

AXBRIDGE TOWN COUNCIL
DRAFT MINUTES OF THE MEETING OF AXBRIDGE TOWN COUNCIL HELD ON
MONDAY 21ST JUNE 2010 IN THE TOWN HALL, THE SQUARE, AXBRIDGE

Meeting commenced: 7.30 p.m.

Meeting concluded: 10.06 p.m.

Present: Councillors J Gall (Mayor), D Bratt, Mrs K Browne, B Hamblin (Deputy Mayor), Mrs P Ham, I Laken, J Lukins, P Passey, M Taylor, Mrs J Trotman, Mrs E Scott and C Walkling

Apologies for absence: Councillor Mrs V Isaac and PC Wills

Also in attendance: Mrs V L Brice (Town Clerk) and 1 member of the public (part of meeting)

21/10 Minutes of the Council Meetings – 17th May 2010

RESOLVED: that the minutes of the council meeting held on 17th May 2010 be approved as a correct record and signed by the Chairman.

22/10 Declarations of Interest

Councillor Bratt declared a personal interest in the item on the Town Hall grant being the Manager of the Town Hall (minute 26(i)/10 refers) and a personal matter in the Carnival grant, being a member of the Carnival Committee (minute 26 (e)/10 refers).

Councillor Mrs Browne declared a personal interest in matters relating to King Johns Hunting Lodge being Secretary to the organisation (minute 24/10 refers)

Councillor Laken declared a personal interest in the item on allotment rents, being an allotment holder (but not within the area under consideration) (minute 26(h)/10 refers)

Councillor Lukins declared a personal interest in matters relating to the cricket nets and furlong being President of Axbridge Cricket Club (minutes 24(m)/10 27/10 refer)

Councillor Mrs Scott declared a personal interest in the item on Electoral Arrangements, being the current District Councillor (minutes 23/10 and 35/10 refers)

Councillor Mrs Trotman declared a personal interest in the item relating to the carnival grant being Treasurer of the Carnival Committee (minute 26(e)/10 refers) and in the item on attendance at the Somerset Towns Forum meeting, having represented the council at this meeting (minute 26(j)/10 refers)

23/10 Reports

County Councillor Mrs Hill	No report
District Councillor Mrs Scott	Members received an update on the level of savings to be achieved this year and next year, which would affect grants. It was anticipated that there would be no raise in council tax for householders and that the council may be able to retain council rents (with maintenance costs). The Boundary Review consultation referred to two councillors serving "Axe" which included Axbridge, Compton Bishop, Weare, Badgworth and Chapel Allerton. The changes, once finalised, would take effect in 2011 (minute 35/10 refers)
Police	PC Wills had advised that the Police would assist in keeping the Square free of cars for Armed Forces Day. An individual would be going to court over a parking ticket issued on a Sunday. Members noted the Policing Plan which enabled individuals to give feedback on their priorities. The Cold Calling Zone letters were due to be circulated with OYEZ. Members requested an update on local crime.

24/10 Outside Representative Reports

Group	Report
Axbridge Action Group	A meeting was being re-arranged for parties involved in the Streets and Parking Improvement Plan, likely to be held after The Pageant. Councillor Mrs Trotman was a representative with Councillor Taylor and the membership document would be altered to reflect this.
Axbridge & District Museum Trust	A grant had been allocated based on last year's grant (£14,500 approx). There was no guarantee for future years. The leaflet will shortly be available.
Chamber of Commerce	AGM to be held on 18 th July with a BBQ on 3 rd July.

Cheddar Valley Cluster Group	The meeting had included an RLT3 funding update, workshop on priorities and pylons.
Farmers Markets	Nothing to report
Pageant	Road Closures would be advertised in OYEZ. Mayors would be invited to attend free of charge but donations would be sought and publicity material sent to invitees. Councillors may be able to take part in the final scene.
School Governor	Members noted arrangements for a leaving service and event for the Headteacher. An existing teacher had been appointed as Acting Head Teacher for a two term period.
Somerset Assoc. of Local Councils	Meetings would be held on 24 th and 26 th June.
Somerset Market Towns Forum	The networking event in Wellington on 16 th June had been a success.
Sports and Social	The Fun Day would be held on 17 th July 2010.
Town Crier	The Town Crier will be attending 2 events during June.
Town Trust	Curtains had been acquired for the Council Chamber. The next Town Council/Town Trust meeting was planned for 21 September 2010.
Other Representative Reports	<u>Footpath Liaison Meeting</u> – update on structure and maintenance. <u>Carnival</u> – elected carnival queen & two princesses <u>Axbridge in Bloom</u> – planned for Farmer's Market on 7 th August. Members congratulated the Town Trust on the colourful planters in The Square.

The meeting adjourned at 8.00 pm for Public Participation

[One member of the public addressed the Council on copying photographs for the archives. She responded to questions from members]

The meeting resumed at 8.10 pm

25/10 Planning and Licences Committee

a) Meetings held on 7th June 2010

Members received the minutes of the meeting held on 7th June for information. It was noted that the Agricultural dwelling at Crossmoor Drove had been approved, despite objections.

b) Remit

RESOLVED: that the remit be approved, as circulated.

c) Town Design Statement

Sedgemoor District Council had commented on the draft document. Volunteers would be sought via OYEZ to help finalise this Statement, after the Pageant.

d) General Correspondence

The Affordable Housing and Infrastructure Planning Commission surveys would be referred to the Committee. Members noted receipt of the report on the Hinkley C project.

26/10 Administration and Finance

a) Report of Administration and Finance Advisory Group – June 2010

Members received this report - the key issues being set out below. A letter had been received from Sedgemoor District Council indicating which services were likely to be affected by the budget cuts. The external auditors now sought further information from the council, which would be subject to an intermediate audit due to the purchase of the car park. The insurance schedule has also been received. Sedgemoor District Council's grant criteria are being reviewed.

b) Remit

RESOLVED: that the remit be approved, as circulated

c) List of Cheque Signatories

Councillor Walking should have been included in the column “not cheque signatory”.

RESOLVED: that the list of cheque signatories be approved, as circulated.

d) List of Members – Bank Reconciliations

RESOLVED: that the list of members to check the monthly bank reconciliations be approved, as circulated.

e) Grants

Members considered grant requests from Sedgemoor Community Transport and from the Carnival Committee – which sought financial assistance in extending the road closure for two hours to improve the safety of pedestrians after the carnival. Members noted the Council's funding policy.

RESOLVED:

- 1) that further information be sought from Sedgemoor Community Transport to give a brief outline of the service they provide, who it benefits, how they are funded etc and how the Council can assist in publicising the service (i.e. in Oyez, on the website); and
- 2) that the Carnival Committee be recommended to approach the Parochial Charities for a donation towards the funding of stewards for an additional two hours of road closure.

RESOLVED:

f) Freedom of Information Policy, Data Protection Policy and Subject Access Request Form

RESOLVED: that these documents be approved, as circulated.

g) Annual Report

Members thanked Councillor Mrs Trotman for the timely completion of her Annual Report – a summary of which would be circulated with OYEZ.

RESOLVED: that the Annual Report be approved, with a copy being sent to key locations (council offices, post office, doctors' surgery and library).

h) Allotment Rents

Members considered the allotment rents, particularly the cost of enclosing one section of the allotments during 2008/09 and the income received to date.

RESOLVED: that the current allotment rents remain, with a review of rents to take place next year.

i) Town Hall Grant

Members considered a request for a grant to assist in the running of the Town Hall.

RESOLVED: that a grant of £3,460 be awarded to the Town Trust - the first half (£1,820) to be paid now, the second instalment to be paid in October, after the receipt of the precept payment.

j) Somerset Market Towns Forum – Attendance

As indicated at the last meeting, Councillor Mrs Trotman had attended the meeting on 16th June at a cost of £10. It was noted that attendance at meetings would now be £10 per person. An annual fee could be paid, which was likely to be more cost effective.

RESOLVED: that the Council forward a cheque to the Community Council for Somerset in the sum of £10 accordingly.

k) SLCC Branch Meeting and Cemetery Course

Members noted these forthcoming events but were unable to attend. The cemetery course recently attended by Councillor Mrs Browne and the Clerk had outlined transfer of burials, and the Clerk had previously attended this half day course.

l) Register of Interest Forms

Members were reminded of their obligation to notify Sedgemoor District Council of any changes to their interests. Any changes should be reported to the Clerk, in the first instance, so that the forms could be completed, and copied, before being sent in.

m) Financial Monthly Report and Payment of Invoices

The financial report for June 2010 including all payments agreed during the meeting is set out below. The Clerk drew attention to several invoices.

Payments made since last meeting for ratification				
Ref.	To	For	Value	Power
	Mr R Hembrow	Grass Cutting	349.17	
	Axbridge Playmates Playgroup	Donation	200.00	
	LTSB Commercial Finance Ltd	Printing of OYEZ (April)	45.50	
	National Plastics	Guttering for Changing Rooms	228.35	
DD	Vodafone	Council's telephone (May)	22.85	
Payments for authorisation				
	Mrs V Brice	Clerks salary (June) inc additional hrs*	1064.58	S.112(2) LGA 1972
	Mr D Hogarth	Furlong Manager salary (June)	178.96	S.112(2) LGA 1972
		Furlong Manager - reim of exp (hose etc)	32.98	32.98 hose pipe
	Post Office	NI and Tax (June)	239.34	
	Somerset County Council	Pension contribution (June)	294.43	LG Pension Scheme Regs 1997
	Mr R Hembrow	Grass Cutting	349.17	S.10 Open Spaces Act 1906
	Mr A Laken	Town Maint. Cont.	217.50	
	Fairlands Middle School	Photocopying and paper	64.46	
	Lloyds TSB Commercial Finance	Printing of OYEZ (April)	45.50	
	West Country Groundcare	Cricket Nets - remainder of bill	3971.75	
	Sedgemoor District Council	Underlease - Furlong Field	41.25	
	George Bailey	Hedgetrimming to Allotments and Furlong	82.25	
	Community Council for Somerset	Attendance at SMTF meeting	10.00	
	Axbridge Town Trust	Town Hall Grant (1 st Half)	1,820.00	
	Zurich	Insurance renewal 10/11	1,907.49	Delegated to clerk
DD	Vodafone	Council's telephone (June)	24.15	
	(Changing rooms a/c)			
	EDF Energy	Electricity	36.00	

		Total:	10,379.81	

RESOLVED: that the expenditure detailed above be approved except the cheques relating to the Clerk's Salary considered later in the meeting (minute 30(c)/10 refers) and with the payment of the invoice for the Insurance renewal being delegated to the Clerk, in consultation with the Administration and Finance Advisory Group.

27/10 Leisure and Recreation Advisory Group

a) Report of the Leisure and Recreation Advisory Group

Members received this report - the key issues being set out below.

The Sports Wall had been installed and looked spectacular. One letter of concern had been received and the individual had been happy with the response received. "Please do not Climb" Signs would need to be erected.

b) Play Area and Furlong Safety Check Log

The log of the safety checks to 24th May 2010 was made available to members.

RESOLVED: that this document be approved.

c) Youth Shelter

The Youth Shelter had been seriously vandalised and it was likely that its repair would , at least, necessitate the temporary removal of the shelter. Members felt this to be a great shame. The incident was reported to the Police but no update had been received to date. The area had been fenced off and arrangements were being made to remove the damaged perspex.

RESOLVED:

- 1) that the Leisure and Recreation Advisory Group hold a site meeting to agree the way forward;
- 2) that the Clerk, in consultation with the Group, be authorised to take the necessary action to make the shelter safe and arrange for its repair and/or removal depending on the outcome of the site meeting;
- 3) that the Clerk advise the insurance company; and
- 4) that this matter be reported in OYEZ and be brought to the attention of the press

d) Soil Works on the Furlong

The Group was aware that the current situation regarding the soil on the Furlong was unsatisfactory. Councillor Lukins offered to make enquiries regarding its removal.

RESOLVED: that the Clerk, in consultation with Councillor Lukins and the Leisure and Recreation Advisory Group, be delegated to arrange for the removal of the soil, subject to the cost being within the maintenance budget and not exceeding £500.

28/10 Highways Advisory Group

a) Report of the Highways Advisory Group - June 2010

This report updated the Council on a number of highways issues. It was noted that the group had previously agreed not to progress the installation of cycle racks.

b) Remit

RESOLVED: that the remit be approved, as circulated

c) Memorial Bench

Members received an update on the site meeting to discuss a local family's request to install a memorial bench on the grassy bank at Chestnut Avenue. The ownership of the land was being confirmed. It was likely that the Council would be responsible for maintenance and insurance (if it wished to arrange cover).

RESOLVED:

- 1) that the Clerk writes to the immediate neighbours (nos. 17-20 Chestnut Avenue) to bring the proposal to their attention and;
- 2) that, subject to there being no strong objections, the Council supports the installation of the bench, as above.

d) Layby

The layby was owned by Somerset County Council who, would, presumably have issued licences for the installation of the information board and picnic benches.

RESOLVED: that the Clerk contacts the legal department at Somerset County Council to obtain copies of the licences issued.

e) Bus Stop

The Clerk had contacted Somerset County Council regarding the possibility of a two way stop sign on the new stop at Cheddar Road/Barnabas Close. She had also reiterated the need to address the current westbound post and to complete markings at the Jubilee Road bus stop. Members noted that buses were sometimes unable to pull up outside the stop by the Doctors' Surgery in Houlgate Way, due to parked cars. This had been raised at the time. It may be possible to include a request for yellow lining as part of the imminent review.

f) Lighting – Church Steps and Back Lane – no update

g) Footpath – Old Butchers Yard – no update.

h) General Highways Issues

Potholes – the Clerk would report the potholes in Old Church Road (where the markings around the holes had worn off) and outside 27 West Street.

Signs – the Pageant sign on the fence by Barnabas Close would be re-sited (as previously intended) with the rugby training sign being removed at the same time.

Litter Bin, Parkfield – the litter bin at the top of Parkfield was lying on the ground.

Lighting Scheme – Back Lane and Church Steps - A response was awaited from County Councillor Dawn Hill before this matter, or any issue with the floodlights, could be addressed.

29/10 Cemeteries, Allotments and Open Spaces Advisory Group

a) Town Maintenance Contractor report

The Town Maintenance Contractor had worked on the Furlong and in Starr's Close. Councillor Mrs Browne would contact Mr M Norman regarding plans for a bench.

RESOLVED: that the Clerk writes to Mr Laken, Town Maintenance Contractor to thank him for his hard work over the last year and to Mr and Mrs Chard for their hard work in maintaining the cemetery.

b) Allotment – Footpath Access

It was suggested that improvements be made to the footpath access, to the west end of the allotments, which was used by allotment holders.

RESOLVED: that works to improve the footpath access be agreed, up to a cost of £150.

c) Somerset Hedge Group

Councillor Mrs Scott volunteered to be part of the Somerset Hedge Group, to receive training to survey hedges in the area.

RESOLVED: that Councillor Mrs Scott be nominated accordingly.

30/10 Personnel

a) Report of the Personnel and Protocol Advisory Group – June 2010

Members noted the report.

b) Remit

RESOLVED: that the remit be approved, as circulated.

c) Clerks Payment – Additional Hours

The Clerk had worked an additional 17 hours between 1st January and 31st May 2010.

RESOLVED: that the Clerk be paid for the additional hours and that the salary related invoices presented earlier in the meeting be approved (minute 26(m)/10 refers)

d) Pageant

The Pageant Committee had agreed that the civic dignitaries be invited to the Pageant free of charge but that a donation be requested and publicity material be supplied.

31/10 Meadow Street Car Park Management Group

a) Report of the Management Group – June 2010

Members received the above report.

b) Principal Regulations and Sign

Members considered the proposals for the regulations and design of the sign. The regulations included making the car park free for the temporary parking of vehicles for no more than 48 consecutive hours, with no return within 2 hours. The regulations would be supported by a full document. Consideration may need to be given to a permit system.

RESOLVED: that the principal regulations for controlling the use of the car park be approved, together with the design of the sign.

32/10 Axbridge Promotions and Advisory Group

A letter from the Modern Town Archivist regarding a budget for copying photographs had been received. Members had no objection in principle to offering financial support but would need to consider the budget. It was also suggested that photos should be displayed on occasions, for residents to see.

RESOLVED: that this matter be referred to the Promotions and Advisory Group for consideration, with a recommendation being made to Council.

33/10 Contingencies and Emergency Plan

A copy of Cheddar Parish Council's Contingency and Emergency Plan (public copy) had been received and may provide a good basis for a document for Axbridge.

RESOLVED: that this matter be referred to the Highways Advisory Group for consideration (Councillor Bratt indicated that he may wish to attend this meeting).

34/10 Green Issues/Recycling – nothing to report

35/10 Consultation Documents

New Electoral Arrangements for Sedgemoor – members discussed the proposals, which did not reflect their earlier wish to retain Axbridge as a single ward.

RESOLVED: that the Clerk responds by noting the contents of the document. (Councillor Mrs Scott abstained)

Road Closure – Pageant

RESOLVED: that the Council has no objections to this road closure application.

36/10 General Correspondence and Diary Dates

The Council had received a list of correspondence and diary dates. The Carnival would be added to the diary sheet. In addition, members noted further memorial safety training on offer, which was not felt to be necessary at the present time and a celebration day in Bridgwater.

37/10 Armed Forces Day – 26th June 2010

Axbridge would be hosting Sedgemoor District Council's Armed Forces Day on 26th June to which all members were invited to attend.

Chairman

Date