

## Agenda Item 7.1



### Axbridge Town Council Draft Minutes of the Planning and Licences Committee held on Monday 19 August 2024 in Axbridge Town Hall

Meeting commenced: 7.30pm

Meeting concluded: 8.02pm

**Present:** Councillor Taylor (Chairman – for the meeting), Ham and Jordan.

**Also in attendance:** Mrs Brice (Town Clerk) together with three members of the public (for part of the meeting).

#### 30.24 Apologies for Absence

Councillor Jenkins (Chairman) had been unable to attend the meeting. Councillor Taylor as Vice-Chairman chaired the meeting.

**RESOLVED:** that apologies from Councillor Page (Mayor – personal commitment), Councillor Jenkins (Chairman - personal commitment) and Councillor Mitton (work commitment) be received and approved.

#### 31.24 Draft Minutes of the Planning and Licences Committee Meeting held on 22 July 2024.

**RESOLVED:** that the minutes of the meeting held on 22 July 2024 be approved and signed by the Chairman.

#### 32.24 Declaration of Interest and Dispensations

##### 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 35.24 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 .24 PL refers)

#### 33.24 Public Participation

A member of the public spoke on the application for an extension at 22 Orchard Road (application no. 02/24/00012 refers).

#### 34.24 Planning Applications

**Planning application number:** 02/24/00012/JMS

**Proposal:** Erection of first floor extension to South elevation.

**Location:** 22 Orchard Road, Axbridge, Somerset, BS26 2DB

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

### **35.24 Houlgate Way Development**

The development was progressing and several matters had been addressed. The Police would speak directly with the developers regarding the re-installation of the 20mph sign.

**36.24 Planning Applications delegated to the Clerk or Notified by the Planning Authority - none**

### **37.24 Recent and Current Planning Applications**

Members had received the list detailing recent applications and planning decisions. The list was intended to include recent applications and retain ones which provided useful background information/may need to be monitored. The list would be reduced as far as possible and sent out in word form with the agenda papers (but as a separate report document).

### **38.24 Enforcement Matters**

The Council had concerns regarding three sites to the north of the A371, one of which had quite recently been developed on and had been referred to planning enforcement and brought the attention of the Mendip Hills National Landscape. Councillor Ham would request a visit from an enforcement officer and the Clerk would follow up the correspondence with Mendip Hills. The site with the caravan would continue to be monitored.

**39.24 Licensing Matters - No update.**

### **40.24 Biodiversity**

Members had received a template bio-diversity policy and supported the need for a policy. All committee members and officers would review the document to make it more specific to Axbridge, with the topic to be further discussed at the next Council meeting.

### **41.24 Planning Decisions and Correspondence Received**

Members received/noted the following correspondence:

- Land at Starrs Close/Houlgate Way – some concern had been raised at the overgrown area of land and the presence of rats. Persimmons Homes had indicated that they didn't have any responsibility for this land. Options to try and address this would need to be considered – this land was crossed by public rights of way and had a street light. The advisory groups would consider as appropriate.
- National Planning Policy Framework (NPPF) – consultation – this would be included on the agenda of the next meeting.
- North Somerset Council - Wraxall and Failand Neighbourhood Plan Referendum and Local Plan update

- SLCC – advice note on adapting historical buildings for energy and carbon efficiency and consultation re National Planning Policy Framework – this would be referred to the Men’s Shed and included on the website.
- CPRE – various updates.

**42.24 Date of Next Meeting**

**RESOLVED:** that the next meeting be held on 9 September 2024 to include recent applications.

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Chairman

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Date

**Agenda Item 8.5 Monthly Financial Report****Agenda Item 8.5a Payments for Ratification (R) and Authorisation - September 2024**

Voucher No.	Date	Supplier	Description	Net	VAT	Total
172	04.09.2024	PATA UK	Payroll - monthly service	£37.90	£0.00	£37.90
171	04.09.2024	Mrs P A Ham	Carnival Expenses Sashes	£40.00	£0.00	£40.00
170	02.09.2024	Somerset Playing Fields Association	Play area inspection	£85.00	£0.00	£85.00
169	02.09.2024	Chris Norman Electrical	Electrical inspections - remedial works. Public Conveniences and Changing Rooms	£1,500.00	£300.00	£1,800.00
168	02.09.2024	Greenslades Grounds Maintenance	Grass cutting - Furlong	£216.00	£43.20	£259.20
167	02.09.2024	A1 Gardening and Tree Surgery Limited	Grass cutting - Furlong	£183.33	£36.67	£220.00
	25.09.2024	Payroll - September 2024	Staff salaries and associated payroll organisations	£4,341.63	£0.00	£4,341.63
		Mr A Laken				
		Rance Regalia				
<b>TOTAL</b>				<b>£6,403.86</b>	<b>£379.87</b>	<b>£6,783.73</b>

Notes:

Spending Powers:

The Council has the General Power of Competence

Bank Reconciliation as at 31<sup>st</sup> August is £143,133.14

**Agenda Item 8.5b Receipts August 2024**

Voucher No	Date	Customer	Description	Total
50	31.08.2024	Lloyds Bank - savings	Bank Interest	£32.87
48	21.08.2024	Tenant – Plot 7C	Allotment rent and deposit	£73.43
47	14.08.2024	Axe Valley Men's Shed Charity	Shortlands	£100.00
46	13.08.2024	Axbridge Sports and Social Club Association	Hire of changing rooms	£50.00
49	09.08.2024	Lloyds Bank	Bank Interest	£125.17
45	08.08.2024	Owner of property	Car park licence	£150.00
44	05.08.2024	HMRC VAT	VAT repayment	£843.46
<b>TOTAL</b>				<b>£1,374.93</b>

**Agenda Item 8.5c Direct Debits & Standing Orders August 2024**

<b>Voucher No</b>	<b>Supplier</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
164	Vodafone	Telephone - Clerk contract	£14.39	£2.88	£17.27
163	Zoom	Video Conferencing	£12.99	£0.00	£12.99
162	BT	Broadband	£21.72	£4.34	£26.06
161	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	£0.00	£120.00
160	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
159	Npower	Electricity - Moorland St Car Park	£11.14	£0.56	£11.70
158	Somerset Council	Business Rates - Council Office	£56.00	£0.00	£56.00
157	SSE Southern Electric	Electricity - Changing Rooms	£107.01	£5.35	£112.36
156	SSE Southern Electric	Electricity - Public Conveniences	£69.88	£3.50	£73.38
149	O2	Telephone - Assistant Clerk	£6.66	£1.33	£7.99
129	Water2Business	Water and Sewerage - Changing Rooms	£53.50	£0.00	£53.50
128	Water2Business	Sewerage - Moorland Street Car Park	£10.71	£0.00	£10.71
127	Water2Business	Sewerage - Town Car Park	£10.71	£0.00	£10.71
126	Water2Business	Water and Sewerage - Public Conveniences	£38.50	£0.00	£38.50
<b>TOTAL</b>					<b>£655.17</b>

## Agenda Item 9.1

### Highways Report: meeting Monday 19 August 2024 for September

**Apologies: Cllrs G Page, F Mitton.**

**The Square:**

- Disabled Parking sign: No response from Highways yet
- Parking enforcement to be asked to attend in the evening to try and alleviate the illegal parking and parking of larger vehicles that extend into the road.

**Lookout Point on the by-pass:**

- We are still considering a way forward. We are hoping to find someone to clear the "scrub".

**Townsend:**

- The bus stop is engulfed in the hedge of the property at the junction. To be contacted again.

**Moorland Street Car Park:**

- Andy will cut back the overgrown foliage on the wall opposite the school entrance.
- The damaged wall: we agreed the solution is to remove the stones and erect a fence or barrier. Richard will put a temporary barrier in place to stop cars going too close to the electricity sub-station. The assistant clerk has been asked to contact the electricity company to see if they would erect a barrier as we are concerned about carrying out any work so close to power cables.
- The 'no parking' hatching outside the school gate is very faint and needs to be redone. Still to do.

**Voluntary workers:**

- Barry Walsh attended the meeting where we explained he needed to liaise with ATC. A letter was sent to him outlining what was agreed.

**Town Gateway:**

- The sign has been ordered and will, hopefully, be sited at the beginning of September.
- The assistant clerk has written to Highways to ask if we could have horizontal white lines adjacent to the Gateway if we paid the cost, and what that cost would be.

**Highways Devolution:**

- Cllrs Ham and Wells are working on compiling a spreadsheet.
- Andy Laken has agreed to complete Chapter 8 training to enable him to carry out additional tasks adjacent to the roadway.

**Signage:**

- New Moorland Street sign is in place
- The Furlong car park sign is in place
- Parking "P" for the top of the Meadow street post is in place

**Houlgate Way:**

- The police will be visiting the Bellway site to chase up the 20mph signs.

**SIDS:**

- We have received a new pack of forms and regulations for the SIDs.
- The Assistant Clerk has forwarded forms to Tony Strange with an apology, as we believed we had done what was required. We can't complete the new forms as we

don't have the answers. Assistant Clerk has suggested that Tony contacts Aileen directly to arrange a meeting, to find out what locations would be suitable and answer any other questions. I have said I would be happy to join them if they wish.

**Dog Bin by Strawberry Line, near the cemetery.**

- Still no response.

**Grass area by the churchyard in Chestnut Avenue:**

- Andy has been asked to clear. I will remind him.
- The rubbish at the back of The Crown is still there. The Assistant Clerk has been asked to write to the resident of the Crown Cottage (where the entrance to the garden used to be!) and to also send a copy to Linda (Crown House). They had indicated that the rubbish would be removed by now.

**Electric Charging Points:**

- Cllr Wells is continuing to investigate but with a possibility of siting a point in the Furlong car park.

**Kissing Gate:**

- This is not really required at the site it was originally intended for as the field has been planted with trees and is "rewilded". To consider if we could use it elsewhere.

**Houlgate Way/Starrs Close overgrown area:**

- We are looking at various options. Sightings of rats would suggest that fly tipping is taking place. We can't ask Pest Control to do anything as this would be a risk to other wildlife and pets.

Cllr Pauline Ham



**Axbridge Town Council  
Draft Minutes of the Personnel and Protocol Committee held on  
Monday 19 August 2024 in Axbridge Town Hall**

**Meeting commenced: 7.00pm**

**Meeting concluded: 7.22pm**

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

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

**29.24 Apologies for Absence**

Councillor Page (Mayor – Chairman) had been unable to attend the meeting. Councillor Ham (Deputy Mayor) chaired the meeting.

**RESOLVED:** that apologies from Councillor Page (Mayor – personal commitment) and Councillor Mitton (work commitment) be received and approved.

**30.24 Declarations of Interest – none**

**31.24 Minutes of the Committee Meeting held on 22 July 2024**

The Clerk had responded regarding the repair of the handbells.

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

**32.24 Public Participation – none.**

**33.24 Mayor's Chain and Robes**

The company had indicated that it would be a tight timescale to get the chain back by the first week of September. The Clerk would respond to say that it is essential the chain is returned by 14 September being needed for the Annual Carnival and 50 year celebrations. The Clerk had spoken to the dry cleaners in Wells who had indicated that they would be able to clean the Mayor's Robes at a reasonable cost. Further details would follow.

**RESOLVED:** that the Clerk arrange for the cleaning of the robes after the Carnival up to a cost of £50.00

**34.24 Carnival Lunch and Celebrating 50 Years of Axbridge Town Council**

Responses to invitations had been collated to date. The lunch would be Ploughmans followed by either strawberries and cream or otherwise Eton Mess). The changing rooms would be available for use by the majorettes.



### **35.24 Remembrance Day**

The Mayor and Deputy Mayor had been in touch with the Royal British Legion regarding helping with arrangements for the Remembrance Day service.

### **36.24 Responsibilities and Organisation Structure and Contract**

Members had previously discussed proposed revisions to the draft job description for the Facilities Manager. The extent of the tasks would be further considered/was on-going.

### **37.24 Honorary Officer vacancies**

The vacancy for the Mace-Bearer had been further promoted with the advert placed on social media. The vacancy for the Modern Town Archivist remained and members would need to consider the role in more detail.

### **38.24 Honor for a resident**

It has been suggested to the Clerk that a resident would be worthy of a national honour for services to the community. The Clerk would seek further information on her role within a specific organisation to assist with an application/letters of support.

### **39.24 Date of Next Meeting**

The Maces would be included as a standing item on the agenda. Councillor Ham would raise this with the Men's Shed in the Autumn. The Civic Service would be considered at the next meeting and would include a review of procedures so that councillors be part of the procession into the Church.

**RESOLVED:** that the next meeting be held on 23 September 2024.

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Chairman

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Date

<b>Agenda Item 12.2</b>	<b>DRAFT EVENT RISK ASSESSMENT</b>	<b>Axbridge Town Council</b>
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<b>PART A. ASSESSMENT DETAILS:</b>			
<b>Event:</b> Civic Lunch at Axbridge Blackberry Carnival to also celebrate the 50 <sup>th</sup> Anniversary of Axbridge Town Council.			
<b>Location of activity:</b> Axbridge Town Hall, The Square, Axbridge, Somerset BS26 2AP			
<b>Date of Event:</b> Saturday 21st September 2024			
<b>Name of Person(s) undertaking Assessment:</b>	Mayor	<b>Signature(s):</b>	
		<b>Date of Assessment:</b>	DATE (agreed) 9 September 2024- to be carried out on the day
<b>How communicated to relevant persons:</b>	Distributed electronically	<b>Date communicated to relevant persons:</b>	No later than 18 September 2024

<b>PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>Step 1 Identify significant hazards</b>	<b>Step 2 Identify who might be harmed and how</b>		<b>Step 3 identify precautionary measures already in place</b>
<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed?</b>	<b>Type of harm</b>	<b>Existing controls</b> (Actions already taken to control the risk)
<b>Adverse weather conditions</b>	Visitors Participants Volunteers Officers	Injury caused by flying debris in high winds, slipping in poor weather conditions	<ul style="list-style-type: none"> <li>• Council to monitor weather conditions leading up to event. Cancel event in case of severe weather warning. Evaluate risk in the event of any extreme weather.</li> <li>• Assess on the day whether activities are safe to go ahead</li> <li>• Review the situation during the course of the event and make any necessary decisions as to the safety of event.</li> </ul>

<b>Slips and trip</b>	Visitors Participants Volunteers Officers	Slips/trips/ sprains/collisions	<ul style="list-style-type: none"> <li>• Participants/volunteers aware of the need to visually inspect before the event</li> <li>• Public liability in place</li> </ul>
<b>Vehicle movement</b>	Visitors Participants Volunteers Officers	Serious injury such as broken limbs, crushing or even fatality if struck by a moving vehicle, particularly when processing	<ul style="list-style-type: none"> <li>• The Carnival procession itself is organised by a different organisation with its own risk assessment in place.</li> </ul>
<b>Provision of lunch</b>	Visitors Participants Volunteers Officers	Burns from hot drinks, food contamination incident, allergies	<ul style="list-style-type: none"> <li>• Caterers to hold appropriate insurance and hygiene certificates</li> <li>• Food allergy notice to be in place</li> <li>• Hot drinks to be prepared in the kitchen area, under the supervision of an experienced adult over the age of 18.</li> <li>• Hand sanitizing gel/soap available to ensure clean hands when serving food</li> <li>• Notices to clearly indicate cakes are homemade and may contain nuts etc</li> <li>• Any breakages/spillages to be cleared up immediately (coning area, if necessary)</li> <li>• Should there be any incidents relating to the provision of drinks and food, first aid provision available</li> </ul>
<b>First aid provision</b>	Visitors Participants Volunteers Officers	Any of the injuries referred to in the risk assessment document	<ul style="list-style-type: none"> <li>• Sufficient first aid boxes, fully stocked with in date first aid items (cupboard above sink in the Town Hall)</li> <li>• Telephones available to call emergency services (mobiles fully charged with sufficient credit and good signal).</li> <li>• Councillor leader easily identifiable and visible if help is required</li> <li>• Location of defibrillator <del>by</del> outside the Chemist is noted.</li> </ul>

<b>Public disorder/security</b>	Visitors Participants Volunteers Officers	Assault Damage to property Distress	<ul style="list-style-type: none"> <li>• Council to continually monitor any disorder or disruption and close down the event if there is a threat of injury to persons.</li> <li>• Mobile phone, fully charged and with signal available to call the police in the event of a significant disturbance</li> </ul>
<b>Emergency Exit Procedures</b>	Visitors Participants Officer	Fire	<ul style="list-style-type: none"> <li>• Participants to be made aware of fire safety/exits</li> </ul>

This general risk assessment will apply to this event and providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply, please go to Part B2 on the next page. If it fully applies, please sign below.

I certify that the risk assessment above fully applies to the event under assessment; Civic Lunch – Carnival and 50<sup>th</sup> Anniversary of Axbridge Town Council -21 September 2024

Signed:

Name:

Mayor

The Risk Assessor

Signed:

Name:

Clerk

The Risk Assess

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.

<b>PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>Further significant hazards</b>	<b>Who might be harmed?</b>	<b>Type of harm</b>	<b>Existing controls</b> (Actions already taken to control the risk)

I certify that the assessment for the task/activity above covers all the significant hazards applicable to Civic Lunch and 50<sup>th</sup> Anniversary of Axbridge Town Council – 21 September 2024

Signed:

Name:

(Council representative)

<b>PART C: ACTION PLAN Step 4 Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date complete</b>

## **Agenda Item 14**

### **Agenda Item Correspondence 7 August –4 September 2024**

(not mentioned elsewhere in the agenda papers)

#### **SC = Somerset Council**

##### **Outside Bodies**

- Avon and Somerset Police – Door-step crime and cold calling and crime statistics – July 2024
- Community Council for Somerset – training - sole trustees of a community building
- Clerks Meeting – Enhanced Highways Maintenance and Screen Somerset
- Local Community Network – Yearly report and minutes of 18 July 2024, Bus It campaign and agenda papers 12 September 2024
- Somerset Association of Local Councils - SALC Health & Wellbeing News & Info August 2024 and clerk/office training and new booking system
- Society of Local Council Clerks – newsletters inc Energy Network invite and Branch meeting and AGM

##### **Planning**

- North Somerset Council - Wraxall and Failand Neighbourhood Plan Referendum
- CPRE campaign including views on National Planning Policy Framework and newsletter inc planning survey
- Individual – works to field north side of A371
- Resident – planning application and meetings
- Various Roads, Axbridge Temporary Prohibition of Vehicles (Multiple events in Axbridge 2024 & 2025)
- SC - weekly planning applications and decisions

##### **Admin and Finance**

- SC – CIL payments
- Clear Council's insurance (formerly BHIB) – offering quote
- Individual – Strawberry line – website request (when appropriate)
- Scribe – training
- Parish Online – need to re-sign license agreement
- Norton updates
- NPower - Important Update: Modernising UMS Connections
- SC – Employer representative on the pension board sought
- PMG services
- NP Dashboard - updated
- Product/sales – A J Products, Fusion Business, SoVision IT

##### **Leisure and Recreation**

- Somerset Council – lights at toilets
- Somerset Playing Fields Association - ATC has won an award for its playing field/area and AGM 4 October
- What's on Bristol
- SEED Somerset – creative pop-up events inc Axbridge on 6 October
- Product Information: Ava Recreation; Creative Play, Greenspan (golf course, high ropes), Jupiter Play, Kompan, NBB and WTTCV

##### **Highways**

- SC – Temporary Road Closure: ttr0444531N - Old Church Road and Houlgate Way, Axbridge (23 Sept for 40 days) and various road closures
- Individual – reply to volunteer work letter
- Individual – rubbish dumped at the viewing area, Axbridge lay-by
- SC – Bin request
- Somerset Bus Partnership – Catch the Bus month (Sept) – press release

- Somerset Council – Speed Indicator Device (new MoU agreement and supporting documentation); dead trees; parking enforcement, drain repair
- Speed watch group – cost/donation request and subsequent correspondence with SC
- Resident – Street light issue
- National Grid – acknowledgement re wall/sub station
- Individual – overgrown area and vermin
- Compton Bishop PC – signs obscured by vegetation
- National Car Park – enquiry re car park at Axbridge Town Centre
- Product – Peasy.com (bin it to win it – litter scheme)

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

- Tenant – issue with work to the plot

### **Personnel**

- Handbell Group – repair information
- Methodist Church – appointment and service – new Methodist Minister

### **SPAG**

- believe. Fully funded publicly accessible EV chargers – follow up
- EV - webinar

### **Environmental**

- SC – SEEN (Environment and Ecological newsletter)
- SC – SORTED newsletter (waste and recycling – inc opening hours)
- Centre for Sustainable Energy – newsletter including offer of energy advice to vulnerable people
- Somerset Wildlife Trust – Newsletter – Honeygar Project and Beaver Management

### **General Correspondence**

- SC – News roundups
- Flood Wessex – Flood Warden– summer newsletter
- Somerset Council - Fear of crime and local media research (questionnaire passed to Mayor)
- Defib supplies
- Policy Foresight - National Resilience and Local Emergency Preparedness
- NHS Somerset stakeholder briefing on GP collective action
- St Margarets Hospice – cardboard collection
- Flood Wessex - Somerset Prepared Roadshow, Mark Village Hall 10:30am 9 Sept

### **DIARY DATES**

<b>Date</b>	<b>Meeting</b>	<b>Time</b>	<b>Venue</b>
Monday 9 Sept	Council	7.30pm	Axbridge Town Hall
Monday 16 Sept	Leisure and Recreation Cemetery, Allotments and Open Spaces	6.30pm 8.00pm	The Lamb Zoom
Monday 23 Sept	Personnel and Protocol Planning and Licences (if needed) Highways	TBC (likely 6.45) TBC (likely 7.30) TBC (likely 8pm)	Personnel and Protocol Planning and Licences Highways
Monday 7 Oct	Admin and Finance	7.30pm	By Zoom
Monday 14 Oct	Planning and Licences (if needed) Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
TBC	Strategic Planning	7.30pm	15 Hippisley Drive
Sat 21 Sept	<b>CARNIVAL</b>		