

**AXBRIDGE TOWN COUNCIL**



**AGENDA ITEM 7.1A AXBRIDGE TOWN COUNCIL  
MINUTES OF THE PLANNING AND LICENCES  
COMMITTEE HELD ON  
MONDAY 10 JUNE 2024 IN AXBRIDGE TOWN HALL**

**MEETING COMMENCED: 6.45PM  
CONCLUDED: 7.20PM**

**MEETING**

**PRESENT: COUNCILLOR TAYLOR (CHAIRMAN – FOR THE  
MEETING), HAM AND JORDAN.**

**ALSO IN ATTENDANCE: MRS BRICE (TOWN CLERK)**

**1.24 APOLOGIES FOR ABSENCE**

**RESOLVED:** that apologies from Councillor Jenkins (personal commitment), Mitton (ill-health) and Page (personal commitment) be received and approved.

**2.24 ELECTION OF CHAIRMAN FOR 2024-25**

Councillor Jenkins had indicated she would be willing to remain as Chairman of the Committee.

**RESOLVED:** that Councillor Jenkins be elected Chairman of the Planning and Licences Committee for 2024-25

**3.24 ELECTION OF VICE-CHAIRMAN FOR 2024-25**

**RESOLVED:** that Councillor Taylor be elected as Vice-Chairman of the Planning and Licences Committee for 2024-25

## **AXBRIDGE TOWN COUNCIL**

### **4.24 DRAFT MINUTES OF THE PLANNING AND LICENCES COMMITTEE MEETING HELD ON 22 APRIL 2024.**

**RESOLVED:** that the minutes of the meeting held on 22 April 2024 be approved and signed by the Chair subject to the correct spelling of the word “Licences” in the second minute heading being amended [it was subsequently noted that the minute numbering was incorrect throughout the set circulated and this would be adjusted to ensure continuity of minutes].

### **5.24 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 10.24 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 10.24 PL refers)

### **6.24 PUBLIC PARTICIPATION - NO MEMBERS OF THE PUBLIC WERE IN ATTENDANCE.**

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### 7.24 REMIT

Members reviewed the remit. No changes were necessary.

### 8.24 POLICIES

The Committee considered the following planning policies – Affordable Housing; Planning Enforcement; Process of publicising and considering very large applications. Minor amendments were needed to the last two policies to change “Sedgemoor District Council” (where appropriate) to “Somerset Council” and to remove reference to “Oyez” and replace with “social media”.

**RECOMMENDED TO COUNCIL:** that the Planning Enforcement policy and the policy setting out the process of publicising and considering very large applications be revised accordingly.

### 9.24 PLANNING APPLICATIONS

**Planning application number:** 02/24/00008/AGE

**Proposal:** Change of use of buildings to a dwelling.

**Location:** Land to West of St Michaels, & to the North of A371, Cheddar Road, Axbridge, Somerset, BS26

The Committee raised a few concerns in relation to this application.

**RESOLVED:** that the application be deferred for consideration by full council at its meeting later that evening.

**Planning application number:** 02/24/00010/JMS

**Proposal:** Installation of a free-standing barrel sauna.

**Location:** 7 Hillside, Axbridge, Somerset, BS26 2AN

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

### 10.24 HOULGATE WAY DEVELOPMENT

The Clerk was awaiting an update from the developers on the development including a programme of works, the need to reinstate the 20mph sign (double sided) and seeking clarification regarding the works which were taking place in the adjoining field. This appeared to be a compound with a hard standing and services. No planning application had been received to change the use of the land. Somerset Councillor Ham would make enquiries to clarify the situation. Members were also concerned that a decision had been

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made to change the tenure of the affordable housing to shared ownership only, without any consultation with the Town Council. These matters would be raised at the council meeting.

### **11.24 PLANNING APPLICATIONS DELEGATED TO THE CLERK OR NOTIFIED BY THE PLANNING AUTHORITY**

The Clerk had forwarded planning application 02/24/00011 relating to tree works at St John's Court but noted that the Council was only being notified, not consulted, on this application.

### **12.24 RECENT AND CURRENT PLANNING APPLICATIONS**

Members had received the list detailing recent applications and planning decisions at the last meeting.

### **13.24 ENFORCEMENT MATTERS - NONE**

### **14.24 LICENSING MATTERS**

There were no updates.

### **15.24 PLANNING DECISIONS AND CORRESPONDENCE RECEIVED**

Members received/noted the following correspondence:

- Society of Local Council Clerks – Planning summit
- CPRE – various updates
- Plan-It Somerset – Planning Policy news including Call for sites launched for nature-based solutions to unlock development
- North Somerset Local Plan 2039 Pre-submission Plan - Consultation Statement

### **16.24 DATE OF NEXT MEETING**

**RESOLVED:** that the next meeting be held, if needed, on 24 June 2024.

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Chairman

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Date

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**AGENDA ITEM 7.1B AXBRIDGE TOWN COUNCIL  
DRAFT MINUTES OF THE PLANNING AND  
LICENCES COMMITTEE HELD ON  
MONDAY 22 JULY 2024 IN AXBRIDGE TOWN HALL**

MEETING COMMENCED: 7.15PM  
CONCLUDED: 8.00PM

MEETING

PRESENT: COUNCILLOR TAYLOR (CHAIRMAN – FOR THE MEETING), HAM, PAGE AND JORDAN.

ALSO IN ATTENDANCE: MRS BRICE (TOWN CLERK)

**17.24 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 Jenkins (Chairman - personal commitment) be received and approved.

**18.24 DRAFT MINUTES OF THE PLANNING AND LICENCES  
COMMITTEE MEETING HELD ON 10 JUNE 2024.**

**RESOLVED:** that the minutes of the meeting held on 10 June 2024 be approved and signed by the Chairman.

**19.24 DECLARATION OF INTEREST AND DISPENSATIONS**

**Interests:**

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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 22.24 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 22.24 PL refers)

**20.24 PUBLIC PARTICIPATION - NO MEMBERS OF THE PUBLIC WERE IN ATTENDANCE.**

### **21.24 PLANNING APPLICATIONS**

**Planning application number:** 02/23/00028/AGE (as amended)

**Proposal:** Erection of a two-storey dwelling with garage and associated works.

**Location:** Land To The West Of, Axbridge Moor Drove, Axbridge, Somerset, BS26 2BA

**RESOLVED:** that Somerset Council be advised that Axbridge Town Council objections remain as submitted on 29 November 2023 and reiterated on 21 May 2024 - set out below for easy reference:

- Compliance with national, regional and local planning policy and guidance:
  - The proposed development is contrary to Axbridge Neighbourhood Plan and Sedgemoor District Local Plan. This site is not included in the Neighbourhood Plan as a site for development and was not identified in the Call for Sites. It is, in fact, designated as a flood plain (flood zone 1 and 2). It is also contrary to the Neighbourhood Plan given the scale and character of the proposed development and the impact on the natural environment (Policy H&NE-1). Axbridge has already met the requirements for new homes identified in these Plans with the recent and approved developments/allocations.
  - The site is an agricultural field, outside of the settlement boundary. There is no need to build outside the planning line at all, including a large-scale self-build property which is not in keeping with the area.
  -
- The impact upon the character and appearance of the area or street including the appropriateness of design, materials, landscaping etc
  - Whilst the Town Council acknowledges the size has been reduced, the proposed dwelling is still of a significant size in comparison to the surrounding dwellings - the scale of the proposed development is not appropriate and not in keeping with the surrounding area – and will have a negative impact on the character and appearance of the area.

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- The impact of the building on its neighbours through overshadowing, overlooking and loss of privacy
- Given the size of the parcel of the land, the scale of the proposed dwelling which runs behind 4/5 dwellings, and the proximity to those properties on the south side of Bailiffs Close, this development will have a detrimental impact.
  
- Effect on the landscape
  - The scale and design of the proposed dwelling in this location will have a negative impact on the landscape as set out above.
  
- Traffic generation and road safety
  - The site is at the end of Moorland Street, which already suffers from traffic congestion, parking issues and road safety, in the vicinity of the local school in Moorland Street. The last section of the road is narrow and the proposed development will exacerbate the situation.
  
- Other environmental issues, such as noise
  - As stated above, and in the application documentation, the site is a designated flood plain.
  - The development will not enhance the natural environment (landscape, biodiversity and habitats) and will impact on wildlife, especially bats; it is within Zone B of the Bat Consultation Zone associated with the North Somerset and Mendip Special Area of Conservation.)

**Planning application number:** 02/24/00014/JMS

**Proposal:** Single storey rear North extension.

**Location:** Jasmine Cottage, St Marys Street, Axbridge, BS26 2BN

**RESOLVED:** that Somerset Council be advised that Axbridge Town Council has no observations to make on this application.

### **22.24 HOULGATE WAY DEVELOPMENT**

Several matters had been raised with the developers - the 20mph sign which had still not been reinstated, traffic management and the creation of a compound. Members understood that they had permission to use the field as a compound for a 2 year period, when it would be restored to an agricultural field. The Clerk was asked to request the developers to damp down the site in very dry conditions to suppress the dust. Somerset Council had also been made aware of the concerns regarding the changes in affordable housing mix without consultation. It had been confirmed that all of the affordable housing units would now be shared ownership.

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### **23.24 PLANNING APPLICATIONS DELEGATED TO THE CLERK OR NOTIFIED BY THE PLANNING AUTHORITY - NONE**

### **24.24 RECENT AND CURRENT PLANNING APPLICATIONS**

Members had received the list detailing recent applications and planning decisions at the last meeting. It was noted that the list should show that the Houlgate Way application (02/24/00006) for non-material changes had been approved.

### **25.24 ENFORCEMENT MATTERS**

The Council had concerns regarding two sites - the apparent occupancy of an agricultural field on Hillside and the recent appearance of a caravan on the field next to the allotments.

#### **RESOLVED:**

- 1) That the Clerk writes to Planning North to report the apparent occupancy of an agricultural field on Hillside which is an agricultural field within the National Landscape on which two caravans, a shed over the caravans, decking and a generator have been placed (copy to the National Landscapes); and
- 2) That the Clerk contacts the owner of the caravan on the field by the allotments to advise that the Council is concerned by the size of the caravan which may require planning permission and to recommended they contact Somerset Highways as the planning authority.

### **26.24 LICENSING MATTERS**

The Licensing department did not deal with guardianships. No further action was needed.

### **27.24 BIODIVERSITY**

The Clerk updated members on Biodiversity Net Gain and duties on local councils to protect and enhance biodiversity. Members were trying to progress items related to biodiversity and the environment and it was understood this may be raised at the Local Community Network meetings. The land at the bottom of Crossmoor may lend itself to a wildlife space

**RESOLVED:** that the Clerk circulate a template policy for consideration at the next meeting.



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**28.24 PLANNING DECISIONS AND CORRESPONDENCE RECEIVED**

Members received/noted the following correspondence:

- Environment Agency – Response to Hinkley Point C Development Consent Order Material Change consultation and Public consultation on changes to HPC’s construction site permit
- Hinkley Connection - Spring 2024 Newsletter
- Plan- It Somerset – Planning Policy news
- Flood Wessex – Flood Lunch and Learn sessions
- Somerset Prepared Roadshow Events
- Various – Solar Wizard (online tool to assess solar potential)
- CPRE – various updates
- Neighbourhood Plan enquiry – a question relating to the Neighbourhood Plan would be passed to the former Chairman of the group.
- National Planning Policy Framework – there would be a consultation on the framework in the next month. Immediate changes had been made aimed at “removing the de facto ban on onshore wind in England”.
- St Johns Court – correspondence had been received outlining possible plans for this site. The Clerk would reply to thank them for letting the Council know of their intentions, that the Council cannot comment until the plans are available as part of the planning process and that these would be considered by full Council in due course.

**29.24 DATE OF NEXT MEETING**

**RESOLVED:** that the next meeting be held, if needed, on 19 June 2024. This would include consideration of application 02/24/00010 regarding a sauna and retaining wall at 7 Hillside (to be included on either the Planning and Licences agenda, or Council agenda, as appropriate).

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Chairman

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Date

# AXBRIDGE TOWN COUNCIL

## **Axbridge Town Council**

### **Administration and Finance Advisory Group**

**August 2024**

#### **Report for Council.**

**Meetings.** A meeting was held on 5<sup>th</sup> August 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 July. The data was checked by members and no concerns were raised.

**External Audit.** The required documents have been completed and sent to the auditors. The clerk will update members at the Council meeting if there is anything to report. (Agenda item.)

**Monthly Internal audit.** The audits for April, May and June 2024 have been completed and there are no problems to report to Council. This requires minuting. (Agenda item.)

**Compensation Scheme for Bank Failure.** A Savings Account and a Business Current account have been opened at the Unity Trust Bank so that all the cash held by the council can be protected. The £500.00 required to open the accounts appears on the online statement. Councillors appointed to authorise transactions are in the process of setting up their email addresses and logon details. *Council needs to agree that the clerk has the authority to manage the amounts kept in each account and organise on-line transfers between the council's two banks (Lloyds and Unity Trust).* Payments from the bank accounts will need to be approved by two authorised payment signatories as per financial regulations. (Agenda item.)

**VAT Refund for use of sports facilities.** It has been agreed that this will be ring-fenced for use to support football on the Furlong.

**Football Clubs' invoices and Axbridge Junior Saxons Football Club grant request.** This will be considered under Leisure and Recreation items.

**Computer System.** Cemetery data has been installed on the system by Scribe. Additional data is to be added in due course to fully use the system.

**Cyber security.** Peter Taylor has examined the council's systems as requested. A few immediate changes have been made and a written report is expected shortly to cover recommended further work. So far it seems that the assistant clerk's laptop will need replacing next year as it will not cope with Windows 11. (Windows 10 will no longer be supported after October next year or thereabouts.) It is probable that controls on email addresses to be used for council business, and on passwords will need to be introduced. There are three councillors who are using alternatives to their council email addresses.

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**Website Accessibility. (WCAG2.2AA compliance).** The council has agreed to investigate the purchase a new compliant web-site. The assistant clerk has produced a report showing possible suppliers with various comments and observations. The recommendation to the Council is that it sets a budget for the creation and installation of a new website and authorises the clerk to obtain quotes for the supply of these items based on the report. A maximum of £2000.00 for the budget is proposed. (Agenda item.)

**Risk Assessment and Management document (Standing Orders Appendix E).** This has been checked by group members. No changes have been recommended apart from the references to the District Council. Council should consider and agree to the updated version. (Agenda item.).

**Delegation Scheme for the Clerk (Standing Orders Appendix F).** This has been checked by group members. No changes have been recommended apart from the references to the District Council. Council should consider and agree to the updated version. (Agenda item.).

**Grant to Heritage Trail.** A request to donate towards printing costs of leaflets was considered. The group members recommend a grant of £200.00 be made from the local community groups grants budget. (Agenda item.)

**Annual report.** This has been completed and issued.

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

Councillor Taylor has given his apologies for this meeting

MT (07/08/2024)

**AXBRIDGE TOWN COUNCIL**



**Agenda Item 8.6 Axbridge Town Council**

**Delegation Scheme**

**Proper**

**Officer/Clerk**

**to the Town Council**

**(Appendix F of Standing Orders)**

**Areas of Business:**

- Administration**
- Allotments**
- Car Parks**
- Cemetery**
- Community Stall**
- Electricity Contracts**
- Emergency Repairs**
- Furlong**
- Licensing**
- Oyez**

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**PAT testing  
Planning**

**Last Updated: March 2021**

## AXBRIDGE TOWN COUNCIL

Delegation Scheme – Proper Officer/Clerk to the Council.

### **Introduction.**

This document will form part of the job description of Clerk to the Council. It is expected that the clerk will liaise with the Mayor and/or relevant councillors on a regular basis about duties but will perform the following routine tasks without reference to council.

The Town council has agreed that the following tasks are delegated to the clerk. The decisions are minuted and the relevant minute numbers are recorded by each entry.

### **Scheme.**

<b>Task</b>	<b>Minute</b>
<b>ADMINSRATION</b>	215(g)/14
<b>Arrange for the Mayoral and Honours Boards to be updated</b>	
<b>Purchase necessary office consumables</b>	36(f)/16
<b>ALLOTMENTS</b>	32(f)/12
<b>Preparation and issue of rental invoices and reminders for payment.</b>	
<b>Give written permission for the erection of sheds and glass houses if they comply with the regulations.</b>	32(f)/12
<b>Give written permission for the keeping of livestock if the request complies with the regulations.</b>	32(f)/12
<b>Issue warning letters when none compliance with tenancy agreement or regulations occurs.</b>	32(f)/12
<b>Allocate allotment plots when straightforward and report back to the subsequent meeting.</b>	37(c)/15
<b>Arrange for hedging works at the Allotments having consulted with the relevant Chairman/members.</b>	84(c)/15
<b>CAR PARKS</b>	53(f)/15
<b>Issue orders for repair of car park lighting.</b>	
<b>CEMETERY</b>	32(f)/12
<b>Allocation of plots for graves and keeping the relevant records</b>	
<b>Approve headstone design if in accordance with regulations.</b>	32(f)/12
<b>Preparation and issue of invoices for interments.</b>	32(f)/12

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<p><b>Arrange for hedging works at the Cemetery having consulted with the relevant Chairmen/members.</b></p>	84(c)/15
<p><b>COMMUNITY STALL</b></p> <p><b>Control of use of the community stall at the Farmers' Market</b></p>	53(f)/15
<p><b>ELECTRICITY CONTRACTS</b></p> <p><b>Agree electricity supply contracts for all facilities (car parks, changing rooms and public conveniences) with changes to be reported to Council via the A&amp;F group</b></p>	132/16(e)
<p><b>EMERGENCY REPAIRS</b></p> <p><b>Respond to safety issues reported by members, council officers, or the public by, if necessary, authorising emergency repairs and/or works to rend the reported item safe in relation to the recreation area.</b></p>	69(b)/12
<p><b>FURLONG</b></p> <p><b>Arrange for hedging works at the Furlong having consulted with the relevant Chairman/members.</b></p>	84(c)/15
<p><b>LICENSING</b></p> <p><b>Respond to District Council on road closure licence applications as long as there is no change from the previous application for the same event</b></p>	106(d)/12
<p><b>OYEZ</b></p> <p><b>Production of Oyez</b></p>	53(f)/15
<p><b>PAT TESTING</b></p> <p><b>Arrange PAT testing as per the Risk Assessment document. The results to be checked by the A&amp;F group</b></p>	132/16(e)
<p><b>PLANNING</b></p> <p><b>Respond to the planning authority on applications for works on trees that are in domestic gardens. The application and response will be reported at the following planning committee.</b></p>	292.20(c)

**Adopted by Council: 15<sup>th</sup> March 2021 (minute 292.20(c) refers)**

**Last Review Date: 15<sup>th</sup> March 2021 (minute 292.20(c) refers)**

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**Agenda Item 8.7 Axbridge Town Council**

**Risk Assessment and Management**

**(Appendix E of Standing Orders)**

**Areas covered by document:**

- Finance**
- Places**
- Assets**
- Procedures**
- People**



## AXBRIDGE TOWN COUNCIL

Axbridge Town Council

### Risk Assessment and Management

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

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<b>Area</b>	<b>Risk</b>	<b>Level (H/M/L)</b>	<b>Management</b>
Insurance	Incorrect/inadequate cover, non payment	H	RFO diary action, annual review by A&F
VAT	Not claimed or received	M	RFO diary action to claim 3 monthly. A&F monitors

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<i>Places:</i>			
Axbridge Town Car Park	All risks associated with managing and use of the car park	H	Insurance. Inspection by Councillors and employees.
Moorland Street Car Park	All risks associated with managing and use of the car park	H	Insurance. Inspection by Councillors and employees.
Children's Play Area	Accident or fall	M	Annual inspection by external body. Weekly inspection by council employee Regular inspections recorded Insurance.
Changing Rooms	Damage/Fire	M	Insurance Regular Inspection by manager.
	Legionnaires infections	M	Routine checks
	Illness from cleaning materials	M	Correct storing and labelling of products.
	Electric shock from apparatus.	L	PA testing every two years and visually checked regularly.
Public Conveniences Moorland St.	Slip and trip hazards for users and cleaners – possible injury	M	Warning signs
	Vandalism or Fire – possibly injury to users	M	Regular inspections
	Trapped fingers under toilet seat or in door	M	Warning signs
	Locked in toilet – distress	M	Locks routinely checked by council appointed operatives
	Illness from cleaning materials	M	Correct storing and labelling of products.
Allotments	Personal Accident	L	Inspection by appointed Councillor. Insurance.
Cemetery	Personal accidents	L	Inspection by appointed Councillor Insurance
	Damage to buildings, fences, gates	L	Insurance

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	Grave allocation error	M	Burial Register kept up to date and checked by CAOS
	Unidentifiable grave or plot	M	All graves without headstones identified from Burial Register. All reserved plots identified by a "Reserved" plaque.
	Grave dug in wrong place or to incorrect depth/current regulations.	L	To be dug in accordance with Cemetery Rules adopted by Council and all relevant paperwork completed.
	Toppling headstone	L	Stability of all headstones assessed every two years. Reported and minuted.
	Unsafe working in cemetery	L	Work in accordance with Cemetery Rules adopted by Council.
Office, Church Rooms	Unsatisfactory Health and Safety standards for employees and visitors	M	Health and Safety assessed annually and when key changes are made.
	Health problems due to Environment and Display Screen Equipment	M	Environment and Display Screen Equipment Assessment Tool will be employed annually in accordance with advice note (covers space, lighting, power, noise, temperature and humidity and DSE)
	Personal Injury from use of Office Equipment	M	Chair, desk, footstool and keyboard provided to minimise injury.  Employees to take regular breaks away from the screen.  Employees to have annual eye test if requested.  PA testing every two years and visually checked regularly.
	Dangerous Equipment	L	No machinery – only office equipment.
	Trip Hazards	L	Cables routed away from walking routes.
	Personal Safety	M	Medical issues which would affect work to be raised with the employer.  Female employees to carry rape alarm when leaving the office after dark.  Employees to advise Mayor if working in the office outside usual/agreed hours.
	Working alone	M	Lone working policy reflected in Contract of Employment

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	Unauthorised access to Church Rooms and office	M	Main door locked when in office and the Church Rooms not in use.
	Fire or major incident (Access and Exit )	M	Fire Risk Assessment regularly carried out by the Parochial Church Council – and made available to Council.  Access and Exit routes defined as ---Front door (ground floor) ---Fire escape (first floor landing)
	Violence from visitors	L	Front door locked so no unexpected visitors.  Church Rooms used at regular intervals.  Doorbell will warn of visitors who are greeted downstairs (with chain on door if rooms not in use) before being invited to the building.  Appointments to be recorded in diary.  Clerk to have mobile phone and be aware of emergency numbers.  Any incidents to be logged and reported to the Mayor.
<b>Assets:</b>			
Computer hardware and software	Loss of data or access to data.	M	Automatic backups held remotely.  Mayor and Deputy Mayor to hold access passwords and details of where data is stored in the event of unavailability of such information.
	Malfunction of or damage to hardware	M	Repair locally or re-purchase at short notice, in conjunction with regular data backup and retention of installed software for re-installation.
	Need to re-install software	M	Software CDs to be kept securely in fire safe
	Unauthorised access to sensitive data	L	Password-protected PC access using a “strong” password, and password-protected screen-saver.  Confidential documents to be password-protected.  No sensitive data to be stored on removable magnetic media or emailed.  User to log off when not using the PC.
	Interruption to critical work due to system failure	M	Ability to re-instate backed-up files to another PC for temporary use.  Access to webmail from another PC.

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	Threat from virus or other attack	M	Use of up-to-date anti-virus software and use of firewall.  Install updates to operating system regularly.
Important documents and paper records	Loss due to fire or theft	L	Stored in locked fire-safe. One set of keys to be kept by clerk and one by Mayor.
Bus shelters & seats	Damage, personal injury.	M	Insurance.  Regular inspection, cleaning and maintenance.
Trees	Personal injury or damage to property	M	Maintain Log of all trees and their condition.  Procedure in standing orders.  Regular inspection by qualified person
<b>Procedures:</b>			
General	Incorrect/illegal procedures or actions	M	SALC membership for advice and legal services.
Meetings	Failure to advertise or notify councillors correctly	L	Chairman checks procedures in line with Standing Orders.
Events	General	M	Specific risk assessment carried out before event
	Illness due to food or drink supplied at event	M	Check caterer's hygiene and insurance certificates.
Contracts	Accidents	L	Ensure copy of suppliers' current insurance certificates received.

<b>People:</b>			
Clerk's duties	Loss or illness of clerk	M	Monitoring of performance, contract and job description by designated committee including annual review.  Training.  Councillors available with appropriate skills.
	Fraud	L	Fidelity insurance, level of cover agreed with auditors.
Councillors	Liable/ Slander	L	Standing Orders, Insurance
Meetings	Inaccessibility of venues.	M	Clerk or Chairman of meeting to assess suitability of venue and needs of disabled people to comply with legislation.

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

A&F = Town Council Administration and Finance Advisory Group

CAOS = Town Council Cemeteries, Allotments and Open Spaces Advisory Group

~~SDC = Sedgemoor District Council~~

L&R = Town Council Leisure and Recreation Advisory Group

SALC = Somerset Association of Local Councils

RFO = Responsible Financial Officer

**Adopted by Council on 12 February 2024 (minute 167.23(c) refers)**

**Reviewed by Admin and Finance Advisory Group: 5 February 2024**

## AXBRIDGE TOWN COUNCIL

### Agenda Item 8.11 Monthly Financial Report

#### Agenda item 8.11a Payments for Ratification (R)and Authorisation - August 2024

Voucher No.	Date	Supplier	Description	Net	VAT	Total
141	12.08.2024	QSS IT Lt.	Web Hosting	£60.00	£12.00	£72.00
142	12.08.2024	A1 Gardening and Tree Surgery Limited	Open Spaces Contract - various	£183.33	£36.67	£220.00
143	12.08.2024	Greenslades Grounds Main.	Grass cutting - Furlong	£216.00	£43.20	£259.20
144	12.08.2024	PATA UK	Payroll - monthly service	£37.90	£0.00	£37.90
145	12.08.2024	Arien Signs Ltd	Various signs	£505.40	£101.08	£606.48
146	12.08.2024	Somerset Association of Local Councils	Subscriptions	£551.27	£0.00	£551.27
147	12.08.2024	PKF Littlejohn LLP	External Audit	£420.00	£84.00	£504.00
148	12.08.2024	W C Maunders Ltd	Furlong maintenance	£16.31	£3.26	£19.57
149	30.07.2024	Amazon (R) - paid by card	Norton Anti Virus	£12.49	£2.50	£14.99
	25.08.2024	Payroll - August 2024	Staff salaries and associated payroll organsiations	4341.63	0.00	4341.63
		Mr A Laken	Town Main. Cont -July & reim materials for retaining fence - allotments (£201.39 TBC- invoice awaited)	441.39	0.00	441.39
		Maw Agri	Materials - repair of - fence NW of allotment plot			
		CNE Electrical Contactors Ltd	Electrical inspections - remedial works			
<b>TOTAL</b>				<b>6785.72</b>	<b>282.71</b>	<b>7068.43</b>

#### NOTES:

Spending Powers:

The Council has the General Power of Competence

Bank Reconciliation as at 31 July 2024 is £149,467.02

The internal monthly audits for April - June 2024 (inclusive) have been carried out.



## AXBRIDGE TOWN COUNCIL

### Agenda Item 8.11b Receipts July 2024

Voucher No.	Date	Customer	Description	Total
43	31.07.2024	Lloyds Bank - savings	Bank Interest	£36.02
42	30.07.2024	Allotment tenant	Allotment rent and deposit	£76.45
41	26.07.2024	Wales and West Utilities	Use of land as a compound	£975.00
40	25.07.2024	Wales and West Utilities	Use of land as a compound	£0.00
39	11.07.2024	Mark Sheppard (M J Sheppard Funeral Directors)	Cemetery fees	£75.00
38	10.07.2024	Individuals - reserve plot	Cemetery fees	£120.00
37	09.07.2024	Lloyds Bank	Bank Interest	£142.92
			<b>TOTAL</b>	<b>1425.39</b>

## AXBRIDGE TOWN COUNCIL

### Agenda Item 9.11c Direct Debits and Standing Orders - July 2024

Voucher No.	Date	Supplier	Description	Net	VAT	Total
121	01.07.2024	Water2Business	Water and Sewerage - Public Conveniences	£38.50	£0.00	£38.50
122	01.07.2024	Water2Business	Sewerage - Town Car Park	£10.71	£0.00	£10.71
123	01.07.2024	Water2Business	Sewerage - Moorland Street Car Park	£10.71	£0.00	£10.71
124	01.07.2024	Water2Business	Water and Sewerage - Changing Rooms	£53.50	£0.00	£53.50
125	01.07.2024	Axbridge Parochial Church Council	Office rent	£600.00	£0.00	£600.00
130	03.07.2024	O2	Telephone - Assistant Clerk	£6.96	£1.39	£8.35
131	10.07.2024	Somerset Council	Business Rates - Council Office	£56.00	£0.00	£56.00
132	17.07.2024	Npower	Electricity - Moorland St Car Park	£10.79	£0.54	£11.33
134	22.07.2024	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
135	22.07.2024	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	£0.00	£120.00
136	22.07.2024	BT	Broadband	£21.72	£4.34	£26.06
137	22.07.2024	Public Works Loan Board	Loan Repayment - Town Car Park	£5,201.03	£0.00	£5,201.03
138	25.07.2024	Vodafone	Telephone - Clerk contract	£14.39	£2.88	£17.27
139	31.07.2024	Zoom	Video Conferencing	£12.99	£0.00	£12.99
			<b>TOTAL</b>	<b>£6,261.30</b>	<b>£9.15</b>	<b>£6,270.45</b>

## **AXBRIDGE TOWN COUNCIL**

### **Agenda Item 9.1 Highways Report: meeting Monday 22 July 2024**

#### **for August meeting**

##### **The Square:**

- Disabled parking sign: The Trust had made alternative suggestions for the sign but they are positions we have already discussed and were refused by Highways.
- **Action – to ask Highways to locate the sign as suggested by the properties, between The Old Market Shop and Old Forge.**
- **Action – to write to the residents to make them aware.**

##### **Townsend:**

- **Action – to write to the residents of the house on the edge of the slip road again, to ask that the hedge be cut back to reveal the bus stop. Also, to mention the 20mph sign is being covered again.**
- Pauline to ask Aileen if we could move the sign to an existing pole further back towards the “not roundabout”
- We can only monitor the STOP sign situation. Hopefully when the white lining etc is carried out it will reinforce the stop.

##### **Moorland Street Car Park:**

- Andy has been asked to cut back the overgrown foliage on the wall opposite the school entrance.
- Mark Bennett has agreed to supply a quote to repair the damaged wall. He said it won't be straight away. Should we consider looking for an alternative?
- The no parking hatching outside the school gate is very faint and needs to be redone. Pauline to see if there is anyone that could do this.

##### **Town Gateway:**

- We agreed to leave the Axbridge sign that is on the A371 and get a new one for the Gateway. To get updated quotes for signs to include the *Lamb and Flag emblem with Welcome to Axbridge. Please drive safely through our town* on one side and *Lamb and Flag emblem Thank You for visiting Axbridge* on the other side. Quote to include posts and siting the signs.
- To ask Aileen if we can have relevant white road markings. What would it cost if we have to pay for this.

##### **Highways Devolution:**

- Cllrs Ham and Wells have listed all grass areas. Mike Taylor has supplied a previous map of grass cutting provided by Somerset. Cllrs Ham and Wells will work on this information during the summer holiday period.
- Cllr Ham to approach Andy Laken to see if he would be willing to complete Chapter 8 training to enable him to carry out additional tasks adjacent to the roadway.
- Aileen to be asked about insurance implications reference volunteer grass cutters and litter pickers. The individual(s) need to be contacted reference health and safety but we need to know our responsibility.

##### **Signage:**

- We have received:
  - direction sign from Moorland Street to Meadow Street
  - Car Park Rules for Moorland Street
  - Parking rules for The Furlong

## **AXBRIDGE TOWN COUNCIL**

- Parking "P" for the top of the Meadow street post
- 2 x number 48 to cover the burnt numbers at Meadow Street
- No parking sign for the allotment

We did order poles for the Furlong sign, which I haven't got. I am going to confirm the size required before contacting the sign company.

### **Houlgate Way:**

- **Action: The 20mph sign still hasn't been replaced. The clerk to contact the police to request a direct approach from them. Bellway will be copied in to the email.**

### **SIDS:**

- We have received the completed Risk Assessment Form and all insurance concerns have been answered.
- The clerk will sign the MOU and forward to Somerset
- **Action: Vicky/Katie please can you let Tony know this has been done.**

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

- We are waiting for a response to our question: could a dog bin on this site be added to our emptying schedule.

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

- A large area here has become very overgrown and needs to be cleared. We don't know why this has occurred as it should have been cut within the contract. We wonder if there has been dumping on the site, impeding the work of the contractor. Andy has been asked to clear. I will remind him.
- **Action: to write to Linda at the Crown to ask that the building waste and rubbish be removed from the grass verge by the rear access to the property.**

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

- To consider the future for the area.
- To see if we can find anyone with the equipment able to cut the scrub on the bank and into the parking area.
- The volunteer litter pickers have previously offered to do some clearing in the area.

### **Outstanding items/Other discussions**

- Prowse Lane footpath remains unresolved.
- The kissing gate still needs to be put in place.
- Katie is still in communication reference the overgrown space at Houlgate Way/Starrs Close. Andy has cleared the pathway through.
- Richard Willis will post the bus survey on the web-site and social media.
- Electric charging points – Cllr Sarah Thomas noted that there have a few cars looking for an electric charging point that is indicated on a map at the bottom of Moorland Street. It could be possible that a resident is offering this service.

Cllr Pauline Ham

## AXBRIDGE TOWN COUNCIL

### **Agenda Item 10.1 CAOS Report**

#### **Cemeteries, Allotments & Open Spaces Advisory Group**

**15th July 2024**

Zoom meeting start: 8.00pm Finish 9.11pm

**Present:** Cllrs Jordan (Chair), Browne, Ham and Page together with Mrs K Weir, Assistant Clerk

**Apologies:** Were not received from Cllr Jenkins or Cllr Faulkner

#### **Allotments**

- It was agreed to ask Andy Laken to put up a fence above plot 7B to deter cattle from entering the plot again. PH

Assistant Clerk to contact tenants of plot 7B to reassure them that the Advisory Group see this as an urgent matter and will have the fence patched initially while looking to remedy the situation. KW

- Cllr Ham to find out how to organise a Quarry Volunteer Day. PH
- Two trees at the back of plot 5A/6 potentially need attention. It was agreed to contact tenant and report back PH
- Allotment advertising has happened on local town Facebook groups. At the end of July, to advertise outside of parish boundary on Cheddar and other groups. Viewing of allotments Thursday morning. KW
- Top of main path where the gate to the hill and water trough are sited, the bushes need cutting back. It was agreed to seek an odd jobber for this if Andy Laken cannot do it. PH
- It was agreed that the notice board in Cllr Ham's garage would not be appropriate. Assistant Clerk to research notice boards and costs. KW
- Sign for carpark has been ordered awaiting delivery.
- Should the rent increase to help cover costs? Cllr Ham volunteered to find out

#### **Cemetery**

- Town Clerk sent letters for approval re: Plot 86 and plot 93 removal of plants. It was agreed the Clerk should amend end of Autumn to 31<sup>st</sup> October on both letters. KW

#### **Open Spaces**

- Waste land Starrs Close/Houlgate Way. Investigations on going. Cllr Ham to get advice from Roz White – Assets at Somerset Council. PH

## **AXBRIDGE TOWN COUNCIL**

### **Any other business**

- Gilding of the cemetery sign will be done when weather permits
- Funding options for parking spaces behind Pennings is being kept on the SPAG agenda.

**Date of Next meeting:** 19 August 2024

## AXBRIDGE TOWN COUNCIL

### Agenda Item 11.1 Leisure and Recreation Report for August 2024.

(Meeting Held Mon 15 July 2024)

**Election of Chair:** Pauline Ham

**Election of Vice Chair:** Graham Page

**Review Remit:** Change Furlong to Recreation Field in the first line and heading below. Remove Furlong from Facilities Manager in the first line of Public Toilets

Reviewed 15 July 2024.

**Review Ad Hoc use and Charging Policy:** no change. Reviewed 15 July 2024

**Review Dog Control Policy:** no change. Reviewed 15 July 2024

**Play area annual report June 2024:**

- Climber Arch - safety surface is cracking and there is slight separation at the edges. No immediate action required.
- Springy hen and tractor – no issues.
- Multi climber/slide – separation at one edge (eastern edge). Moderate trip hazard. **To ask Darren to fill with soil.**
- Roundabout – gaps where new surfacing has been added. Grass is growing through. **To ask Darren to weed and keep weed free.**
- See-saw – usual comment reference head entrapment risk with handles. We agreed our annual Risk Assessment that to put a notice in place would encourage children to try.
- Spinning Toadstool and Disc – no issues.
- Cableway – no issues.
- Agility trail – no issues.
- Slide – no issues.
- Swings – the metal end on the seat belt on the all-inclusive swing is a hazard if not done up when in use. **To get an adhesive sign to stick on the back of the swing seat saying: Please fasten chain at all times. (Maybe get 2!)**  
Safety surface is cracking slightly. No immediate risk. **Darren to be asked to keep it weed free.**
- All-inclusive swing (new): the height of the seat is not set high enough: immediate attention required. **GB Leisure has attended and set the seat at the correct height.**

The play area is looking really good and is getting well used. The no ball games sign is to be moved to the access gate.

**Car Park improvement** – no action

**Signage:**

## AXBRIDGE TOWN COUNCIL

- Dog signs, as attached – **suggest 8 sticky @ £4.50 each. 2 dibond @ £15 each.**
- Shelter sign – **to replace previous signs saying “Shelter. Do not climb”. To request a quote for 2 adhesive signs that can stick on the shelter**
- Notice Board - We discussed the possibility of replacing the wooden notice board at the top of the Furlong. The one in place by the footpath is in a very bad state of repair but is often used and would be good to replace.

### **WW Utilities parking:**

They will be parking 2 facilities on the Furlong car park, in the disabled area while they are working in Moorland Street. This is proposed to be until October. They are paying £75 a week for this.

### **Hedge between Play Area/Furlong Place**

This is very overgrown. **To ask Andy if he can cut it back.**

### **Perimeter of the Furlong field:**

The long grass around the perimeter is expanding. **To ask Darren to liaise with the contractors for this to be cut.**

### **Fixed wire work:**

Chris Norman (CNE) has been asked to carry out the work he quoted for the changing rooms (£1400) and the public toilets (£400).

### **Football:**

We have booked a meeting with representatives. Items on the agenda:

- They need to pay for the season 2023/24
- We need to know how much usage there is:
  - we need to know what fixtures and when for all clubs
  - we need to know training usage
  - we need to know what they are using for the above
  - we need to agree fees – previously Axbridge United have paid £35 a fixture.
  - **Darren should be the link between the clubs and this committee and be aware of all uses.**
  - We need to clarify the grass cutting contract – ATC pays for a fortnightly cut through the growing season, to maintain the field as a recreation area. Any additional cuts for the pitches will be charged to the clubs.
- The goals on the Furlong need to be put away properly. The “big” goals by the container need to be stored out of sight behind the container. The “small” goals either need to be secured at the bottom of the field or taken away. They cannot be left out on the field.
- The changing rooms need to be cleared out. Anything that needs to be stored should be in the container.
- Darren keeps the facility clean and is intending to carry out a deep clean. He is also planning to paint the exterior.



## **AXBRIDGE TOWN COUNCIL**

### **Toilets:**

- No issues at the moment.
- The bottoms of the toilet doors have been repaired and protected so, hopefully, will be ready for the wet weather this winter.
- Darren is going to give the drinking fountain a thorough clean. It is in full working order now.
- Darren plans to paint the stonework by the railings to the disabled toilet and to kill the weeds growing there.

Cllr Pauline Ham

# **AXBRIDGE TOWN COUNCIL**

## **Agenda Item 11.2**

### **REMIT 7**

#### **Axbridge Town Council**

#### **The Leisure and Recreation Advisory Group (to include Changing Rooms)**

##### Chair and Group membership

Chair and Deputy Chair: to be elected by the group at the first meeting each year.

Mayor (ex officio)

Deputy Mayor (ex officio)

2 (minimum) other councillors

##### Remit

##### Leisure and Recreation Duties of Responsibilities

To report and advise the Town Council on matters relating to the **Recreation Field Furlong**, the children's play area, other recreation matters and the Public Toilets.

##### The **Recreation Field Furlong**

- Grass cutting
- Hedgerow maintenance
- Litter and dog mess.
- General safety
- Liaise with the Football Clubs, other users and the Facilities Manager

To maintain this facility as a recreation place for Axbridge residents and visitors.

##### The Children's Play Area

- To implement the recommendations of an approved safety inspector and ensure an annual safety inspection is carried out.

## AXBRIDGE TOWN COUNCIL

- To monitor the condition of the recreation and playground facilities, gates, fencing, seating, bins and surfacing on a regular basis and maintain them to a safe standard.
- To prioritise work and implement an equipment replacement programme advising the finance committee of budget needs.
- To utilise grants available for play areas
- Maintain grass cutting within the play area.
- To carry out emergency repairs as quickly and efficiently as possible.

### Recreation Facilities

It is the remit of this advisory committee, on behalf of Abridge Town Council, to try and find additional recreation land.

The Changing Room.

- To be responsible for the general upkeep and running of the changing rooms.
- To liaise with the Facilities manager.
- To define the duties of the Manager- in consultation with the Personnel & Protocol Committee
- To oversee the financial business of the Changing Rooms.

### Public Toilets

- To monitor the condition of the facility and liaise with the ~~Furlong~~Facilities Manager
- To ensure the contractor is cleaning the facility to an acceptable standard.
- To ensure monthly deep cleans are being carried out to an acceptable standard
- To maintain the facility and recommend any potential improvements.
- To carry out emergency repairs as quickly and efficiently as possible.
- To ensure the facility is closed if deemed to be in an unsafe state.
- To ensure the facility is being locked every night, at a reasonable time and to ensure alternative arrangements are in place for holiday cover.
- To oversee the maintenance and cleanliness of the drinking fountain.

### Trees

- To carry out an informal visual inspection in the Spring and Autumn of each year of trees on land within the group's remit and where there are specific concerns (i.e following extreme weather); and

## **AXBRIDGE TOWN COUNCIL**

- To report back on the inspections to the Cemetery, Allotments and Open Spaces Group

**Adopted by Council: 14 August 2023 (minute 68.23(b) refers)**

**Last Reviewed by Leisure and Recreation Group: 17 July 2023**

**AGENDA ITEM 11.3 – PICTURE OF PROPOSED SIGN RELATING TO DOGS  
AVAILABLE FROM THE TOWN CLERK**

## **AXBRIDGE TOWN COUNCIL**

### **Agenda Item 11.4 L and R Meeting with Football Club Representatives. 24/07/024**

**Present:** Cllr Pauline Ham, Cllr Richard Willis, Steve Rosser, Leon Parsons, Nigel Scott.

#### **Club charges:**

Payment for the last season is due. We discussed various options for recording fixtures and use but this is very fluent across all the clubs and the weather conditions determine use on an often short notice basis.

Therefore, with ratification from Council, we agreed the best way forward is to continue to issue one invoice for the clubs to decide how this is broken down internally. Based on previous charges we agreed to a fixed annual invoice of £800: this no longer requires vat to be charged. This fixed rate will enable the clubs to budget each year, going forward.

#### **Propose the clerk sends an invoice for £800 for the 2023.24 season, email to go to Steve Rosser:**

Steve explained they could be eligible for a grant for pitch repairs if we confirm the security of tenure for football. The amount they can claim is, I believe, based on the number of years tenure agreed. He is going to forward the details.

#### **Changing Rooms:**

Leon and Steve agreed to meet on Saturday morning to clear the changing rooms and take away the rubbish. The treatment table in the home changing room is in use so will remain, stored "tidily".

The Sports and Social Club has already moved the stage that was in the disabled toilet and the pillory (stocks) has been returned to the PTA.

Darren is intending to carry out a deep clean of the facility.

#### **Football goals:**

We discussed the problems of the goals stored by the containers not being taken behind the containers and the goals at the bottom of the field being left out. These goals are chained together but the chain and lock are regularly stolen.

To address they will weld (or similar) a chain to the far side of their container so the goals can be fixed and the chain will be secured.

They asked permission to fix 2 short posts at the bottom corner of the field, in the vicinity of the cricket nets area, and they would again weld (or similar) a chain to each post and the nets could then be secured at both ends. The posts would be visible to the grass cutter (or anyone else). We agreed to this with ratification from Council.

#### **Football/Basketball wall:**

We discussed moving the ball wall. The suggestions were that it could be moved to the bottom of the field or to the raised grass area behind the changing rooms, adjacent to the kitchen door. They would be willing to carry out the removal, reinstating the ground and refitting if Council agreed. This proposal needs further and I said I would get back to them.

#### **Dogs on the Furlong:**

We agreed that the problem of dog mess seems to have improved but the issue of dogs off the lead continues. Even when the younger teams are playing a match, dogs are loose. Often walkers are not aware that dogs should be on a lead. Also, when approached owners can be aggressive.

## **AXBRIDGE TOWN COUNCIL**

I said that we are currently ordering more signs to make this requirement more obvious. Leon offered to order a big banner to hang on the changing rooms. He did this a few years ago and the banner hung on the school fence!

Cllr P Ham

# AXBRIDGE TOWN COUNCIL



Axbridge Town Council

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

Meeting commenced: 6.45pm

Meeting concluded: 7.07pm

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

Also in attendance: Mrs Brice, Town Clerk

18.24 PS Apologies for Absence - No apologies had been received.

19.24 PS Declarations of Interest – none

20.24 PS Minutes of the Committee Meeting held on 24 June 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 24 June 2024 be approved as a correct record and signed by the Chairman.

21.24 PS Public Participation – none.

22.24 PS Mayor's Chain and Robes

The Clerk had contacted Wells City Council regarding the cleaning of the robes. She would also obtain an approximate timescale as to when the Mayor's Chain would be completed.

23.24 PS Carnival Lunch and Celebrating 50 Years of Axbridge Town Council

## AXBRIDGE TOWN COUNCIL

Invitations were in the process of being sent out and the covering email would make it clear that Past Mayors were being invited as part of the 50 year celebrations. Catering arrangements were in hand with the likely menu being a ploughman's followed by Eton Mess. Councillors Ham and Wells would look at accessories such as sashes/medals/banners for the procession.

### 24.24 PS Remembrance Day

The Mayor and Deputy Mayor would arrange a meeting with the Royal British Legion to help with arrangements for the Remembrance Day service.

### 25.24 PS 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.

### 26.24 PS Handbells

The handbell group had advised that some repairs were needed to the handbells. A specialist quote had been received for the works, which would be in the region of £270 - £330 depending on the cost of the leather. Members considered the quote to be reasonable and the group had indicated that it may be able to contribute. The group would also be happy to play the bells at Mayor Making.

RECOMMENDED TO COUNCIL: that the quote be accepted and a purchase order made to enable the repair works to take place, with any donation from the group being welcomed.

### 27.24 PS Modern Town Archivist and Mace-Bearer

A "job description" would need to be prepared for the role of the Modern Town Archivist. The vacancy for the mace-bearer remained. This would be further promoted on social media and "Honorary Officer vacancies" would be included as standing item on the agenda.

### 28.24 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 19 August 2024 with the carnival being the key item.

-----  
Chairman      Date



## **AXBRIDGE TOWN COUNCIL**

### **Agenda Item 16 Correspondence 3 July 2024 – 6 August 2024**

(not mentioned elsewhere in the agenda papers)

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

#### **Outside Bodies**

- Avon and Somerset Police – Crime Statistics – June and information on cold calling, 20mph speed sign
- Axbridge and District Museum Trust – draft minutes of 17 July meeting
- Clerks Meeting – including Operation Bridges
- Local Community Network – Yearly report
- Somerset Association of Local Councils – newsletter and Breakthrough training events, Code of Conduct training and new software for booking events
- Somerset Community Foundation newsletter – including grants for groups
- Society of Local Council Clerks – The Clerk magazine and nomination of directors

#### **Planning**

- Bellway – dust management (additional measures in place)
- Individual – working hours on Hougate Way site
- Individual – Axbridge Court Nursing Home
- Various – possible development on field by allotments
- Flood Wessex – lunch and learn lessons
- Mendip Hills – agricultural fields
- North Somerset Council - update
- SLCC – advice note on adapting historical buildings for energy and carbon efficiency and consultation re National Planning Policy Framework
- Scribe – Biodiversity Net Gain and The Great Collaboration
- CPRE – campaigns update, Celebrate Countryside Day with us - 7th September
- SC - weekly planning applications and decisions

#### **Admin and Finance**

- Parish Online including newsletter and website info
- Lloyds - 9 tips that can help you improve your cash flow
- Strawberry Line content – website
- Scribe – new asset manager, allotments updates
- Pensions line – July 2024
- Local bus reps – use of community space at Sept farmers market
- Product/sales – A J Products, Business Printing UK, Integrated radio systems (i.e. for emergency planning) and Rapide

#### **Leisure and Recreation**

- Wales and West – use of land at furlong car park for compound
- What's on Bristol – summer events including balloon fiesta
- Footballers - defibrillator
- Individual – handrail in the disabled toilet
- SEED Somerset newsletter – creative events
- Play Area Inspection
- Product Information: Creative Play, Elevate Play, Futurform, Jupiter Play, Noticeboard Company, Proludic, Sutcliffe Play, Sunshine Gym, NNB and WTTCV

#### **Highways**

- SC Re: Junction of Cheddar Road A371 (by St. Michaels Cheshire Home), Axbridge (theodolites); Temporary Road Closure tto697091N Moorland Street Axbridge (25 July for 30 days) and various road closures in Somerset
- Somerset Highways – grit bin checks

## **AXBRIDGE TOWN COUNCIL**

- Somerset Council – BUS IT update and ongoing support
- Traffic Management – 20mph signs and volunteers
- Town Trust – Bike racks
- Wells Bus Group – autumn timetables
- Individual – fallen tree stumps (addressed - fallen tree removed)
- Individual – hedge and bus stop at Townsend
- Individual – Jack Todd Memorial Garden – referred him to Parochial Charities
- Resident - Road sweeping and Refuse/Recycling collection co-ordination
- Somerset Bus Partnership newsletter and survey (shared)

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

- Tenants – allotments - overgrown paths and hedges, incidents and cattle on plot
- Individual – cemetery fencing
- National Trust – fencing
- BRAMM - The British Register of Accredited Memorial Masons; Burial Authorities Newsletter Summer 2024

### **Personnel**

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

### **SPAG**

- Methodist Church – holding reply
- believe. Fully funded publicly accessible EV chargers

### **Environmental**

- SC – SORTED newsletters
- Mendip Hills – New regenerative farming conference – November 2024; Sculptural installation planned to highlight the plight of Mendip ash tree
- Somerset Wildlife Trust – August news and updates and Nature Lovers annual event
- SEEN Somerset Environment and Ecological News July 2024
- Centre for Sustainable Energy – update and Impact Report

### **General Correspondence**

- SC Press Releases: News roundup, Somerset and Exmoor Coast Festival
- Somerset Council – Council Tax Reduction consultation and Somerset Council Pension Fund - Consultation on Communication Policy
- NHS Somerset – Design survey
- Various - Defib supplies and schemes
- Parliament UK – Safety of Lithium ion Batteries and e-bikes and scooters
- Freecycle – local volunteer moderators wanted

### **DIARY DATES**

<b>Date</b>	<b>Meeting</b>	<b>Time</b>	<b>Venue</b>
Monday 12 Aug	Council	7.30pm	Axbridge Town Hall
Monday 19 Aug	Personnel and Protocol Planning and Licences (if needed)	TBC (likely 6.45) TBC (likely 7.30)	Personnel and Protocol Planning and Licences

## AXBRIDGE TOWN COUNCIL

	Highways	TBC (likely 8pm)	Highways
Monday 26 Aug	Bank holiday		
Monday 2 Sept	(No meetings – Admin and Finance to correspond by email)		
Monday 9 Sept	Planning and Licences (if needed) Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
Monday 16 Sept	Leisure and Recreation Cemetery, Allotments and Open Spaces	6.30pm 8.00pm	The Lamb Zoom
Sat 21 Sept	<b>CARNIVAL</b>		
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
TBC	Strategic Planning	7.30pm	15 Hippisley Drive