



**Axbridge Town Council – Agenda Item 8.1
Draft Minutes of the Planning and Licences Committee held on
Monday 24 February 2025 in Axbridge Town Hall**

Meeting commenced: 7.15pm

Meeting concluded: 7.56pm

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

Also in attendance: Mrs Brice (Town Clerk) and Councillor Smith

99.24 PS Apologies for Absence - none

100.24 PS Election of Chairman 2024-25

RESOLVED: that Councillor Taylor be elected as Chairman of the Committee for the remainder of 2024/25.

101.24 PS Confirmation/Election of Vice-Chairman 2024-25

RESOLVED: that Councillor Jordan be elected as Vice-Chairman of the Committee for the remainder of 2024/25.

102.24 PS Draft Minutes of the Planning and Licences Committee Meeting held on 18 November 2024.

RESOLVED: that the minutes of the meeting held on 18 November 2024 be approved as a correct record and signed by the Chairman.

103.24 PS Declaration of Interest and Dispensations

This item would be included before the draft minutes on future agendas.

Interests:

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to planning application 02/24/00031/JMS for the installation of solar panels on the south elevation of the garage roof at Compass House, Townsend, living close to the property and would leave the meeting during consideration of this item (minute 102.24 PL refers)

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to the reserved matters planning application 02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way - living close to the site (minute 103.24 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 103.24 PL refers)

104.24 PS Public Participation - no members of the public were present.

105.24 PS Planning Applications

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

Planning application number: 02/24/00031/JMS

Proposal: Installation of solar panels on the South elevation of the garage roof.

Location: Compass House, Road Between Cross Lane And Axbridge Bypass, Townsend, Axbridge, Somerset, BS26 2AJ

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

Planning application number: 02/25/00006/GNN

Proposal: Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to 2 No. Dwellinghouses (Class C3), and associated building operations.

Location: Townsend Farm, Track Between Cross Lane And Prowses Lane, Townsend, Axbridge

RESOLVED: that Somerset Council be advised that Axbridge Town Council considers that a full planning application would be necessary.

At this juncture, Councillor Taylor re-joined the meeting and chaired the remainder of the meeting.

Planning application number: 02/25/00005/JMS

Proposal: Internal repairs to water damaged modern wall plaster & flooring.

Location: 15 High Street, Axbridge, Somerset, BS26 2AF

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

Planning application number: 21/25/00002/GNN

Proposal: Erection of 2 No. self-build dwellings and associated works.

Location: Land To The East Of Manor Farm, Cross, Axbridge, Somerset

RESOLVED: that Somerset Council be advised that Axbridge Town Council objects to this application on the grounds of highways safety with access being onto Cross Lane, a narrow road close to a busy junction, and the need to consider biodiversity requirements.

106.24 PS Houlgate Way Development

No update.

107.24 PS Planning Applications Delegated to the Clerk or Notified by the Planning Authority

Planning application number: 02/24/00029/SR: Fell 1No. Gleditsia (T2). Crown reduce height/spread of 1No. Genko (T1) by 2m all round at 49 West Street – PERMISSION GRANTED

Planning application number: 02/25/00001/SR: Crown reduce height/spread of 1No. Alder (T4516) by 2m back to appropriate unions. Remove deadwood from 1No. Goldenrain (T5512). Crown lift 1No. Beech (T7174) to 3m above ground level and reduce laterals over path by up to 3m at an appropriate union. Reduce extended laterals over parking areas on both sides of 1No. Silver Birch (T732) by up to 2m at Axbridge C of E First School Academy – PERMISSION GRANTED

Planning application number: 02/25/00002/GNN: Application to determine if prior approval is required for a proposed erection of an agricultural building at Surya Stables, Axbridge Moor Drove – PLANNING PERMISSION REFUSED

Planning application number: 02/25/00003/SR: Crown reduce 1No. Yew (T1) back to previous pruning points (approx. 1m reduction) at The Court, St Mary's Street
Location: The Court, St Marys Street – PERMISSION GRANTED.

108.24 PS Recent and Current Planning Applications

Members received the list of recent and current planning applications.

109.24 PS Cheddar Reservoir

The Clerk updated members on correspondence received. The Council would welcome a joint presentation with Cheddar Parish Council in due course. The Clerk would respond accordingly.

110.24 PS Land to the South of Orchard Road

Committee members would meet with the agents who wished to outline proposals in relation to this site. It had been made clear that whilst members were interested to hear the plans, the Council would not offer any advice or opinions at this stage.

111.24 PS Enforcement Matters

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

112.24 PS Licensing Matters – none.

113.24 PS Biodiversity

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

114.24 PS Planning Decisions and Correspondence Received

Members received the following correspondence:

- Thermly – Heat Pumps in Somerset
- Somerset Council – Plan IT newsletters including Call for Sites
- Society of Local Council Clerks - Government Publishes Revised National Planning Policy Framework (NPPF) and Government Planning Reform Working Paper
- North Somerset Local Plan: Additional Housing Sites Consultation and Wraxall and Failand Neighbourhood Plan
- Hinkley Connection Newsletter Autumn/Winter 2024
- Campaign for Protection of Rural England (CPRE) – various campaign updates

115.24 PS Date of Next Meeting

RESOLVED: that the next meeting be held on Monday 24 March 2025 with any applications/items needing to be considered before that date to be included on the Council agenda for 10 March 2025.

Chairman

Date

Agenda Item 9.1 Axbridge Town Council Administration and Finance Advisory Group

March 2025.

Report for Council.

Meetings. A meeting was held on 3rd March 2025 hosted by the clerk.

Members Present: Councillors Ham, Jordan, Page, Smith (observer) 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 February. The data was checked by members.

Monthly Internal Audits. There were no audits to report.

Appointment of an Independent Internal Auditor (for the external audit). Complete.

Reviewing of Standing Orders. To ensure all the Standing Orders, including their appendices, are reviewed regularly a policy has been written setting out the procedure. This lists the items to be reviewed, the body responsible for each and the review frequency. Council agreement is required. A revised index for appendix D (Council Policies) has been compiled. This groups the policies by responsible committee or advisory group, rather than numerically, to make the search for a particular item easier.
(Agenda item.)

Website. (WCAG2.2AA compliant). In operation. Council to approve flyer to be delivered to all households to publicise the new version and ensure all are aware of it. (Agenda item,)

Asset Register. The annual check of the register was carried out by members. No alterations were required. The new Mayor's robe and hat will be added. Council should be notified of results of this annual check.
(Agenda item.)

Insurance. Quotes for supplying the Council's insurance from the renewal date this year are being sought. It is anticipated this will be a three year agreement. A valuation for the recently remodelled Mayor's chain is required.

Toilets cleaning contract. The L & Rec Advisory Group have obtained several quotes. Locking of the toilets is an issue.

Open spaces maintenance contract. The Clerk is sending out tender documents with the 14 March as the last submission date. The contracts will last for four years. A procedure for considering the tenders needs to be agreed.
(Agenda item.)

Mayoral Robes. The new robes and hat have been delivered.

Date of Next Meeting. Monday 7th April 2025 at 7.30pm by zoom.

MT (06/03/2025)

Agenda Item 9.3 Policy for Reviewing Standing Orders and Revised Index for Policies (appendix D within standing orders)

Agenda item 9.3a Standing Orders and Appendices.

All documents that comprise the Orders will be reviewed annually.

Standing Orders will be reviewed by the Administration and Finance Advisory Group.

The following Appendices to the Standing Orders are held as separate documents.
The body responsible for reviewing each document is shown.

A	Code of Conduct	Personnel & Protocol Committee
B	Financial Regulations	Administration and Finance Advisory Group
C	Committees' and Advisory Groups' Remits	Relevant Committees and Advisory Groups
D	Council Policies	Relevant Committees and Advisory Groups as per index
E	Risk Assessment and Management	Personnel & Protocol Committee
F	Delegation Scheme for Proper Officer	Administration and Finance Advisory Group
G	Cemetery Regulations	Cemeteries, Allotments and Open Spaces Advisory Group
H	Allotment Regulations	Cemeteries, Allotments and Open Spaces Advisory Group
I	Car Park Regulations	Highways Advisory Group

Axbridge Town Council

Council Policies

(Appendix D of Standing Orders)

The policy documents are shown in reference number order following the index.

Policies are indexed by the Committee or Advisory Group Responsible.

INDEX

ADMINISTRATION AND FINANCE ADVISORY GROUP

Ref. No.	Title
31	Alarm Call procedure
14	Cash Management
30	Code of Conduct and Dispensations
5	Complaints Procedure
7	Data – Subject Access Request Form
6	Data Protection Policy
8	Document Retention, Storage and Destruction Policy
13	Farmers' Market Community Stall
15	Freedom of Information Policy
19	Petition guidance
21	Press and Media Policy
23	Publications Scheme
26	Website Inclusion Procedure

CEMETERIES, ALLOTMENTS AND OPEN SPACES ADVISORY GROUP

Ref. No.	Title
25	Trees – Management and Inspection Procedure

LEISURE AND RECREATION ADVISORY GROUP

Ref. No.	Title
2	Ad-hoc use of the Furlong – Charging Policy
9	Dogs on the Furlong

HIGHWAYS ADVISORY GROUP

Ref. No.	Title
1	Accessible Public Rights of Way
4	Cold weather policy
17	Highways Policies

PERSONNEL & PROTOCOL COMMITTEE

Ref. No.	Title
29	Bullying and Harassment Statement
10	Dress Code
11	Employer Discretions Policy
12	Equal Opportunities Statement
16	Funding of Town Events
18	Lone Working Policy
27	Succession Planning and Training

PLANNING AND LICENCES COMMITTEE

Ref. No.	Title
3	Affordable Housing
20	Planning Enforcement
22	Process of publicising and considering very large planning applications

STRATEGIC PLANNING ADVISORY GROUP

Ref. No.	Title
32	Council Vision, Mission, Values & Strategic Objectives

Agenda Item 9.7 Monthly Financial Report

Agenda Item 9.7a Payments for Ratification (R) and Authorisation March 2025				
Voucher No	Date	Supplier	Description	Total
381 - 385	04.03.2025	Payroll – March 2025	Staff Salaries and assoc. payroll organisations	£4532.34
380	04.03.2025	PATA UK	Payroll - monthly service	£40.43
379	04.03.2025	Somerset Association of Local Councils	Training	£40.00
378	04.03.2025	Premier Trophies	Civic Service expenses	£50.98
377	04.03.2025	Michaels Civic Robes Limited	Mayor's Robes	£3,180.00
376	04.03.2025	C Heath	Public conveniences maintenance	£60.00
375	04.03.2025	Somerset Association of Local Councils	Training	£60.00
374	04.03.2025	Somerset Association of Local Councils	Training	£25.00
373	03.03.2025	Coop (R)	Gift Bags Civic Service	£4.00
372	28.02.2025	Unity Bank (R)	Bank Charges	£6.00
370	27.02.2025	Sainsburys (R)	Civic Service expenses	£33.30
362	20.02.2025	The Picture Frame (R)	Civic Service expenses	£55.88
		A Laken	Monthly Town Maintenance Contract	
		Mr Anderson	Organist	
			TOTAL	£8,087.93

Notes: **Spending Powers:** The Council has the General Power of Competence
Bank Reconciliation as at 28th February 2025 £113,605.64

Agenda Item 9.7b Receipts February 2025				
Voucher No.	Date	Customer	Description	Total
79	28.02.2025	Lloyds Bank - savings	Bank Interest	£28.56
77	11.02.2025	HMRC VAT	VAT repayment	£2,735.37
78	10.02.2025	Lloyds Bank	Bank Interest	£41.09
75	03.02.2025	Wallace Stuart Lady Funeral Directors	Cemetery fees	£80.00
76	03.02.2025	Adams Memorials	Cemetery fees	£75.00
			TOTAL	£2,960.02

Agenda Item 9.7c Direct Debits and Standing Order Payments February 2025					
Voucher No.	Supplier	Description	Net	VAT	TOTAL
371	Information Commissioners Office	GDPR Data Protection Renewal	£47.00	£0.00	£47.00
369	Zoom	Video Conferencing	£12.99	£0.00	£12.99
368	Vodafone	Telephone - Clerk contract	£15.77	£3.16	£18.93
367	SSE Southern Electric	Electricity - Changing Rooms	£59.68	£2.98	£62.66
366	SSE Southern Electric	Electricity - Town Car Park	£13.32	£0.67	£13.99
365	SSE Southern Electric	Electricity - Public Conveniences	£5.34	£0.27	£5.61
364	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
363	BT	Broadband	£21.72	£4.34	£26.06

361	Npower	Electricity - Moorland St Car Park	£16.51	£0.83	£17.34
359	Water2Business	Water and Sewerage - Changing Rooms	£53.50	£0.00	£53.50
358	Water2Business	Sewerage - Moorland Street Car Park	£10.71	£0.00	£10.71
357	Water2Business	Sewerage - Town Car Park	£10.71	£0.00	£10.71
356	Water2Business	Water and Sewerage - Public Conveniences	£38.50	£0.00	£38.50
355	O2	Telephone - Assistant Clerk	£6.66	£1.33	£7.99
TOTAL			£416.41	£13.58	£429.99

Highways Advisory Group Report March 2025

The Square:

We have a meeting with the Town Trust on Monday 31 March.

Old Church Road:

An email has been sent to Highways asking advice and for a visit from a highways engineer with reference to the grass verge. The recycling lorry seems to be the main culprit. We have also included a request for advice for Chestnut Avenue.

Look-out point on the by-pass:

The Highways Dept. has accepted that the main body of the area is their responsibility but they won't tackle the brambles that are growing over from the bank. We will try to address this.

A resident is regularly clearing one area, for which we thank her.

We have requested that fly tipping (which appears to contain asbestos) be removed.

Townsend:

We plan to make visits to Townsend to monitor the traffic. We will collect statistics to see if Hi-Viz and camera phones mean traffic observes the STOP signs. On a previous survey this was the case, suggesting drivers are aware what stop means!

The spring flowers at this junction are looking lovely.

Moorland Street Car Park wall:

The majority of the rubble has been removed from the damaged wall by the sub-station. Andy to be asked to remove the rest and then we can "build" a barrier.

Andy is going to cut back the ivy on the wall by the parking space to the rear of Old Church Road.

Voluntary workers:

We have provided a "working on the highway" sign to be put by the road side where they are working. Organising training and guidelines, via the LCN group, is proving quite problematic. We recognise the work the volunteers carry out.

We need to emphasise that HI-Viz must be worn at all times and the "working" sign is used.

Axbridge Gateway:

The planter at the Axbridge Gateway sign is looking lovely, now it is in the right place, and draws attention to the sign. We need to consider who will maintain it.

Highways:

The pot holes at the top of Orchard Road have been filled.

The hedges have been cut back to expose the road signs and directions.

Chestnut Avenue:

The brambles etc. from the area by the churchyard wall are to be cleared next week (prior to the March meeting).

Fly tipping is continuing by the rear accesses to the Old Crown properties – we are monitoring this for the moment.

Speeding through Axbridge:

Highways has given permission for the MOUs to be sited. We are still awaiting news of the grant but we have agreed the council will cover the cost if the grant is not forthcoming.

Somerset Bus Group:

First Bus has won the contract for the continuation of the 126 bus for the forthcoming year

Street Lights:

The light in the High street had until the end of February to have the supply connected. This hasn't happened so we need to contact Highways again.

The light in Moorland Street, on the corner of the car park, is still not working. This is a very dark and much used corner. Apparently the work needs to be done outside normal working hours as it is a narrow road! To ask the assistant clerk to find out when this might be.

The light in Houlgate Way, nearest the Starrs Close junction, is still not working. This is one of the lights that were replaced by Bellway following their removal for building purposes. To ask the assistant clerk to also chase this.

Dog bins:

We are still waiting to hear when the bin by the Strawberry Line, at the top of the slip road to the by-pass, is going to be put in.

A38 Improvements:

There was a presentation at the LCN Highways meeting in the Town Hall in February. This was well attended but, unfortunately, it was a very poor event. The representatives giving the presentation did not have the correct equipment to project it, although they continued to fiddle and try and sort this out throughout the morning. The meeting was then "hi-jacked" by attendees with their own agendas reference the A38, footpaths, cycle ways and other issues. Despite requests from the floor the representatives for the presentation failed to bring the meeting together. (I have raised our complaints with our LCN officer).

There is a full copy of the presentation available and attached with this report. It shows improvements planned to the access points from Bridgwater to N Somerset. The work is dependent on the grant being agreed by the current government. Even if this is the case the funding will not be enough to carry out all the work.

Millstream Close footpath:

We are looking at various options to solve the problem with this path that no longer connects to anywhere.

Cllr P Ham

CAOS Report

Cemeteries, Allotments & Open Spaces Advisory Group

17th February 2025

Zoom meeting start: 8.05pm Finish 8.40pm

Present: Councillors Jordan (Chair), Browne, Page, Ham, Faulkner

In attendance: Assistant Clerk (Mrs Weir)

Apologies not attending:

Allotments

Inspection has been conducted, and the site is in good shape. All tenants have been informed the inspection has taken place; plots deemed excellent or with recommendations have been emailed.

Assistant Clerk to draft a letter re: plot 2B/3D regarding the unauthorised removal of and damage to new fencing leaving exposed razor-sharp corrugated iron creating a health and safety issue.

Quarry Volunteer Day - possibly the beginning of March. Cllr Ham to speak to Andy Laken to clear scrub and will liaise with quarry to establish start date.

It was agreed that 9B should become two plots. Assistant Clerk to contact those on waiting list who expressed small plots only.

Assistant Clerk to contact residents of Moonacre, Hill Side regarding the overgrown hedge on the edge of their property. Stating we are happy to do the pruning if they do not want to, but it must be before nesting season starts in April.

Cllr Thomas was contacted about the COSTAIN community volunteer days. No guidance has been issued yet. Cllr Thomas made it clear that she would personally be the volunteer and would not be physically able to do the rotavating on plot 9B (plus in the past volunteer days have been more to do with helping local groups like the good neighbour's scheme).

Cemetery

Garden of Remembrance site meeting proposed dates: 1st choice Friday 7th March at 10am or Thursday 13th March at 11am. Town Clerk to liaise with Phil (Adams Memorials) and Cliff (grave digger) and will confirm date back to CAOS.

Fine Memorials have now secured unstable headstone of plot 129. NFAR.

Advisory Group approved the outlined new costs for supplying and fitting foundation bases from Adams Memorials.

Open Spaces

Open Spaces contracts – it was agreed no changes or amendments are required.

Wasteland Starrs Close/Houlgate Way. No communication received from Persimmon. Cllr Ham and Browne to have a site meeting to assess options. It was agreed that a sign should be put up and inform Persimmon once this is done.

Any other business

The bungalows (Homes in Somerset) in Chestnut Avenue are to get new roofs with solar panels. The contractors have assumed the parking spaces behind the Pennings are owned by Somerset Council and plan to use to store equipment. Estimated time of work is approximately two months. Cllr Ham to contact the contractors/Somerset Council to lower curb and funding matting if we let them use the parking spaces.

Date of next meeting

Tuesday 22 April 2025. Time to be confirmed.

Leisure and Recreation Report March 2025.

Furlong:

- We are waiting to hear from Axbridge United with reference to what will be required from the Somerset League.
- We are continuing to pursue the possibility of moving the “Ball Wall” to the bottom of the furlong. The footballers have offered to facilitate this.
- Facilities Manager to be asked if he could repaint the containers green.
- Access from the furlong into the new field needs to be cleared. To ask Town Maintenance Contractor.
- We are continuing to look at the possibilities of lengthening the remaining lease or purchasing the field.
- The previous problem with damage to the nets has been addressed.

The grass-keep and maintenance contracts for the field and play-area are due for renewal and out for tender.

Play Area and Car Park:

- Facilities Manager will start a programme of:
 - moss removable on the safety surfaces in the play area, as the weather (hopefully) improves.
 - rust removal and painting on purple climbing arch and multi-climb.
- We will look at what needs to be done to the safety surface at the purple climbing equipment; the gapping around the edge has widened.
- One of the signs on the gate has fallen off – Cllr Page to repair.
- Filming for a TV series is taking place on the car park and play area on 19th March. Any donation we receive will be used to carry out any repairs and improvements that the area requires.
- The fence at the car park is continuing to be vandalised and repaired! We are considering stronger posts to try and reduce this behaviour.

Changing Rooms:

- Facilities Manager is continuing a programme of replacing the guttering and downpipes that are regularly vandalised. We discussed replacing these with heavy duty ones but the cost would be far greater and they would still be vandalised, possibly causing damage to the structure of the building.
- We are going to look at and cost, an upgrade to the kitchen, so that refreshments could be served at games.
- We need to look at replacing the back door. This has been damaged by people trying to illegally access the facility.
- In discussions with members of the football clubs they have offered to paint and brighten up the interior of the changing rooms and, perhaps, carry out minor improvements, eg create storage under the benches.
- There is an amount of rubbish and Sports and Social equipment that needs to be cleared.

New Field:

- The clerk has been asked to complete the relevant planning application for change of use.
- SB has managed to get us a “2-in-1” gate for access from the Drove, at no cost, (from the footpath and rights of way society). There will be a cost for fitting.
- We have padlocks for all access points when this has been done.

- Just inside the gate needs to be filled as flooding is a problem to access. The pile of small stones dumped at the look-out point has been moved to the field to be used for this.
- We are discussing options for better disabled access. This is within discussions for the overall plans for the field. At the moment PW arrangement at the field still continues.
- At the time of writing the container for The Pageant/ACT committees is still just inside the Knightstone gate but it should be moved into position before the next Council meeting.
- There is no immediate rush for a dog bin but we have decided that on the wall by the sub-station would be the preferable site. The clerk/assistant clerk is to be asked to request permission from the electricity company, to do this.
- The group of trees are due to be cut, felled and left in the coming week. We will move as appropriate.
- Town Maintenance Contractor has been asked to move the fallen trees from the hedge adjacent to JC's field and PW has agreed to "deal with" those from the furlong hedge.

Toilets:

- The folding support rail for the disabled toilet has been fitted: invoice for work £60.
- The hand drier for the disabled toilet has been fitted by CNE. There is a credit due from previous work at the changing rooms so there should be no cost, or very little, for this work.
- We agreed the contract for cleaning and opening the toilets each morning, with Danfo. £9368.23 + vat a year: 7 days a week, to include bank holidays. Contract start 1 April 2025, agreed for 3 years with RPI link and a right to renew after that time, with no financial penalty.
We are still considering the continuation of the payment method for locking the facility.
- We are waiting to hear back from Wallgate, the hand washing/drier company, with a cost for a maintenance contract renewal.
- We have identified with the Facilities Manager as a project for the forthcoming year, a "face lift" for the cubicles – removing and replacing dirty/mouldy grout.
- We agreed the condition and standard at the toilets is good and compares favourably with other facilities around the country.

Men's Shed:

- They have been donated a scale model of the station and railway, which will be moved to a permanent base and, available for enthusiasts to visit.
- Access continues to be the overriding aim. Once this is achieved it will be possible to look at community use.

Cllr P Ham

Agenda Item 13.1 Personnel and Protocol Report



Agenda Item 13.1 Axbridge Town Council Draft Minutes of the Personnel and Protocol Committee held on Monday 24 February 2025 in Axbridge Town Hall

Meeting commenced: 6.15pm

Meeting concluded: 7.15pm

Present: Councillors Page (Mayor – in the Chair), Browne (from minute 104.24 PS), Ham and Taylor.

Also in attendance: Mrs Brice, Town Clerk, Mr Hogarth (for part of the meeting) and Councillor Smith

116.24 PS Apologies for Absence - none.

117.24 PS Declarations of Interest – none.

118.24 PS Minutes of the Committee Meeting held on 27 January 2025

RESOLVED: that the minutes of the Personnel and Protocol Committee meeting held on 27 January 2025 be approved as a correct record and signed by the Chairman.

119.24 PS Public Participation – none.

120.24 PS Maces

Councillor Ham had discussed the embellishment of the maces (such as gold leaf) with the Men's Shed and, on their advice, would speak to local stonemasons. The Men's Shed could assist in the making of a wooden box to store the maces.

121.24 PS Mayor's Chain and Robes

During this item, Councillor Brown joined the meeting.

The Mayoral Robes had been delivered and looked lovely. Councillor Ham would take the "old" robes to the dry cleaners in Wells.

122.24 PS Mayors' Chain

Councillor Ham would speak to a company to ascertain the cost for the valuation of the chain.

123.24 PS Axbridge Civic Service

The Civic Service would be held on Sunday 2 March 2024 at 3pm. Members discussed the final arrangements including the award for the football clubs.

At this juncture, Mr Hogarth joined the meeting and Mrs Brice left the meeting.

124.24 PS Exclusion of the Press and Public

RESOLVED: that, in view of the confidential nature of the business about to be transacted (minutes 108.24 PS) which contains contractual information about an individual, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

125.24 PS Confidential Item – Facilities Manager – Appraisal

The Facilities Manager had his appraisal. No issues were raised and a couple of work targets were set.

At this juncture, Mr Hogarth left the meeting and Mrs Brice re-joined the meeting. Public Session resumed.

126.24 PS Honorary Officer vacancies

The vacancy for the Mace Bearer would be further promoted on social media.

127.24 PS VE Day 80 – Beacons and Lamp Lights of Peace – 8 May 2025

The Sports and Social Community Association was organising a small event on the north side of the Square to mark this occasion with several singers/music contributions. Peter Scott would be willing to prepare and light a beacon in an appropriate location on the Mendip Hills. The Clerk would update the Pageantmaster on the arrangements.

128.24 PS Mayor’s Banquet

The Mayor’s Banquet would be held on 26 April 2025 – the format and venue will be confirmed in due course.

129.24 PS Locking of the Public Conveniences

The arrangements for the locking of the public conveniences were further discussed and the Clerk would seek advice from Somerset Association of Local Councils to help progress this.

130.24 PS Appraisal Process and Documentation

Members discussed the appraisal process and wished to formalise the appraisal process in future, with forms completed to provide a record. A checklist was available and this would be considered at the next meeting.

131.24 PS Date of Next Meeting

RESOLVED: that the next meeting be held on 24 March 2025.

Chairman

Date

Agenda Item 17 Correspondence 7 February 2025 – 7 March 2025

(not mentioned elsewhere in the agenda papers)

SC = Somerset Council

Outside Bodies

- Axbridge and District Museum Trust – minutes of last meeting
- Clerks meeting – 19 Feb meeting and various attachments; Flood Support: News of South Somerset flood drop-ins, plus a Somerset Prepared resilience roadshow in Bickenhall and various presentations including Simpler Recycling
- Local Community Network – A38 presentation and survey, LCN Climate and Nature Group- Meeting Invite 20th Feb, Notes of 11 February Highways meeting
- Somerset Association of Local Councils - HR Committee Training for Councillors and Newsletter
- Society of Local Council Clerks –Newsletters inc. devolution framework, Establishing a New Local Council and Branch Meeting on 14 March 2025

Planning

- SC - Planning Enforcement - North: 02/00139 Land to the North of, A371
- North Somerset Council - North Somerset Local Plan: Additional Housing Sites Consultation
- CPRE Campaigns update inc stargazing
- Society of Local Council Clerks newsletter – inc. Government Guidance on Green belt
- SC – weekly planning applications and decisions

Admin and Finance

- Aubergine – Review
- Gallagher – Insurance
- Axbridge Cricket Club – Farmers Market
- Devon Insurance Partnership – Pensions internal audit
- Scribe – including strategic plans
- Peninsula Pensions – Annual Return
- Clear Councils insurance
- Microsoft Office – will now longer support publisher (need to save existing in different format)
- Cloudy IT including cyber security
- PATA payroll bulletin
- Data Providers – Axbridge Farmers Market
- Chris Groves – Tree works – recreation field
- Lloyds Bank- info
- Unity Trust – reducing interest rates
- Utility Aid
- Zurich – spring update including recruiting and retaining volunteers
- Connectotel – email address confirmation
- QSS – Business tech – free meeting and information and various advice
- Resident – seeking assistance with fibre internet connection
- Lloyds - Important fraud information to help protect your business.
- HMRC Employer Bulletin
- Parish Online newsletter and sessions
- SC – Litter and Dog Bin Emptying
- Product/sales – A J Products, Rapide, St Andrews Press and The Print Hive

Leisure and Recreation

- Somerset Council –
- DANFO – service level agreement
- Resident – container in recreation field
- What's on Bristol
- Product Information: Arien signs, Caloo, Creative Play, Elevate Play, Glasdon, Jupiter Play, NNB, Proludic, School Playgrounds, Sutcliffe Play and WCCTV

Highways

- SC – Axbridge Viewpoint Carpark and Picnic Area; SEDGEMOOR ORDER 2012 (AMENDMENT NO. 35) ORDER 2025 (Yellow lines – Jubilee Road and Cheddar Road); News release: Find out more about plans to improve busy A38 route in Somerset; Update on damaged Chevron Sign (Axbridge bypass/entrance), Emergency Road Close Cross Lane
- WSP - Peninsula Transport Coach Action Plan
- Police Community Trust fund – application for Speed Indicator Devices – application process postponed and will be considered when fund re-opens
- Visitor – parking facilities in Axbridge
- Resident – proposed A38 upgrade
- Resident – bypass car park (fly tipping)
- Product: Elan City (Speed Indicator Devices), Safety Signs for Less; TWM traffic

Cemetery, Allotments and Open Spaces

- Adams Memorial – Foundation bases
- Resident – fallen tree at allotments
- Somerset Wildlife Trust newsletters – Wilder Churches event
- Tenant - overgrown brambles before the allotments
- Fine Memorials – Headstone repaired
- Product – Boston Seeds, Gordon Nellis (planters)

Environmental

- SC – SORTED newsletter (waste and recycling)
- SC – SEED newsletter (Environment and Ecological News)
- Mendip Hills - Mendip Hills Fund Awards £9,000 to Local Projects including Axbridge Heritage Trail and energy efficiency heating at Cheddar Visitor Information centre.
- Keep Britain Tidy – Spring Campaign
- Plantscape
- Centre for Sustainable Energy - newsletter

PERSONNEL

- Thank you – Civic Service

General Correspondence

- SC – News including Government announces Exceptional Financial Support for Somerset Council; When the game ends: domestic abuse concerns during Six Nations; Support for people sleeping rough - Severe Weather Emergency Provision (SWEP) is in place due to cold snap; Update on Bridgwater roadworks
- SEED newsletter – creative workshops – blossoming Bridgwater
- Individual – local history
- Defib supplies
- London Hearts – Defib funding
- Individual – history of property
- Age Uk Somerset – posters
- Devon and Somerset Fire Service Consultation- automatic fire alarms halfway point
- Somerset Sight Charity Activities for Visually impaired people
- Two organisations – Filming in Axbridge
- Great Collaboration banter sessions – Climate, Phosphates
- Somerset Prepared newsletter
- Somerset Sight events
- Flood Wessex - Neroche Somerset Prepared Resilience Roadshow - 25th Feb 2025

See over for diary dates

DIARY DATES

Date	Meeting	Time	Venue
COUNCIL MEETINGS			
Monday 10 March	Council	7.30pm	Axbridge Town Hall
Monday 17 March	Annual Assembly meeting (meeting of the electorate)	8.00pm	Council Chamber
Monday 24 March	Personnel and Protocol Planning and Licences Highways	6.45pm 7.15pm 8.00pm	Axbridge Town Hall Axbridge Town Hall Axbridge Town Hall
Monday 31 March	Town Council/Town Trust meeting - representatives	8.00pm	Council Chamber
TBC	Leisure and Recreation		
TBC	Strategic Planning	7.30pm	15 Hippisley Drive
Monday 7 April	Admin and Finance	7.30pm	By Zoom
Monday 14 April	Planning and Licences (if needed) Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
Tues 22 April (TBC)	Leisure and Recreation Cemetery, Allotments and Open Spaces	TBC TBC	The Lamb Zoom
Other events			
Thursday 13 March	LCN	6.30pm	Blackford Village Hall