	Post Office	Postage	£9.40	£0.00	£9.40
	23.12.2024	Staff Salaries and assoc. payroll organisations	Payroll - December 2024	£6,056.30	£0.00	£6,056.30
<b>TOTAL</b>				<b>£19,259.57</b>	<b>£1,909.85</b>	<b>£21,169.42</b>

#### NOTES

\* Subject to Council Approval

#### Spending Powers:

The Council has the General Power of Competence

#### Bank Reconciliation as at 30 November 2024

£155,708.02

### Agenda Item 9.10b Direct Debit and Standing Order Payments - November 2024

Voucher No	Supplier	Description	Net	VAT	Total
272	Zoom	Video Conferencing	£12.99	£0.00	£12.99
270	Vodafone	Telephone - Clerk contract	£14.39	£2.88	£17.27
269	BT	Broadband	£21.72	£4.34	£26.06
268	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	£0.00	£120.00
267	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
266	Npower	Electricity - Moorland St Car Park	£13.04	£0.65	£13.69
264	Somerset Council	Business Rates - Council Office	£56.00	£0.00	£56.00



263	SSE Southern Electric	Electricity - Changing Rooms	£102.43	£5.12	£107.55
262	SSE Southern Electric	Electricity - Public Conveniences	£70.53	£3.52	£74.05
261	O2	Telephone - Assistant Clerk	£6.66	£1.33	£7.99
259	Water2Business	Water and Sewerage - Changing Rooms	£53.50	£0.00	£53.50
258	Water2Business	Sewerage - Moorland Street Car Park	£10.71	£0.00	£10.71
257	Water2Business	Sewerage - Town Car Park	£10.71	£0.00	£10.71
256	Water2Business	Water and Sewerage - Public Conveniences	£38.50	£0.00	£38.50
<b>TOTAL</b>					<b>£653.02</b>

### Agenda Item 9.10c Receipts - November 2024

<b>Agenda Item 9.10c Receipts - November 2024</b>				
<b>Voucher No</b>	<b>Date</b>	<b>Customer</b>	<b>Description</b>	<b>Total</b>
68	30.11.2024	Lloyds Bank - savings	Bank Interest	£31.93
67	28.11.2024	Lloyds Bank - savings	Bank Interest	£0.00
65	14.11.2024	Axbridge Carnival Committee	Hire of changing rooms	£20.00
64	13.11.2024	Axe Valley Men's Shed Charity	Old Station Building - Rent	£750.94
66	11.11.2024	Lloyds Bank - savings	Bank Interest	£90.25
63	05.11.2024	Somerset Council	Community Infrastructure Levy	£42,449.06
62	01.11.2024	HMRC VAT	VAT repayment	£1,224.04
<b>TOTAL</b>				<b>£44,566.22</b>

## Agenda Item 10.1 Highways

### Highways Advisory Group

#### December 2024 Report

##### **The Square and Sign for Disabled Bay**

- We have received a reply from Somerset Highways reference the disabled sign. Due to the number of services running underground at the site we suggested it will not be possible to put a sign there. Rob Haynes has suggested that he makes another visit after March 2025, to consider other possibilities. That is assuming he is still in post following all the reorganisation currently taking place.
- The defib. sign that was blown down in the gales has been refitted on the post in front of The Alms House.
- With a view to the possibility of widening the parking spaces in The Square, Cllr Wells and I measured what is already there and it can be done, including using the first space by the Co-op as a motorbike space.

It is quite difficult to explain but:

- The spaces on the west side could extend up towards the museum and a bike space would make access for the bus easier.
- The spaces on the south side could be chevroned (not sure if that is a word!) which would avoid increasing their size.
- On the north side the 3 spaces facing east/west could remain unchanged.
- The remaining north-side spaces could be widened by starting closer to the Oak House and extending to where the cycle racks are.
- The cycle racks could be positioned behind the parking. This would still allow enough space to the chess board planned by the Trust. All these ideas would need to be taken to The Trust for discussion.

##### **SIDS/MOU**

No update at the moment.

##### **Look Out Point on by-pass**

- The clerk has been asked to refer any residents with complaints to Somerset Highways. She has also referred complaints directly from us. This in an attempt to flag up ownership and responsibility before we undertake any work!

##### **Townsend Junction**

- We have received a letter form a resident, who has contacted us before, with reference to the STOP signs. She is asking that the signs be removed and replace with Give Way signs again. The resident is also in regular contact with Highways. The assistant clerk has replied to say we will discuss her concerns but we have not had the opportunity to meet. I have mentioned the complaint to Aileen at Highways and she pointed out that this is not possible. Although many drivers are not stopping, many do and there have been less incidents. I suggest a reply to the resident along these lines?

**Moorland Street and Carpark.**

- Work is still to be carried out to a wall/barrier by the sub-station.

**Highways Voluntary workers and insurance implications**

- We are continuing to monitor the work volunteers carry out and we hope some will be able to participate in training.

**Houlgate Way**

- The road sweeper is in constant attendance clearing the mud.

**Starrs Close/Houlgate Way**

- Ownership of the wasteland (also on CAOS agenda as Open Space)? The assistant clerk has written to Persimmons and discussions are continuing within HAG. We are awaiting a response.

**Chestnut Avenue**

- The area by the graveyard wall still needs clearing.
- Rubbish behind the Crown houses was removed but appears to have been replaced with more! The resident in The Old Crown is still carrying out work and some of the rubble is hers. She will clear it when the work is complete. However, others appear to be taking advantage and adding their rubbish. We are monitoring.

**Highways Devolution:**

- Cllrs Ham and Wells are working on a spreadsheet.

**Prowse Lane**

- Remains unresolved.

- **Electric Charging Points** – these are not a possible project. Somerset Council is to be asked if they have any plans for Axbridge!
- **Dead Trees on bypass/Cheddar Exit.** The land still belongs to Leonard Cheshire and they have said they will attend to the dead trees, but without urgency.
- **Street lighting.** High St/West St lights have been out. I understand a resident reported this directly to highways and it has been fixed. The light in Moorland St, by the car park, is also out.
- **Dog bin for railway walk:** will be added to the schedule – who is ordering it?
- **Footpath AX1 Footpath AX1/26** (behind Millstream Close) A resident has advised that the footpath is overgrown and the foliage etc affecting her fence/becoming a nuisance. The path doesn't apparently lead anywhere anymore. The clerk has photos – it is overgrown. Not sure what we can do with this
- **School hedge** – A1 is planning to do the work soon.
- **Kissing gate** – no longer required where it was originally planned. Suggested it could be used at the allotments

Agenda Item 11.1 Cemetery, Allotments and Open Spaces

## CAOS Report

Cemeteries, Allotments & Open Spaces Advisory Group  
18<sup>th</sup> November 2024

Zoom meeting start: 8.10pm Finish 8.38pm

### Present

#### Apologies

#### Not attending

Councillors Jordan (Chair), Browne, Page, Ham

Councillors Jenkins

Councillor Faulkner

### Allotments

#### Allotments

- Councillor Ham will be completing the paperwork for the quarry volunteer day and will let the group know once she hears back. (PH)
- Assistant Clerk has ordered Notice Board and is awaiting delivery.
- Cllr Page confirmed he has delivered the posts for the entrance sign to the Town Maintenance Contractor.
- The Clerk has ordered priority 1 tree works. Waiting to hear when this work will start.
- Allotment grants - Assistant Clerk has looked at the Allotment Society, and Viridor neither of which have funding available. Cllr Browne suggested Biffa and RHS. (KW)

## Cemetery

- Grave 93 more plants have appeared on the plot. Clerk to write to the occupier of the property to see if they have a forwarding address. Cllr Ham to ask Mrs Beekman at Axbridge First School if she is a relation. (VB and PH)
- Garden of Remembrance - Town Clerk, Assistant Clerk, Cllr Jordan and Ham met with the grave digger to discuss creating a separate Garden of Remembrance at the carpark end of the cemetery. One thought put forward was to create a 4 x 4 area of foundation bases which would be aesthetically nicer than going straight across the grass in a row with rose bushes to define the area.

### Things to consider:

How many sets of ashes have been interned in the last five years?

Tree roots – will this be a problem?

Land work to make area more even – is this necessary and if so, how much would it cost?

16 foundation bases – cost and is that too many?

Rose bushes cost?

Bench cost for new area.

It was decided that more research with consideration of issues and costs would be necessary before an informed decision could be made.

Fact findings to be done by Clerk and Assistant Clerk (VB AND KW)

- Town Clerk sent email of thanks to EroB of plot 86 thanking them for removing all the plants and putting down grass seeds.
- Town Clerk sent email thanking the Town Maintenance contractor for the gilding of the cemetery sign.

## Open Spaces

- Wasteland Starrs Close/Houlgate Way. Waiting to hear back from Persimmons.
- Assistant Clerk to write to Crown Cottage thanking them for their letter and that we shall be monitoring the situation. (KW)

## Any other business

- The land between Knightstone Close and Portmeade Drove will become Leisure and Recreation Advisory Group's responsibility.
- There is a SPAG meeting this Wednesday when Cllrs Ham and Browne will raise parking spaces behind Pennings. How much will it cost vs value for money.

Date of next meeting: 20<sup>th</sup> January 2025

## Agenda Item 12.1

### Leisure and Recreation Report December 2024.

#### Changing Rooms:

- **Showers:** Coombe Electrical and Plumbing Services have attended on site and all the showers in the changing rooms are now working and the water is coming up to temperature.
- **Legionella testing:** water temperature is now ok.
- **Internal decoration:**
  - the footballers are happy to paint the changing rooms but we have suggested this be done at the end of the season. They have other ideas to improve the facility which can be considered.
  - We have suggested that it would be “nice” to upgrade the kitchen. This would be at very little cost. We also need to look at the fridge/freezer and the urn to see if they are up –to-standard. They need to be PAT tested and need do not use stickers on them until this is done. DARREN TO BE ASKED.
  - We are looking at external signage and notice boards.
  - The back door/fire door from the kitchen needs attention. The frame is becoming loose and this could be the reason the door is not always shutting properly. We need to look at this.

#### Toilets:

- National Grid has responded to the bent bracket for the mains They were visiting that day and have addressed the issue.
- We are still looking at the disabled handle for the disabled toilet and the hand dryer.
- We will be looking at various options for the cleaning contract when Somerset ends their contract at the end of March.

#### Moorland Street Car Park:

- Keep clear marking outside the school still to do.

#### Signs:

- The information sign in the centre of the Meadow Street/Town car park blew down in the gales. Cllrs Page and Willis have reinstated it with better fixings. The replacement 48 signs are ordered.
- Temporary signs for the new field have been ordered to say, Recreation Field Clear up After your Dog. We will replace these with more permanent signs when we have more idea what we intend to do with the space.

#### New Recreation Field:

- The placing of a container for the Pageant storage has had to change as the water main that runs along the top of the field is further out from the perimeter than we thought. The new site will be at the bottom west corner, away from any housing and clear of the footpaths.

Cllr P Ham

## **Agenda Item 14.1**

### **SPAG report December 2024**

We held a SPAG meeting on 20 November to discuss and update the priorities.

**No1 priority** is to make representation again to buy the Furlong. Our approach has previously been turned down but we are hoping to find an alternative route for discussion. PH to talk to a local agent.

**No2 priority** to follow up previous emails to Somerset, to request that our option to buy the remainder of the land attached to Moorland Street car park can be addressed.

Other potential projects have been discussed, and will be looked at in more depth if our first 2 priorities are not possible, but value for money has to be considered.

BW investigating various options for the mayor's robes: Repair? Renew? We also considered upgrading the Consort and Deputy Mayor's chains.

Following investigations, plans for EV chargers in Axbridge have proved to be a non-starter. The power available in the car parks is not large enough and the costs would be astronomical. Somerset to be asked if there are any central plans.

## **Agenda Item 15 Correspondence 6 November – 3 December 2024**

(not mentioned elsewhere in the agenda papers)

**SC = Somerset Council**

### **Outside Bodies**

- Avon and Somerset Police – October crime statistics; Advice and Guidance to Town and Parish Councils - Events and Remembrance and Beat Surgeries (Axbridge)
- Clerks Meetings – general updates and links to information
- Local Community Network – Notes from Highways Working Group – 7 November; Cheddar and Axbridge LCN Meeting Agenda- December 12<sup>th</sup>, newsletter - Climate and Environment; LCN meeting- neighbourhood planning and community priorities; Devolution EOI - Dorset, Somerset and Wiltshire 29 Nov 2024
- Somerset Association of Local Councils – newsletter inc Finance and Health and Wellbeing matters; Training: Gathering Evidence of Need for Health & Wellbeing Projects & Services and various training events; Community Wellbeing newsletter
- Somerset Community Foundation – including grant funding
- Society of Local Council Clerks – AGM/Branch Meeting and Clerk's magazine

### **Planning**

- SC – Somerset Validation Consultation
- Pennon Group – Cheddar Reservoir Two update
- North Somerset Council – Wraxall and Failand Neighbourhood Plan
- SC - weekly planning applications and decisions

### **Admin and Finance**

- Somerset Bus Partnership – funding request
- Operation Tribute - Poppy of Honour
- Public Sector Deposit Fund information
- SALC – Hybrid meetings consultation
- Sherborne Skip Hire – bin emptying service
- Various – Town & Parish Council support to churches
- SC - Applications now open for South Western Railway's successful Customer and Community Improvement Fund (CCIF)
- Museum – Farmer's Market table
- Bravo Company Digital -Cleaning leads
- Avon and Somerset Police - Advice and Guidance to Town and Parish Councils - Events and Remembrance
- Mainstream Security – Cybersecurity
- Various - Fwd: Church funding by local town/parish councils - recent legislation
- Peninsula Group - Complimentary workshop / briefing for employers in Weston-Super-Mare, Tuesday 10th December
- Pensions Online newsletter
- Zurich – Storm Bert - advice
- Parish Online newsletter and updates
- Utility Aid – electricity contracts
- SoVision - Cybersecurity
- Unity Trust – extended customer services hub
- Lloyds Instant Access Account
- Product/sales – Arien, A J Products, Blue Level (website), Hugo Fox (website builder), Rialtas Accounting Systems and The Knowledge Store (training)

### **Leisure and Recreation**

- What's on - Bristol



- Product Information: Product Catalogue 2024 for parish councils; Arien, Elevate Play, Kompan, NNB, Proludic and Sports and Play Consulting; Suttcliffe Play, WCCTV and Rise Adapt – Changing Places seminar

### **Highways**

- SC – One Network presentation; Date Change - Temporary Road Closure: Turnpike Road, Weare; Temporary Road Closure: Bristol Road, Badgworth and East Brent; Temporary Road Closure: Bristol Road, East Brent; National Highways: A303 / Pill Bridge Lane – Bridge survey works
- National Grid – Broken bracket
- First Bus - survey
- Resident – State of the layby
- Individual – Cyclist safety at Townsend
- Elan – Radar sign

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

- Individual – allotment request
- Somerset Wildlife Trust – newsletter including Christmas gifts
- Forestry England – Rowberrow felling works
- CSE newsletter
- Product: Safety4less; Hedges Direct

### **Personnel**

- Pageantmaster – VE Day 80

### **Environmental**

- SC - Seed newsletter
- Somerset Wildlife Trust – December newsletter and Appeal (non-native invasive plants)
- Environment Agency - Storm Bert Flood Warden Update
- CSE - How we bring hope to people in fuel poverty

### **Strategic Planning**

- Church - Axbridge Methodist Church

### **General Correspondence**

- SC – New roundup (inc Slinky, keeping warm and well advice); Severe Weather Emergency Provision
- London Hearts - Government Community Match Funded Defibrillator Scheme
- Defib supplies
- Letter from Bill Revan, Somerset Council
- Various – Boxing Day Hunt
- Axbridge Rotary – War Memorial
- Flood Wessex - Flood Warden Lunch & Learn
- Policy Insights – tackling violence towards women and girls
- On behalf of Tessa Munt – request for meeting dates
- Light the Path to Lifesaving Confidence with Brayden CPR Manikins
- Somerset Sight – posters
- Royal British Legion - RBLI's Christmas Lamp Post Sign - Care Homes
- Welmedical - Honouring the Chain of Survival: Highlights from the Air Ambulance Awards
- Somerset Prepared Counter Terrorism Policing's winter campaign launched to keep the public safe this winter – Protect UK
- Individual – Where are all the benches
- Individuals – Visiting Axbridge

## Diary Dates

<b>Date</b>	<b>Meeting</b>	<b>Time</b>	<b>Venue</b>
<b>COUNCIL MEETINGS</b>			
Monday 9 December	Personnel and Protocol Committee Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
Monday 6 January 2025	Admin and Finance	7.30pm	By Zoom
Monday 13 January	Planning and Licences (if needed) Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
Monday 20 January	Leisure and Recreation (tbc) Cemetery, Allotments and Open Spaces	6.30pm 8.00pm	The Lamb Zoom
Monday 27 January	Personnel and Protocol Planning and Licences (if needed) Highways	6.30pm 7.30pm 8.00pm	Axbridge Town Hall Axbridge Town Hall Axbridge Town Hall
TBC	Strategic Planning	7.30pm	15 Hippisley Drive
Monday 3 February	Admin and Finance	7.30pm	By Zoom
Monday 10 February	Planning and Licences (if needed) Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
<b>Other events</b>			
Saturday 18 December	Santa in the Square Day Service		