

AXBRIDGE TOWN COUNCIL



Agenda Item 7.1 Axbridge Town Council Draft Minutes of the Planning and Licences Committee held on Monday 23 September 2024 in Axbridge Town Hall

Meeting commenced: 7.30pm

Meeting concluded: 8.10pm

Present: Councillor Taylor (in the Chair), Ham, Jordan and Page)

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

56.24 PL Apologies for Absence

Councillor Mitton had tendered her resignation from the Council.

RESOLVED: that apologies from Councillor Jenkins - Chair (personal commitment) be received and approved.

57.24 PL Draft Minutes of the Planning and Licences Committee Meeting held on 9 September 2024.

RESOLVED: that the minutes of the meeting held on 9 September 2024 be approved and signed by the Chairman.

58.24 PL Declaration of Interest and Dispensations - none

Interests:

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to the reserved matters planning application 02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way - living close to the site (minute 61.24 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 61.24 PL refers)

59.24 PL Public Participation

A member of the public spoke on the planning applications relating to 50 West Street (planning applications 02/24/00016 and 02/24/00017 refer).

60.24 PL Planning Applications

Planning application number: 02/24/00016/JMS

Proposal: Erection of a first-floor extension to the existing detached garage.

Location: 50 West Street, Axbridge, Somerset, BS26 2AD

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

AXBRIDGE TOWN COUNCIL

Planning application number: 02/24/00017/JMS (Listed Building consent – alterations)

Proposal: Erection of a first-floor extension to the existing detached garage.

Location: 50 West Street, Axbridge, Somerset, BS26 2AD

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

61.24 PL Houlgate Way Development

Members considered correspondence from the developer regarding qualifying persons for the shared ownership properties.

RESOLVED: that the Clerk responds to thank them for their email; to ask whether the persons are on the Somerset Homefinder Register and to enquire whether there has been any interest from local people.

62.24 PL Planning Applications delegated to the Clerk or Notified by the Planning Authority - none

63.24 PL Recent and Current Planning Applications

Members received the list of recent and current planning applications. A couple of applications could now be deleted from the list.

64.24 PL Enforcement Matters

A further letter of concern had been sent to Planning Enforcement regarding the field which was being lived in. The Clerk had previously followed up this site, and a different site which had been raised, with Mendip Hills National Landscape. Responses were awaited. There was no further update regarding the caravan on the field near the allotments. No further action could be taken on these sites at the present time

65.24 PL Licensing Matters – none.

66.24 PL Biodiversity

Members had previously received a template biodiversity policy and supported the need for a policy. The Council did communicate with groups within the town who actively improved biodiversity. Members wished to progress this matter and felt that the template policy provided a good guide towards the Council's own bio-diversity aspirations.

RECOMMENDED TO COUNCIL: that the Council adopt the template as a guide towards the Council's own biodiversity aspirations.

67.24 PL Planning Decisions and Correspondence Received

Members received the following correspondence:

- CPRE: Further updates and information on changes to the planning system.
- Axbridge Court Nursing Home: The Clerk would respond to an enquiry to advise that the Town Council had not yet been consulted on a planning application. Should an application be received, details would be listed on Somerset Council's Planning Online and included on the planning agenda on the Town Council's website.
- 17/23/00100/AGE Land to the North of Helliars Lane, Cheddar – the Town Council had previously objected to this application on highways related grounds, including traffic generation. The application had been amended with comments sought by 4 October 2024. Members did not feel that the proposed amendments were significant in relation to the concerns previously raised.

RESOLVED: that no further response be made.

AXBRIDGE TOWN COUNCIL

68.24 PL **Date of Next Meeting**

RESOLVED: that the next meeting be held on 14 October 2024 prior to Council (if needed) or on 28 October 2024.

Chairman

Date

AXBRIDGE TOWN COUNCIL

Agenda item .3 Axbridge Town Council recognises that it has a duty to do what it can to conserve and enhance biodiversity. The Planning and Licences Committee has considered the Model Biodiversity Policy and RECOMMENDS that the Council adopts the template policy as a guide towards the Council's own biodiversity aspirations:

FOR Biodiversity Policy please contact the Clerk

AXBRIDGE TOWN COUNCIL

DRAFT

Axbridge Town Council Administration and Finance Advisory Group

**October 2024
Report for Council.**

Meetings. A meeting was held on 7 October at 7.30pm by Zoom, hosted by the clerk.

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

Apologies: Councillor Taylor

Accounts. Reports generated by Scribe were circulated to group members for the meeting. These showed the financial position at the end of September and would form the basis of the Quarter 2 Report to be issued to Council. The data was checked by members and no concerns were raised (the allocation of items to the General Administration cost code would be checked and minor alterations made if needed). This would be presented to Council (Agenda Item)

Monthly Internal audit. The audits for July, August and September 2024 have been completed and there are were no problems to report to Council. This requires minuting. (Agenda item.)

Unity Bank. No further update. The Clerk and Chairman would discuss a transfer between accounts.

Draft Budget and Precept. Members considered the draft budget in detail. The comments raised were noted and the draft budget would be further discussed with Councillor Taylor as Chairman of the Group before being presented to Council. Reference was made to CIL payments which would become payable from the Houlgate Way development (Agenda Item)

Electricity Contracts. These were due for renewal and would be considered at the next meeting (a number of contracts were due to be considered next year) (Agenda item.)

Cyber security. A report on Cybersecurity had been made available and would be sent to all members. Consideration would need to be given to the recommendations within the report including the need to purchase a new laptop for the Assistant Clerk before October 2025.

Website Accessibility. (WCAG2.2AA compliance). Steps were being taken to progress the new website. Members views on the site-mapping were sought prior to a meeting with the company on 23 October 2024.

Grants. The Group considered the Type A grant requests and made a recommendation to Council (Agenda item.). The grant requests from the Town Trust towards the running of the Town Hall and the planters, and from the Museum, had not yet been received, but were likely to be imminent (Agenda Items)

Parish Online. SC GIS had asked for a single entity to speak for all the Parish Online users in Somerset, and to combine their requests for additional data layers to be exported to Parish Online - thereby making everyone's channels of communication a lot simpler. It had been agreed, at a meeting that the Parish online users could fulfil this role. Local Councils were invited to provide input into the layers provided/useful information. The Clerk would consider this further. (Agenda item.)

Scheme of Members' Allowances. It was noted that any proposals or requests for a council to adopt a scheme of allowances for members needs to be reviewed by the Parish IRP and their recommendations then considered by the relevant council before the scheme is adopted.

Date of Next Meeting. Monday 4 November at 7.30pm by zoom if required.

VB(14.10.2024)

AXBRIDGE TOWN COUNCIL

AGENDA ITEM 8.2a and 14

Axbridge Town Council

30-Sep-24

Quarter 2 Report - Receipts and Payments to 30th September and Draft Budget and Precept 2025/26

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

GENERAL INCOME

Code	Title	Receipts				Payments			
		2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
1010	Precept	131,000.00	131,000.00	131,000.00					
1020	Bank Interest	800.00	847.10	1,100.00	800.00				
1030	Comm Infrastructure Levy	0.00		0.00	0.00				
1040	Leases of Land	2,200.00	3,175.00	3,175.00	2,200.00				
1050	Other Income	0.00		0.00	0.00				
1060	Men's Shed - Old Station Building	1050.00		750.94	800.00				
1090	VAT refunds								
	SUB TOTAL	135,050.00	135,022.10	136,025.94	3,800.00	0.00	0.00	0.00	0.00

AXBRIDGE TOWN COUNCIL

STAFF AND TRAINING

Code	Title	Receipts				Payments			
		2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
1110	Salaries and Employment costs					55,000.00	26,070.29	55,000.00	57750.00
1120	Pension deficit payments					0.00		0.00	0.00
1130	Training and Travelling					900.00	50.00	500.00	1700.00
1140	Membership- Profess. Bodies					220.00		220.00	400.00
	SUB TOTAL	0.00	0.00	0.00	0.00	56,120.00	26,120.29	55,720.00	59850.00

AXBRIDGE TOWN COUNCIL

ADMINISTRATION

Code	Title	Receipts				Payments			
		2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
1210	General Administration					1,050.00	260.60	600.00	600.00
1220	Insurance					2,350.00	2,049.97	2,350.00	2600.00
1230	Auditors' Fees					600.00	475.80	475.80	600.00
1240	Town Hall Charges					1,500.00		1,500.00	1500.00
1250	Subscriptions					680.00	551.27	680.00	680.00
1260	Elections					2,000.00		2,000.00	2000.00
1270	Town Car Park Loan Repayments					10,402.06	5,201.03	10,402.06	10402.06
1271	Moorland St. Land Loan Repay't					5,657.44	2,828.72	5,657.44	5657.44
1281	Tree Inspection Report					700.00		720.00	0.00
1284	Tree works							2500.00	2500.00
1282	Town Maintenance Contractor					2,400.00	885.00	2,400.00	2400.00
1283	Bin Emptying Contract					4,000.00	1,959.36	4,000.00	4800.00
1290	VAT paid/received - see end of report								
	SUB TOTAL	0.00	0.00	0.00	0.00	31,339.50	14,211.75	33,285.30	33739.50

AXBRIDGE TOWN COUNCIL

OFFICE

		Receipts				Payments			
Code	Title	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
1310	Office Rent					2,400.00	1,200.00	2,400.00	2400.00
1320	Office Rates and Utilities					600.00	340.82	600.00	650.00
1330	Phones, Internet & Video Conf.					1,000.00	464.18	1,000.00	1100.00
1340	IT Services and Support					1,750.00	486.15	1,750.00	1750.00
1350	Stationery and Consumables					300.00	222.23	350.00	400.00
SUB TOTAL		0.00	0.00	0.00	0.00	6,050.00	2,713.38	6,100.00	6300.00

GRANTS FROM COUNCIL

		Receipts				Payments			
Code	Title	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
1410	Type A Grants - Various Annual					400.00		400.00	500.00
1420	Type B Grants -Specified-Below								
1421	Town Trust Planters					300.00		300.00	300.00
1422	Town Hall Grant					3,640.00		3,640.00	3,640.00
1423	Ax. & District Museum Grant					1,400.00		1,400.00	1,400.00
1424	Christmas Trees and lights					1,900.00		1,900.00	1,900.00
1425	Royal British Legion					100.00		100.00	100.00
1426	Local Community Groups					850.00	350.00	850.00	850.00
1427	Community Well Being					150.00		150.00	150.00
1430	Type C - Various one-off						165.00	165.00	500.00
SUB TOTAL		0.00	0.00	0.00	0.00	8,740.00	515.00	8,905.00	9340.00

AXBRIDGE TOWN COUNCIL

CIVIC EVENTS AND REGALIA

Code	Title	Receipts				Payments			
		2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
1510	Mayor Making					800.00	680.00	680.00	800.00
1520	Carnival Lunch etc					700.00	40.00	1,100.00	900.00
1530	Civic Services					450.00	87.88	450.00	500.00
1540	Regalia Maintenance					0.00		100.00	0.00
SUB TOTAL		0.00	0.00	0.00	0.00	1950.00	807.88	2330.00	2200.00

ALLOTMENTS

Code	Title	Receipts				Payments			
		2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
1610	Allotment Land Rent (SC)					280.00	140.00	290.00	300.00
1620	Allotment Maintenance					800.00	261.39	1150.00	800.00
1630	Allotment rents	1,090.00	864.88	900.00	900.00				
1640	Allotment deposit		110.00						
SUB TOTAL		1090.00	974.88	900.00	900.00	1080.00	401.39	1440.00	1100.00

AXBRIDGE TOWN COUNCIL

CEMETERY

		Receipts				Payments			
Code	Title	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
1710	Cemetery Income	1,200.00	645.00	1,200.00	1,200.00	0.00		0.00	0.00
1720	Cemetery Maintenance					1,880.00	641.66	1,880.00	1880.00
1730	Cemetery Rates and Utilities					0.00		0.00	0.00
SUB TOTAL		1,200.00	645.00	1,200.00	1,200.00	1,880.00	641.66	1,880.00	1880.00

OPEN SPACES

		Receipts				Payments			
Code	Title	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
1810	Shortlands Rent	100.00	100.00	100.00	100.00				
1820	Chestnut Avenue Grass Cutting					300.00	83.35	300.00	350.00
1830	Street Furniture Maintenance					150.00	58.00	150.00	1000.00
SUB TOTAL		100.00	100.00	100.00	100.00	450.00	141.35	450.00	1350.00

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**CHANGING ROOMS AND
RECREATION FIELD**

		Receipts				Payments			
Code	Title	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
1910	Pitch & C. Rms Booking Income	1,550.00	841.67	858.34	800.00				
1920	VAT on bookings	300.00		5.00	5.00	300.00		5.00	
1930	Changing Rooms Maintenance and consumables					500.00	1221.24	1,500.00	600.00
1940	Changing Rooms Utilities					900.00	615.53	900.00	1000.00
1950	Changing Rooms Consumables								
1960	Play Area & Rec. Area Main.					2,000.00	803.01	2,000.00	2000.00
1970	Field Grass & Hedge Main.					2,500.00	1,047.33	2,500.00	2500.00
1980	Recreation Field - Lease to ATC					165.00		165.00	185.00
	SUB TOTAL	1,850.00	841.67	863.34	805.00	6,365.00	3,687.11	7,070.00	6285.00

AXBRIDGE TOWN COUNCIL

CAR PARKS & HIGHWAYS

Code	Title	Receipts				Payments			
		2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
2010	Town Car Park - Garage-Lease	150.00	150.00	150.00					
2020	Car Parks Rates and Utilities					3,800.00	1,520.99	3,800.00	
2030	Car Parks Main. inc gullies					2,000.00	872.47	2,500.00	2000.00
2040	Car Parks Patrol & Enforcement							0.00	0.00
2050	Grit Bin Maintenance					100.00		100.00	100.00
2060	Bins and Benches						15.00	200.00	200.00
	SUB TOTAL	150.00	150.00	150.00	0.00	5,900.00	2,408.46	6,600.00	2300.00

AXBRIDGE TOWN COUNCIL

PUBLIC CONVENIENCES

		Receipts				Payments			
Code	Title	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
2110	Public Conv. Cleaning Contract					8,016.00	3,784.00	8,016.00	8500.00
2120	Public Conven. Rates & Utilities					1,000.00	410.50	1,000.00	1000.00
2130	Public Conveniences Main.					3,000.00	2,421.99	3,250.00	3000.00
SUB TOTAL		0.00	0.00	0.00	0.00	12,016.00	6,616.49	12,266.00	12500.00

PROJECTS

		Receipts				Payments			
Code	Title	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
2210	Maces Display Box CLOSED								
2211	Station Leases CLOSED								
2212	Play Area Equipment								0.00
2213	Mayor's Regalia - Refurb.					700.00	800.00	800.00	0.00
2214	New Website Development					0.00	0.00	899.00	400.00
2215	Gateway signs					0.00	0.00	650.00	0.00
2216	Laptop - Assistant Clerk								1000.00
2217	Additional recreation land							1,200.00	
2218	Speed Indicator Devices			5,500.00				5,700.00	
SUB TOTAL		0.00	0.00	5,500.00	0.00	700.00	800.00	9,249.00	1,400.00

AXBRIDGE TOWN COUNCIL

SUMMARY	Receipts				Payments			
	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget	2024/25 Budget	2024/25 Actual	2024/25 Estimate	2025/26 Budget
TOTAL All Cost Centres (ex VAT)	139,440.00	137,733.65	144,739.28	6,805.00	132,590.50	59,064.76	145,295.30	138,244.50
VAT		2,076.82				2,075.83		
TOTAL (Scribe Summary report)	117,685.00	139,810.47			128,400.50	61,140.59		

ANALYSIS

Start of year opening balance		58,879.06	Start of year opening balance		58,879.06
Plus actual receipts (ex VAT)	137,733.65		Plus estimated income	144,739.28	
Less actual expenditure (ex VAT)	59,064.76		Less estimated expenditure	145,295.30	
Plus VAT	0.99		Plus VAT	0.99	
CASH BOOK BALANCE		137,548.94	CASH NOT COMMITTED		58,324.03
ADJUSTED BANK BALANCE (Scribe Reconciliation report)		137,548.94	Calls on cash not committed		
			Working capital		30,328.35
			Unspecified Maint. Projects		8,000.00
			Unspecified Capital Projects		5,500.00
			Maintenance of highways/open spaces/verges		1,000.00
			Cash available this year		13,495.68

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BUDGET & PRECEPT SUMMARY

Estimates 2024-25

Balance brought forward	58,879.0
<i>plus</i> Estimated receipts	6 144,739.28
<i>less</i> Estimated payments	145,295.30
<i>less</i> Unspecified Maint. Projects	8,000.00
<i>less</i> Unspecified Capital Projects	5,500.00
<i>less</i> Maint. of highways/open spaces/verges	1,000.00
Projected End of year balance	43,823.04

Precept 2025-26

End of 2024-25 projected balance B/F	43,823.04
<i>plus</i> budgeted receipts	6,805.00
<i>less</i> budgeted payments	138,244.50
<i>less</i> Unspecified Maint. Projects	5,000.00
<i>less</i> Unspecified Capital Projects	5,000.00
<i>less</i> working capital	35,000.00

DEFICIT

-
132,616.46

Precept 2024-25

131,000.00
Proposed Precept 2025-26
0
Increase

131,000.00
0
133,000.00
0
1.53 %

AXBRIDGE TOWN COUNCIL

Axbridge Town Council meeting – 14 October 2024

Agenda Item 8.3

Type A Grants

To consider the Type A grant requests and allocation of grants. The budget allocation for Type A grants is £400 – the recommendation of the Administration and Finance Group being as follows:

Organisation	Awarded in 2023/24	Proposed 2024/25
Dorset and Somerset Air Ambulance	£250	£250
Mendip Community Transport (letter dated 22 February 2024)	£50	£50
Sedgemoor Citizens Advice Bureau (now Citizen's Advice Somerset – see below)	£50	
Food Bank	£50	£100*
Age Concern (letter of 31 March 2023)	-	
Somewhere House (Mental Health Charity) (letter 5 April 2023)	-	£50
Victim Support (letter 28 Feb 2024)		£50
Age UK Somerset (email 27 March 2024)		£50
Citizen's Advice Somerset (email 15 Jan 2024)		£50
Children's Air Ambulance		£50

NB

It is suggested that the Food Bank grant be allocated under Local Community Grants.

If agreed, the remaining Type A grants would be £550.

AXBRIDGE TOWN COUNCIL

Agenda Item 8.9 Monthly Financial Report October 2024

Agenda Item 8.9a Payments for Ratification (R) and Authorisation - October 2024

Voucher	Date	Supplier	Description	NET	VAT	TOTAL
190	17.09.2024	Post Office (R)	Postage	2.90	£0.00	£2.90
191	17.09.2024	Amazon (R)	Office supplies	£19.57	£3.92	£23.49
199	01.10.2024	A1 Gardening and Tree Surgery Limited	Open Spaces Contract - various	£183.33	£36.67	£220.00
200	01.10.2024	Greenslades Grounds Maintenance	Grass cutting - Furlong	£144.00	£28.80	£172.80
201	01.10.2024	Phil Bailey Services Agricultural and Groundworks	Open Spaces Contract - various	£550.00	£110.00	£660.00
202	01.10.2024	Arien Signs Ltd	Various signs	£734.00	£146.80	£880.80
203	01.10.2024	The Party Shop	Carnival Mayors Lunch	£825.00	£0.00	£825.00
204	01.10.2024	Axbridge Town Hall	Carnival Mayors Lunch	£55.87	£0.00	£55.87
205	01.10.2024	Richard Willis	Vinyl Banner 50yrs ATC	£43.85	£0.00	£43.85
207	10.10.2024	W C Maunders Ltd	Changing Rooms Maintenance	£42.89	£8.58	£51.47
208	10.10.2024	Somerset Council	Allotment Land Rent	£150.00	£0.00	£150.00
209	10.10.2024	Somerset Council	SID Posts	£1,000.00	£0.00	£1,000.00
210	11.10.2024	PATA UK	Payroll - monthly service	£37.90	£0.00	£37.90
	25.10.2024	Staff salaries and assoc. payroll organisations	Payroll - October 2024	4341.63		4341.63
TOTAL				8130.94	334.77	8465.71

Notes Spending Powers:
The Council has the General Power of Competence
Bank Reconciliation as at 30 Sept 2024
£137,548.94

Agenda Item 8.9b Receipts September 2024

Voucher No.	Date	Customer	Description	Total
54	30.09.2024	Adams Memorial	Cemetery fees	£55.00
55	30.09.2024	Wallace Stuart Lady Funeral Services	Cemetery fees	£200.00
56	30.09.2024	Lloyds Bank - savings	Bank Interest	£34.06
53	25.09.2024	National Grid	Lease of Land - Substation, Moorland Street, Axbridge	£200.00

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52	12.09.2024	Axbridge C of E First School Academy	Lease of land - Axbridge School	£2,000.00
51	02.09.2024	Axbridge Saxons	Hire of changing rooms	£800.00
			TOTAL	£3,289.06

Agenda Item 8.9c Direct Debits & Standing Order Payments - September 2024

Voucher No.	Supplier	Description	Net	VAT	Total
198	Microsoft Office	Microsoft Office - Annual Renewal	£66.66	£13.33	£79.99
197	Zoom	Video Conferencing	£12.99	£0.00	£12.99
196	Vodafone	Telephone - Clerk contract	£14.39	£2.88	£17.27
195	BT	Broadband	£21.72	£4.34	£26.06
194	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	£0.00	£120.00
193	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
192	Npower	Electricity - Moorland St Car Park	£11.34	£0.57	£11.91
189	Somerset Council	Business Rates - Council Office	£56.00	£0.00	£56.00
187	Water2Business	Water and Sewerage - Changing Rooms	£53.50	£0.00	£53.50
186	Water2Business	Sewerage - Moorland Street Car Park	£10.71	£0.00	£10.71
185	Water2Business	Sewerage - Town Car Park	£10.71	£0.00	£10.71
184	Water2Business	Water and Sewerage - Public Conveniences	£38.50	£0.00	£38.50
183	O2	Telephone - Assistant Clerk	£6.66	£1.33	£7.99
TOTAL					£549.63

AXBRIDGE TOWN COUNCIL

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Highways Advisory Group

October 2024 Report

The Square and Sign for Disabled Bay

- No reply yet from Highways re: siting of pole between Old Forge and Market Shop.
- Early evening parking enforcement to deter large vehicles: the enforcement company will action a few early evening visits but “abandoned parking” is not within their remit, it is a police matter.

SIDS/MOU

All the paperwork is in place and funding has been agreed. The slight shortfall has been promised from the Parochial Charities. The clerk has received an invoice but the grant application has not been completed

Look Out Point on by-pass

- A service request has been logged by Clean Surrounds for the fly tipping clearance.
- Clearing scrub – no news

Townsend Junction

- The house at the junction of the slip road and West Street has agreed to cut back the foliage to keep the 20mph sign visible. However, they do not feel able to keep the bus stop visible. Andy to be asked to cut the hedge appropriately.
- The Town Council are continuing to monitor the junction and waiting for refurbishment of white lines. There was a collision again this month

Moorland Street and Carpark. Both addressed in L&R

- Not aware of any site to the sub-station visit to date

Highways Voluntary workers and insurance implications

- Barry has been emailed the volunteers hand book. He should not be using a lawn mower!
- There is volunteer training which we would like Barry to do. The LCNs are collecting names to take part, from their parishes.
- Barry has supplied names of other volunteers
- The insurance company has confirmed the volunteers will be insured, as long as they are following the guidelines.

Town Gateway Sign

- The town gateway sign is in situ

Houlgate Way

- The 20mph sign has been installed but is only single sided. It has been moved to the next lamppost up Houlgate Way and turned round to face traffic coming down towards the surgery.

AXBRIDGE TOWN COUNCIL

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.

Highways

- Top of Racurrium Lane where it meets the bypass the road surface has deteriorated, and the give way white lines need refurbishing. Still ongoing.

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!

Highways Devolution:

- Cllrs Ham and Wells are working on a spreadsheet.

Prowse Lane

- Remains unresolved.

Any other business

- **Electric Charging Points** – Cllr Wells will update Council
- **Dead Trees on bypass/Cheddar Exit.** These are on the private land belonging to St Michaels. Trying to find a contact.
- **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
- **Hedgecutting** – was carried out on Friday 13 Sept (furlong, cemetery and allotments). I know that the cemetery looks good. A resident also complimented the grass cutters (not sure if A1/greenslades) for picking up all the grass trimmings etc and leaving tidy)
- [Road Closure, Houlgate Way](#): this closure started on 23 September 2024 until 1 November. The bus is being diverted to the bypass. Vicky has put up notices on the main bus stops and is sending to Richard Willis for social media. Notice attached (I am not 100% certain about stopping around Cheshire Homes but pretty sure it does).
- [School hedge](#) – A1 will be doing this work during the October half-term holiday.
- [Kissing gate](#) – no longer required where it was originally planned. Save until another site is identified.

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Agenda Item 10.1 CAOS Report
Cemeteries, Allotments & Open Spaces Advisory Group
16 September 2024

Zoom meeting start: 7.30pm Finish 8.30pm

Present: Councillors Jordan (Chair), Browne (from cemetery section onwards) and Jenkins together with Mrs Brice, Town Clerk
Apologies: Councillors Ham (but see Allotments below) and Page
Not attending: Councillor Faulkner

Allotments

- Inspection – the Clerk had summarised the inspections and contacted all tenants, with individual letters as agreed. Three responses had been received. One tenant had been off work for a few weeks and had been unable to work the plot in that time; a second had installed a small poly tunnel and was seeking retrospective permission (this was unlikely to be an issue but the Assistant Clerk was asked to check/reply) and a third tenant had queried the height of fruit trees and sought a copy of the rules. The Clerk would respond accordingly. The Chairman would speak with the Assistant Clerk regarding the issues/size of plots 9A-9D. TJ/KW
- One tenant had given notice that she would be giving up the plot in April 2025. An invoice for this year's rent had been sent but the tenant was poorly and unable to maintain the plot in the interim. The plot did need some attention. The invoice remained unpaid and it was recommended to Council that the rent amount be written off, but that the deposit initially paid be retained (COUNCIL item). VB (Council) TJ/KW (to look at maintenance)
- Cllr Ham had attended the Quarry meeting and would report back on whether a "Quarry Volunteer Day" would be possible – with a view to extending the car park into plot 10A and splitting 10B into two manageable plots. She had subsequently indicated that she had received a favourable response from the Quarry. PH
-
- Two trees at the back of plot 5A/6 potentially need attention and there were two small dead trees to the side of plot 6. The external tree inspection was due to take place in October 2024 and this should clarify the work needed. The Clerk would seek a date for the inspection works. VB
-
- Notice board – the Assistant Clerk had presented several options/prices for a notice board, which was needed on site. Members wished to get the view of the Assistant Clerk as to which notice board would best meet the needs of the Council. (Members would be happy with the cheapest option as long as the Assistant Clerk felt it to be substantial and suitable (COUNCIL item).) KW/TJ VB(to council)
-
- The Parking sign needed to be installed. It was understood that the Mayor had a suitable post which could be used. (GP/KW)

Cemetery

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- Cemetery fees were reviewed annually and any recommendation (even if it was for no change) would need to be made to Council, so that fees and regulations could be current at the date of the review. Local councils were reviewing their fees at the end of the year and the group would review the fees at the time. KW
- The Town Clerk had sent letters to the families of two plots which needed some work to remove plants and pots. The Clerk would check the progress of both plots. The works should be completed by 31 October 2024. VB
- Gilding of the cemetery sign would be done when weather permits. The Assistant Clerk to be asked to remind the Town Maintenance Contractor. KW

Open Spaces

- Wasteland Starrs Close/Houlgate Way – it was important that this area was maintained. The Group considered a draft letter to Persimmons regarding the ownership/maintenance of the land and had no objection to this being sent. The draft letter would also be considered by the Highways Advisory Group prior to issue. PH/KW

Any Other Business

- Hedge-cutting works – were scheduled for Friday 13 September (Allotments, Cemetery and Furlong). All
- Options for parking spaces behind Pennings were being kept on the SPAG agenda. The Quarry may be able to assist with some materials. Any efforts to source funding would be welcome. All

Date of Next Meeting: 21 October 2024

AXBRIDGE TOWN COUNCIL

Leisure and Recreation Report October 2024.

Changing Rooms:

- **Defibrillator:** the football club has been donated a defib and external box. Chris Norman has fitted the box on the external wall adjacent to the external electricity box. The cost for this will be covered by the money we hold that is ring fenced for the changing rooms.
- **Showers:** Axbridge United reported that some of the showers were not heating up. We had the fault checked and it appeared to be ok but apparently some are not working properly so we need to call in the boiler company.
- **Electrical work:** all the remedial work quoted for, following the hard wiring test has been done and invoiced.
- **Legionella testing:** Darren has the tool to carry out a regular water check but the professional inspection is due. The fault with the water heater needs to be repaired before this is carried out.
- **Footballer requests:**
 - the footballers have asked if they can decorate inside the changing rooms. Darren has been asked to liaise with them and they have been asked to work under his direction.
 - They have also asked if they could have a noticeboard on the external wall, showing their name. We are suggesting a board across the top saying Axbridge Town Recreation Facility (we don't know why we haven't done this before!) And then a notice board with Axbridge Saxons at the top and another board with Axbridge United. This could be 1 board divided down the middle We will put this suggestion to the clubs if council is in agreement.

Toilets:

The mains bracket on the back (car park side) of the toilets is bent. Western Power to be contacted. Not urgent but should be addressed.

We are waiting for contact details for information referenced a drop down handle for the disabled toilet.

Moorland Street Car Park:

- Mark Bennett to be asked to take the stones away from the broken wall by the sub-station. We will then look at a barrier replacement. Western Power have not responded to our request.
- The clerk to be asked to order the white paint to refreshen the keep clear sign on the ground, by the school. I have the details.

Cllr P Ham

AXBRIDGE TOWN COUNCIL



NOTE: MINUTE Nos. FORMATTING INCORRECTLY SHOULD BE 40.24 PS onwards

**Agenda item 12.1 Axbridge Town Council
Draft Minutes of the Personnel and Protocol Committee held on
Monday 23 September 2024 in Axbridge Town Hall**

Meeting commenced: 6.45pm

Meeting concluded: 7.24pm

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

Also in attendance: Mrs Brice, Town Clerk

69.24 PL Apologies for Absence

Councillor Mitton had tendered her resignation from the Council. No other apologies had been received.

70.24 PL Declarations of Interest – none

71.24 PL Minutes of the Committee Meeting held on 19 August 2024

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 19 August 2024 be approved as a correct record and signed by the Chairman.

72.24 PL Public Participation – none.

73.24 PL Maces

The plans to embellish the maces and provide a storage box were on-going. The Men's Shed would assist when able to do so. The Mayor may have a storage box which could be used in the meantime and, once secure, they would be stored in the Town Hall so that they were more accessible for civic events.

74.24 PL Mayor's Chain and Robes

The chain looked stunning (there had been a minor issue with small chain). Councillor Ham would investigate the best way to seek a valuation of the chain. The Clerk would continue to contact the dry cleaner in Wells who had who had indicated that they would be able to clean the Mayor's Robes at a reasonable cost.

75.24 PL Carnival Lunch and Celebrating 50 Years of Axbridge Town Council

The carnival lunch and procession, which had also celebrated 50 years of Axbridge Town Council, had been a successful and enjoyable occasion. The visiting Mayors had provided great feedback and a letter of thanks would be sent to the caterers. A photo would be placed on the website. In future, the more detailed information (specific parking arrangements, use of the robing room, procession etc) would be sent with the initial invitation to all guests.

76.24 PL Celebration of Axbridge Civic Service

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The Civic Service would be held on Sunday 2 March 2024 at 3pm as long as the date was convenient to the Church. Both the High Sheriff of Somerset and the Lord Lieutenant would be invited to attend. The Clerk would check the protocol regarding the presentation of awards and speak with the guides regarding tea and coffees. As soon as the date was confirmed, a "save the date" note would be sent to invitees. Councillor Ham would make arrangements for the entertainment on the day. Nominations for any awards, should they be presented, would be sought in time to be considered by the Committee just prior to the Council meeting on 9 December 2024. It was agreed that all councillors should process into the Church.

77.24 PL Remembrance Day

The Mayor and Deputy Mayor would be meeting with the Royal British Legion on 25 September 2024 regarding helping with arrangements for the Remembrance Day service.

78.24 PL Responsibilities and Organisation Structure and Contract

The role was working well at the present time.

79.24 PL Honorary Officer vacancies

The vacancies for the Mace Bearer and the Modern Town Archivist remained. Members would need to consider the role of the Archivist in more detail.

80.24 PL VE Day 80 – Beacons and Lamp Lights of Peace – 8 May 2025

The Clerk had received correspondence regarding this event the opportunity for the lighting of a beacon. The Sports and Social Community Association intended to organise a small event on the north side of the Square, with appropriate entertainment, to mark the occasion.

81.24 PL Jury Service

The Assistant Clerk had been summoned to attend Jury Service. The Committee considered the options available regarding payment of salary during her absence which was expected to be two weeks.

RESOLVED: that the Assistant Clerk's salary be paid as usual during this period (this may need to be reviewed in the event of a longer absence).

82.24 PL Exclusion of Press and Public

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

83.24 PL Honor for a resident

Members had considered that a resident would be worthy of a national honour for services to the community and information was being obtained to support an application.

84.24 PL Date of Next Meeting

RESOLVED: that the next meeting be held on 28 October 2024.

Chairman

Date

AXBRIDGE TOWN COUNCIL

Agenda Item 15 Correspondence 5 September – 8 October 2024

(not mentioned elsewhere in the agenda papers)

SC = Somerset Council

Outside Bodies

- Clerks Meeting – Enhanced Highways Maintenance, Volunteer Handbook and Health and Wellbeing presentation and Access to Services
- Local Community Network – Notes from 18 July including information on The Space; Health and Wellbeing presentation and Screen Somerset, Highways Volunteer Handbook and training programme; 12 September – Topics - Climate change and how local communities can respond, Highways and speeding, Access to services and community well-being; Somerset Prepared day
- Somerset Association of Local Councils – Training Partner Councils and Procurement Training and Code of Conduct Training, Community Health and Well being programme, CiLCA training expressions of interest.
- Society of Local Council Clerks – Civility & Respect Themed Summit

Planning

- LCN – Planning Enforcement presentation
- Individual – Axbridge Court Nursing Home
- Bellway – Shared ownership queries
- Individual – Bellway plans
- Society of Local Council Clerks – National Planning Policy Framework update
- CPRE – campaign update including National Planning Policy Framework
- SC - weekly planning applications and decisions

Admin and Finance

- Parish online including Linking Somerset parishes to Somerset Council GIS and any requests for extra layers
- Chris Groves – Tree Survey
- Breakthrough Communications – Hive – engagement with communities
- Go Compare – Flooding guide – request for link on website
- Pensions Line special and newsletter
- Unity Trust – reducing interest rates
- SC - Parish Council Scheme of Allowances
- Greenways – interest in Open Spaces contract
- Howard South West Ltd – landscapers and powerwashers
- MTL Group – arboricultural work
- Somerset Community Foundation newsletter – in grants
- Society of Local Council Clerks – Procurement and Martyn's Law
- RBL – Remembrance Day range
- H & H – change of ownership
- Utility Aid – assist with electricity renewals
- SC – Health and Wellbeing grants
- Scribe – sizing of plots and row headings and Scribefest (26 September)
- Zurich – Volunteer work latest news including organising litter picks
- Various – new website
- Ordnance Survey – digital mapping
- Bus Group – Farmers Market - December
- Policy Foresight - Reforming National Resilience and Local Emergency Preparedness and Confronting the National Emergency: A New Approach to Tackling VAWG (Violence against Women and Girls)

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- Product/sales – A J Products, Fusion Business, SoVision IT, St Andrews Press, The Knowledge Store (training)

Leisure and Recreation

- Inspect and Repair – Public park inspections
- Wallgate – service report at public conveniences
- SC – SEEN Somerset (creative arts) – Art Road Trip
- What's On – Bristol
- Sport England Active Places - THE FURLONG
- Windowswanterland – activity
- Somerset Arts Festival
- Product Information: Arien Signs; Ava Recreation; Elevate Play, Glasdon (bins), Kompan, Noticeboard Company, NBB, Proludic and Suttcliffe Play

Highways

- SC – Traffic Management update
- Somerset Bus Partnership – Any thoughts – April 2025 review
- Resident – broken down car in car park – sorted.
- Resident – street light no. 14 High Street
- First Bus – survey
- Resident – First Bus complaint
- Elan City – SID offer
- Axbridge School – school hedge
- NCP – Town Centre Car Park
- Various -Speed Indicator Devices
- Resident – hedge and bus stop
- Somerset Bus Company – updated details so more targeted emails
- Product – TWM traffic

Cemetery, Allotments and Open Spaces

- Tenant – allotment rules and trees
- Tenant – polytunnel (agreed)
- Individual – allotment interest
- Product - Plantscape

Personnel

- SLCC newsletter
- Carnival Committee – thank you
- Past Mayor – thank you
- VE Day

Environmental

- SC – Sorted newsletters and SEED (environmental) newsletter
- Somerset Wildlife Trust newsletters and Wilder Together Day – 12 October 2024 and Trees
- Mendip Hills – Nature Calling project (re National Landscapes) and Plan consultation (social media)
- CSE - newsletter

General Correspondence

- SC – News roundups (including Resident Survey), SC – Somerset Prepared newsletter
- SC – Boxing Day meet

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- Allerton Church Concert – Poster
- Homes in Sedgemoor – water leak, Houlgate Way
- Royal British Legion – merchandise
- Somerset Sight – mobile dates
- First Aid for Less – products (Martyn’s Law)
- RiseAdapt – accessibility
- Policy Foresight - Reforming National Resilience and Local Emergency Preparedness Online conference
- London Hearts - Defibrillator match funded scheme
- Axbridge First School – use of clothes bank (placed on social media)
- NHS Somerset's Shaping Somerset - Engagement Annual Report 2023-24
- St Cuthbert (Out) Parish Council – Vacancy
- Somerset Rivers Authority - From Somerset Rivers Authority: SRA Annual Report 2023-24

DIARY DATES

Date	Meeting	Time	Venue
Monday 14 Oct	Council	7.30pm	Axbridge Town Hall
Monday 21 Oct	Leisure and Recreation Cemetery, Allotments and Open Spaces	6.30pm 8.00pm	The Lamb Zoom
Monday 28 Oct	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 4 Nov	Admin and Finance	7.30pm	By Zoom
Monday 11 Nov	Planning and Licences (if needed) Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
TBC	Strategic Planning	7.30pm	15 Hippisley Drive