

Other Representative Reports

Pageant Report to Council - Sept

- Pete Harding, previously vice-chair, has been elected to replace Roy Fisher as chair and John Kendall is now vice-chair. (Roy has resigned due to ill health).
- Fund raising: Grants are being applied for.
 - Sat 17th October - Baz and Carole Hamblin are planning a Tudor Banquet.
 - Sat 21st November - The Progressive Supper is in aid of the pageant.We would like to encourage groups within the town to hold fund raising events for our funds (perhaps via Oyez)
- The web site is live and we have sold the first 2 'early bird' tickets on line.
- There are various publicity plans in place:
 - The committee is entering a float in the carnival.
 - Various press and magazine articles and interviews are planned.
 - A flier is planned to go out with the next Oyez
 - Sunday 29th November is recruitment day.** The Town Hall is booked for the whole day.
 - The committee would like to use the Council stall at the Farmers' Market in October to raise awareness and encourage interest.**
- We would like ask Council permission to attach a sign to the Axbridge Town signs at each end of town to say Axbridge Pageant 2010 and the dates – actual wording to be agreed.
- Costumes – the production of costumes is well under way but volunteer numbers for the sewing group have dropped. The group meets once a month in the town hall. (Anyone wishing to help should contact Jackie Fowler.)
- The performance times for the 3 days is 3.00pm start with people in their seats fro 2.45pm. We anticipate that the show will be over by no later than 5.30pm

Councillor Mrs Ham

Report from Axbridge Church of England First School (letter to the Town Council from Chairman of the School Governors)

"The important news from Axbridge Church of England First School this term is that Mrs Gillian Briggs has decided to retire after 21 years as Head Teacher at the school. As a result, the governors will need to recruit a new Head Teacher by the end of the academic year. This is an important decision and a lot of background work is going on to ensure that we make the best decision possible. Discussions with the Local Authority and the Diocese about the wording for the Job Description and Personal Specification will start as soon as we have had our first meeting and elected all this year's officers.

Given the pace of change that this entails, Kate Browne and I have agreed that it would be more appropriate for the Town Council to receive verbal reports about the school. This should ensure that you are kept right up to date on what is happening. Since Kate is on the Town Council, it also makes sense for Kate to give you these reports, which she can do in her role as a governor appointed by the Local Authority.

I have spoken to the Governor Services in Taunton and they are happy for us to maintain our link with the Town Council in this way.

All in all I think that this will be the best way to keep the Town Council fully informed about the work at the school.

Apart from recruiting for a new Head Teacher, it is business as usual with Gillian still at the helm for the rest of this year. Just as you would expect, Gillian is working closely with the governors to ensure a smooth transition to the new Head Teacher.

With very best wishes”

Stephanie Gall
Chair of Governors Axbridge Church of England First School

Town Trust

The Town Trust have advised that following Pauline Holt's resignation, they now have a new Clerk to the Town Trust - Francis Rabbits

AXBRIDGE TOWN COUNCIL
Draft Minutes of the Planning and Licences Committee held on
Monday 17th August 2009 at the Town Hall, Axbridge

Meeting Commenced: 6.30pm

Meeting concluded: 7.05pm

Present: Councillors B Hamblin (Chairman), J Gall, M Taylor and Mrs J Trotman together with Mrs V Brice, Town Clerk

Apologies for Absence: Councillors C Byrne and Mrs P Ham

P32/09 Minutes of the meeting held on 27th July 2009

RESOLVED: that the minutes of the meeting held on 27th July 2009 be approved as a correct record and signed by the Chairman.

P33/09 Declarations of Interest

Councillor Hamblin – declared a personal interest in application 02/09/00024 having sold the applicant this property and a personal interest in the item on Bristol Airport, being Chairman of the Axbridge Chamber of Commerce of which Bristol International Airport is a member.

No members of the public were present

P34/09 Planning Applications

02/09/00024/RSM

Applicant: Miss S Boundy

Proposal: Re-painting front elevation and replacement of single pane with bay window to ground floor front window.

Location: 12 High Street, Axbridge, BS26 2AF

RESOLVED: that Sedgemoor District Council be advised that the Town Council has no observations to make on this application.

02/09/00025/SJR

Applicant: Mr R Clark

Proposal: Conversion of loft to living accommodation including formation of first floor balcony

Location: Sunny Mead, Cheddar Road, Axbridge, BS26 2DL

RESOLVED: that Sedgemoor District Council be advised that the Town Council has no observations to make on this application.

P35/09 Enforcement Issues

Footpath, Old Butchers' Yard – there had been no further progress on this matter, which would be raised at Council.

P36/09 Planning Decisions and Correspondence

Bristol International Airport Expansion – Sedgemoor District Council had notified the Town Council of the planning application which had been submitted to North Somerset Council by Bristol International Airport.

RESOLVED: that the Town Council be recommended to write to Somerset Highways to say that they presume that they have been consulted on this application and would be interested to know their views, as members are very concerned at the traffic impact of the proposals, particularly on the A38. A copy of this letter to be sent to North Somerset Council and County Councillor Mrs Hill.

Weston Town Centre Area Action Plan and North Somerset Core Strategy – no observations
Sedgemoor District Council – Planning Inspection – this review would take place on 16th September 2009. Councillor Hamblin would attend.

02/09/00016 Erection of two storey extension to South elevation to form dwelling at Land to the south of 27 Parkfield Road - Permission refused.

02/09/00019 Works to trees on land between 33 West Street and High Street – Permission granted.

02/09/00021 Conversion of loft to living accommodation, including installation of three rooflights in front elevation and replacement rooflight to stairs on the rear elevation– Permission granted.

Listed buildings – a plan showing the listed buildings within Axbridge had been received from Sedgemoor District Council. The Clerk would provide a copy to the Chairman.

Local Development Framework – this news update gave useful information on LDF documents.

Community Support from Lions International for Emergency Planning – an email giving contact details of this organisation, who were keen to support local emergency planning efforts, would be passed to Councillor Bratt for attention.

37/09 Exclusion of Press and Public

RESOLVED: that the press and public be excluded from the meeting for the following item of business due to the confidential nature of the business to be transacted which relates to items which may form part of a contract.

38/09 Confidential Item - Affordable Housing Project

Members received an update on the progress to date. Members wished to seek assurance on how and when the Town Council would be actively involved in this process and also wished to stress other priorities of the Town Council which may impact on the best use of the site currently being considered. A meeting had been suggested by the Community Council for Somerset accordingly.

RESOLVED: that Council be updated on this matter and that members be sought to attend the site meeting.

39/09 Open Session

RESOLVED: that Open Session be resumed.

40/09 Sedgemoor District Council's Gambling Policy

The Chairman had some comments to make on the draft policy.

RESOLVED: that the Chairman forward the policy and his initial comments to the members of the Planning and Licences Committee by email, so a response can be co-ordinated and sent.

Chairman

Date

Axbridge Town Council
Administration and Finance Advisory Group

Report to Council for September 2009.

The group met on Monday September 14th 2009.

Present: Councillors Gall, Taylor, Mrs Trotman & The Town Clerk, Mrs Brice.

Apologies: Councillors Mrs Browne.

Accounts. The accounts for August were checked by members and were accepted.

Next month the budget will be prepared. All councillors and particularly group chairman are requested to give the clerk estimates of expenditure for next year by 5th October.

The Twinning Committee wishes to know whether the council would consider administering their remaining funds which are to be used for charitable purposes for the youth of the town.

(Agenda item)

Insurance.

Cricket Nets. A refund has been received.

Defibrillator. Details required by the insurance company have been sent and a quote is awaited.

Car Park. The insurance company have been informed that the council now owns Meadow Street Car Park.

Grants from the Town Council. A list of those bodies requesting grants on a regular basis will be issued with the council agendas. It shows last year's grants and the recommendations from the advisory group for this year.

(Agenda item)

Car Park and VAT implications. The need to "opt to tax" or not has to be decided. The recommendation of the advisory group is that the council should opt to tax and the appropriate form be completed by the clerk. The recommendation was made after the VAT position was explained by the solicitor who advised the council on the tax implications of purchasing and leasing the car park and after further enquiries were made to HMRC and looking at their web-site. The effect of opting to tax will be recovery of all VAT incurred in purchasing and running the car park but all income from the facility will be subject VAT. This is the same arrangement as for the Changing Rooms.

(Agenda item)

Clerk's course. The course for which the council has budgeted has been substantially altered and will cost more. The Personnel and Protocol Advisory Group have produced a report of the costs involved. The A&F group members propose that if the clerk is authorised to go on the course that the increase in costs this year be taken from the Data Project budget as this is likely to be underused.

(Agenda item)

Power of well being. There was not enough commitment from members to attend the training course for this item to be pursued until after the next election. Councillors will be asked if they wish to go on the training course anyway if one is held locally. There is a cost implication.

(Agenda item)

Parish Charter. The current charter will be circulated to all councillors for comment at the next council meeting.

(Agenda item)

MT (18/09/2009)

Grant applications

£350 in budget

Organisation	Donation 2008-09	Suggested Donation 2009-10
Age Concern Somerset	£50	£50
Bridgwater Arts Centre	n/a	-
Dorset and Somerset Air Ambulance	£150	£150
Life Education Wessex	n/a	£50*
Relate	-	-
Sedgemoor Citizens Advice Bureau	£50	£50
Somerset Arts Week	-	-
Sedgemoor Community Transport	n/a	-
Vitalise (holidays for disabled people and carers)	£50	-
Victim Support Somerset	£50	£50
Volunteer Centre Sedgemoor	-	-

* Since the Administration and Finance Advisory Group meeting, the Life Education Wessex Centre has advised that they visit Axbridge School every two years, with the next visit being May 2011. They provide health and drug prevention education to young children and will apply for a grant next year, in time for their school visit.

SEDGEMOOR CHARTER

Sedgemoor District Council recognises the vital role that Town and Parish Councils and parish meetings play in working with it to improve the local quality of life for the communities we serve.

This charter aims to establish effective collaborative working between Sedgemoor District Council and Town and Parish Councils in the District, with particular attention on improving consultation and communication about policies and decisions that may affect communities.

The Charter also offers Town and Parish Councils the opportunity, if they wish, to have a greater involvement in the provision of services for local people.

Communication and Consultation

The District Council and the local councils believe that it is important for District Councillors and officers to maintain a close relationship with local councils and their wards including attendance at cluster meetings and Town/Parish council meetings, where possible.

Consultation will be built into the process of developing policies and services, and will be carried out at the earliest opportunity so that there is the best prospect of improving the proposals and allowing sufficient time to gather views.

Consultation documents will be as simple and concise as possible. They will provide an Executive Summary of no more than two pages outlining the main proposals, those who may be affected and setting out the questions being asked and the timescale for responses.

Documents will be made widely available, using electronic means as far as possible. If requested, documents will be provided in other forms.

The minimum time for responses will be six weeks (excepting planning applications). However, if requested local councils who meet on a two monthly cycle will be given an eight-week period in which to respond.

The results of consultations will be made available, with an account of the views expressed and the decisions taken.

Cluster meetings will be utilised as a forum to discuss proposals and enable partner agencies to provide information and seek views on their initiatives. They will also be utilised by Town/Parish Councils to raise issues that concern them.

Planning Framework

Consultation on the new style development plans and how planning applications may in future be dealt with is set out in the Statement of Community Involvement. This document sets out how the community will be involved in planning matters, which sectors of the community will be involved, the stages at which it will take place and the methods used for involvement.

Planning Applications

The District Council will:

continue to notify the Town/Parish Council of all planning applications received for its

area and allow 21 days for the submission of representations

ensure that, when the Town/Parish Council's view differs on planning grounds from the action proposed by the District Council's Group Manager responsible for Development Control under delegated authority, the matter shall be referred to the Council's Development Control Committee and the Town/Parish Council will be notified of this referral.

where an application will be decided by Development Control Committee undertake to ensure that, where possible, representations by Town/Parish Councils are reported

ensure that the Town/Parish Council can access the website for all decisions on planning applications and any conditions attached

act on any suspected non-compliance with planning conditions and unauthorised developments reported by the Town/Parish Council and keep them informed of progress

provide training for local Councillors (in collaboration with Somerset Association of Local Councils, where appropriate) to aid understanding of planning and material considerations with regard to planning applications.

Town/Parish Councils will be expected to:

Respond in writing, within the agreed time-scales, if they wish to comment on a planning application. It is acknowledged that in some cases, this may require the holding of special meetings.

specify, as fully as possible on planning grounds the reasons for an objection to, or support for, a particular planning application

report non-compliance with planning conditions and unauthorised developments,

should they choose to

Community Planning

The District Council and Town/Parish Councils will support local consultation to develop Town/Parish and Neighbourhood Plans.

The District Council and Town/Parish Councils will work together to determine those actions that can best be addressed at the Town/Parish level and those that can be tackled by Parishes within Clusters acting together and sharing resources.

Support will be given by the District Council to address issues raised through Parish Planning although the extent of this support will depend on the contribution to District -wide priorities and the level of active local support

The District Council in consultation through the Parish Clusters will identify those priorities that should be dealt with District-wide with other partners through the Sustainable Communities Strategy.

Enhancing the Powers and Influence of Town/Parish Councils

The District Council will work with Somerset Association of Local Councils to assist Councils wishing to obtain Quality Council Status.

The District Council will also consider applications for Town/Parish Councils to provide local services wherever it is practicable.

Monitoring and Review

The District Council will seek feedback on the operation of the Charter in the autumn of each year and will review the charter bi-annually to reflect feedback and any changes in local circumstances.

Signatures

We the undersigned declare our commitment to the Sedgemoor Charter and in so doing, aim to encourage the improvement of our good working practices and embrace the spirit of the agreement.

For Sedgemoor District Council
Leader of the Council
Chief Executive

For Town/Parish Council
Chairman
Clerk
Date

Axbridge Town Council Financial Report September 2009			
	Bank Accounts	Account Name	£
		Lloyds Business Account	60,016.49
		Lloyds Current Account	7,138.37
		Reserves Account	5,187.78
		Total:	72,342.64
	Council Accounts	Account	£
		General Account	58,691.19
		Changing Rooms Operating Account	81.37
		Car Park Account	8,113.50
		Showcase Account	0.00
		Changing Rooms Maintenance Fund	5,187.78
		Town Crier's Fund	268.80
		Total:	72,342.64
Receipts since last meeting			
Ref.	From	For	Value
	Tenants	Allotment rent	37.50
	Zurich	Refund - Cricket Nets	202.18
	HM&R	VAT refund	205.83
	Parochial Charities	Donation - changing rooms	3900.05
	Tenant	Shortlands rent	60.00
Payments made since last meeting for ratification			
Ref.	To	For	Value Power
Payments for authorisation.			
	Mrs V Brice	Clerks salary (September)	834.31 S.112(2) LGA 1972
	Mr D Hogarth	Furlong Manager (September)	171.74 S.112(2) LGA 1972
	Post Office	NI and Tax (September)	142.80
	Somerset County Council	Pension contribution (September)	227.04 LG Pension Scheme Regs 1997
	Mr A Laken	Town Maint. Cont.	225.00
	Mr R Hembrow	Grass Cutting (August)	349.21 S.10 Open Spaces Act 1906
	LTSB Commercial Finance Ltd	Printing of OYEZ (August)	49.50
	Fairlands Middle School	Photocopying and paper - July	48.90
	W C Maunders Ltd	Materials - L&R	13.39
	Mrs J Trotman	Reimbursement of Expenses	23.96
	Staples Delivery	Filing materials and ink	140.42
	Staples Delivery	Filing materials and accessories	56.30
	West Country Groundcare Ltd	Grass Cutting (Mar-Jul) (2nd part of inv)	638.25
	G B Sport and Leisure	Works to play area	315.79
	Clarke Willmott Solicitors	Tax advice - car park	2608.20
	Clarke Willmott Solicitors	Property Work - car park	7834.45
	Vodafone	Council's telephone (August)	27.91
	(Changing rooms a/c)		
	EDF Energy	Electricity	20.00

		Total:	13,727.17
	* on receipt of invoice		
	<u>Anticipated/abeyance</u>		

	Mr M Smith	Amended plans - handrails	tba	
	Mr J Chard	Works - Youth Shelter	tba	
	Mr J Lukins	Reim of Travelling Exp	12.8	

LEISURE AND RECREATION REPORT. September 2009

Children's Play Area

- The maintenance work has been carried out by GB Leisure

BMX area

- There is no progress on the clearing work at this time but it is still on the agenda of work.

Football pitches

- The junior Saxon teams are playing at Fairlands School during September to allow Rob Cooper to carry out repair work to the unsatisfactory maintenance work carried out during the summer.
- Darren has reported that the reseeding round the goal mouth areas on the junior pitch, done at the beginning of September, is now taking and grass is growing. However, there is no growth in the body of the field where Rob Cooper maintains seed was sown at the beginning of the summer and again, following our complaint, in August.
- The goals are being put up and taken down for all games on the Furlong to try and preserve the goal mouths.

Furlong Maintenance

- The grass cutting has been unsatisfactory this year and the contractor has made no attempt to incorporate the perimeter area cut back by George Bailey.
- After cuts thick dead grass has been left lying on reseeded areas killing any new growth.
- In many areas there is no evidence of any grass seed.
- The contract for the grass cutting and maintenance is due for renewal/review in March 2010 and we propose that we advertise to find an alternative contractor.

Cricket nets

- Following a site meeting with Rob Cooper, members of the Council and representative from Axbridge Cricket Club the clerk emailed our terms of reference/schedule of work to Rob Cooper. He emailed his agreement.
 1. The ground work for the nets is to be carried out and completed during the last full week in September. Rob Cooper will make good any damage to the pitches. (The only reason this may not be completed on time is if the weather is inclement).
 2. Rob is to order the flooring etc now to enable the price to be as per the original quote. The football club has agreed these can be stored in the container. We agreed to make a stage payment to Rob to reimburse this cost.
 3. The work on the nets is to be completed by the end of February 2010.

Youth Shelter

- There has not been any response from the supplier with reference to the repair despite a promise to investigate and call back. Following this answer phone messages have not received any response either.
- The cracks in the other Perspex window appear to be growing.
- 'Youths' are managing to loosen the shelter in the ground – this is a major concern as they may manage to push the shelter over in time.
- The level of litter, including empty cans and bottles of alcohol, is totally unacceptable. When you enter the furlong from Penn Way the shelter and the mess is the first thing you see.
- There have been reports of people sleeping in the shelter.
- Initially there was an intention to light the shelter with LED lights. The L&R committee and Darren need to meet to discuss this further.

REPORT OF THE HIGHWAYS ADVISORY GROUP MEETING
HELD ON TUESDAY 1ST SEPTEMBER 2009 IN
THE COUNCIL CHAMBER AT 7:30 PM

N.B. This is a summary of the main points of the meeting. The main report is available from the Clerk.

Meeting commenced 7:38pm. Present: Cllr Gall, Isaac, Taylor & Trotman

1. Apologies for Absence

None received.

2. Action Points arising out of the Minutes from August's meeting not mentioned below

- 2.1. *Confirm whether dog leaflets available to distribute with Oyez* VB
The Clerk confirmed that there are not enough copies to distribute with Oyez, although any available copies will be displayed at the Farmers' Market.
- 2.2. *Check installation of Mendip Close no-through road sign* JG
Sign installed as promised.
- 2.3. *Raise regular parking checks with PCSO and info for Oyez* JG
Information promised for next Oyez. It was noted that our PCSO is effectively desk-bound now that she is expecting a baby, and that other PCSOs and officers will have to cover for her presence in Axbridge.

3. SAWP Bid - Hand Rails on Church Steps – final report

- **ACTION:** Clerk to establish what is still to be done (some work outstanding). VB

4. Upgrading of Bus Stops

It was noted that no changes will be made to the existing post at the top of West Street/Houlgate Way since the County Council does not support its current location.

Work to the stops to be changed is proposed to start late in September

- **ACTION:** Clerk to confirm the Town Council's acceptance of the proposal VB

5. AAG Traffic Management Scheme and By-pass meeting 17/9

- **ACTION:** Clerk to request an agenda for the meeting and confirm attendants. VB

6. Site meeting with Somerset County Council for Highways issues

6.1. Paving blocks and scheduled repairs in the Square (note the date of the Pageant)

6.2. Fingerposts in Square

6.3. Lay-by repairs to bench & sign

6.4. Cycle rack in lay-by

6.5. Repair to kerb at Townsend roundabout

6.6. Repair to road surface at Cheddar Road/by-pass

6.7. Corners of Jubilee road & Parkfield Road

6.8. Yellow line update

6.9. Leaning wall from St Mary Street to Furlong

- **ACTION:** Clerk to request an update on the yellow line review and reiterate the requirement of a fingerpost in the Square, pointing out that this is not related to any other changes in the Square.

7. Drain outside Methodist Chapel

- **ACTION:** Cllr Isaac to check.

8. Moorland Street sewer pollution incident

- **ACTION:** Cllr Scott to report

9. Lay-by – foliage

Cllr Lukins addressing

10. Mendip Close overgrown garden

- **ACTION:** Clerk to request property owner to clear footpath.

11. Signage

11.1. Replacement of Old Church Road sign near Moor Green

Waiting for reply and action.

12. Car Park charges

It was noted that no changes are planned to current charges in Axbridge.

13. Backburner issues

13.1. Lighting on Church Steps & Back Lane

Pilot of timed lighting should be complete

- **ACTION:** Clerk to request update

13.2. New Post Box – Axbridge Surgery

Still awaited

- **ACTION:** Clerk to request update

13.3. Encroachment of bank onto footpath on Jubilee Road

Clerk already in correspondence with Sedgemoor District Council (Dave Aggett)

14. Any Other Business

None.

15. Date Venue and Time of Next Meeting

Tuesday 6th October 7:30pm Council Chamber or Town Hall

Report of the Personnel and Protocol Advisory Group – Thursday 10th September at 7.30pm

1: Clerks Course. The Clerk's course has changed from the time when it was originally budgeted for. The estimated cost for completing Level 1 (2 years) of the course is now £4130. It is still felt that this course will be of benefit to both the Clerk and the Town Council. Although the cost is greater than anticipated, there would be a reduction in overtime costs during the two-year period. Completing the course would result in an even more efficient Town Clerk, which will, in the long run, save Town Council time. The group would like to recommend that the Clerk do Level 1 of the course, and address Level 2 at a later date. Secondly, if the Clerk undertakes to complete level 1, and should leave at any point, she should reimburse the council's cost as follows:

Leaving Period	Percentage paid back
Leaving during first course year (09/10)	100%
Leaving during second course year (10/11)	50%
Leaving within a year of completion	100%
Leaving within 2 years of completion	50

Any sum due should be paid within 6 months of handing in notice. (*Agenda item*).

2: Civic Lunch. Around 37 guests will be attending the Mayor's Lunch during the Blackberry Carnival on Saturday 26th September. Around 30 of these will be processing with the Carnival – the order of the procession is being considered by the Mayor and may be done in alphabetical order. The Mayor is liaising with the Carnival Committee.

3: Civic Service. To be discussed at a later meeting.

4: Mayor's Banquet. The Mayor's Banquet will take place on Saturday 27th February 2010. The Clerk will book the Town Hall and organise the License. There is currently a list of around 15 guests who are invited and paid for – as follows:

1. Mayor & Consort
2. Town Clerk + 1
3. Town Bailiff + 1
4. Sargeant at Mace + 1
5. Rev C of E + 1
6. Rev Methodist + 1
7. Town Crier
8. School Head + 1

The Mayor would use his/her discretion with regards to the minister invited to say Grace. The rest of the guest list was discussed and was felt appropriate for this current year but would be reviewed next year. The Banquet is a self-funding event, with these 15 tickets costing in the region of £300. The event is seen as a way of the Town Council saying "thank you" to members of the community and as such it was felt that a separate Town Council budget should cover the cost of invited guests. This should enable the event to be otherwise self financing whilst reducing the cost per head and encouraging greater attendance. (*Agenda item*).

5: Mayor's Handbook. This is a work in progress.

6: Chairman of Somerset County Council – Awards for Services to the Community 2009. This is under consideration.

7: Town Crier's fund. The Town Crier's fund was initially set up to help the Town Crier travel to events and competitions. This is not currently an issue. There are maintenance costs for the robes and regalia and it was agreed that these could come out of the Town Crier's fund. Replacements of regalia and robes are a separate budget item and include those of the Sergeant at Mace and the Town Bailiff. (*Agenda item*).

8: Sound system for the Town Hall. A quote for a hearing loop is to be obtained, and then discussed with the Town Trust as owners of the Town Hall.

9: Date of next meeting: Monday 28th September at 4:30pm in the Council Chamber, Town Hall.

DRAFT REMIT DOCUMENT

AXBRIDGE TOWN COUNCIL

Car Park Management Temporary Advisory Group

Group Membership and officers

Members: Mayor (ex officio)
Deputy Mayor (ex officio)
3(minimum) other councillors

There will be no co-options of non councillors except the Town Clerk.
Chairman to be elected by the group members at the first meeting.

Remit

To advise the council on the options for managing the car park owned by the Town Council. These options will need to have regarded to

- Charging policy
- Regulations
- Maintenance
- Costs of running the facility
- Insurance implications
- Personnel

To advise the council on

- Naming the car park
- Signs for the car park

To advise the council on the Legal Requirements for owning and running a car park.

To liaise with other bodies, e.g. Somerset CC, Sedgemoor DC, Chamber of Commerce, the Town Trust and the Axbridge Action Group, about the affect of proposed parking policies.

To meet on the first Monday of each month (or on an alternative date as agreed by members), to report regularly to the Town Council and to prepare the necessary recommendations to council.

To prepare information relating to the car park for the general public for distribution in or with Oyez and provide information for any consultation with residents particularly for any Parish Meeting called by the Mayor.

The aim is to complete the decision process by 1st April 2011 when the Group will be disbanded or replaced by a permanent Advisory Group.

Adopted:

AXBRIDGE TOWN COUNCIL
Calendar of Meetings – 2009/10

Month/Date	Meetings/Events	Time	Venue	Report deadline
Monday 19 th October 2009	Council Meeting	7.30pm	Axbridge Town Hall	Sun 11 th Oct
Sunday 8 th Nov 2009 Monday 16 th Nov 2009	Remembrance Day Council Meeting	10.30a m 7.30pm	The Square Axbridge Town Hall	Sun 8 th Nov
Saturday 19 th Dec 2009	Santa in the Square	5.30pm	The Square	
Monday 18 th January 2010	Council Meeting	7.30pm	Axbridge Town Hall	Sun 10 th Jan
Monday 15 th February 2010 Saturday 27 th Feb 2010	Council Meeting Mayor's Banquet	7.30pm 7.30pm	Axbridge Town Hall Axbridge Town Hall	Sun 7 th Feb
Monday 8 th March 2010 Monday 15 th March 2010	Annual Assembly* ¹ Council Meeting	7.30pm 7.30pm	Axbridge Town Hall Axbridge Town Hall	Sun 7 th March
Monday 19 th April 2010	Council Meeting	7.30pm	Axbridge Town Hall	Sun 12 th April
Monday 10 th May 2010 Monday 17 th May 2010 Monday 21 st June 2010	Annual Council Meeting & Mayor Making Council Meeting Council Meeting	7.30pm for 8pm 7.30pm 7.30pm	Axbridge Town Hall Axbridge Town Hall Axbridge Town Hall	Sun 11 th May Sun 13 th June
Monday 19 th July 2010	Council Meeting	7.30pm	Axbridge Town Hall	Sun 11 th July
Monday 16 th August 2010	Council Meeting	7.30pm	Axbridge Town Hall	Sun 8 th Aug

Sunday 12 th Sept 2010 (tbc) Monday 20 th Sept 2010	Harvest Service Council Meeting	6.30pm 7.30pm	Methodist Church Axbridge Town Hall	Sun 12 th Sept
Monday 18 th October 2010	Council Meeting	7.30pm	Axbridge Town Hall	Sun 10 th Oct
Sunday 7 th Nov 2010 Monday 15 th Nov 2010	Remembrance Day Council Meeting	10.30a m 7.30pm	The Square Axbridge Town Hall	Sun 7 th Nov
Saturday 18 th Dec 2010	Santa in the Square	5.30pm	The Square	

*¹ please note that this is a meeting of the electorate, and not a Council meeting

Committee and Advisory Group Meetings

Meetings are scheduled to take place as follows.

Evening meetings commencing at 7.30pm, unless otherwise indicated.

	Monday	Tuesday	Wednesday	Thursday	Friday
Admin and Finance	2 nd				
Axbridge Promotional		4 th *			
Axbridge Youth Partnership		4 th *			
Highways		1 st			
Leisure and Recreation	4 th				
Personnel and Protocol	4 th (4.30pm)				
Planning and Licences	1 st and/or 3 rd				
Meadow Street Car Park Mgt	1 st (TBC)				

* when there is a need to meet, these group meetings take place concurrently – with one beginning at 7.00pm and the other following on at 8pm.

The Cemeteries, Allotments & Open Spaces Advisory Group meets on an ad-hoc basis, as required.

Please note that the Planning and Licences Committee is standing committee of the Council to which members of the public are welcome to attend.

Members of the Council wishing to attend a meeting of an advisory group of which they are not a members must notify the chairman 7 days before the date of the meeting in accordance with standing orders.

September 2009 - to be revised/updated in June 2010

Correspondence – September 2009

SDC = Sedgemoor District Council

SCC = Somerset County Council

Outside reports

- Pageant – reference for grant application
- Police – PSCO cover and Community Policing Awards 2009 – opportunity to nominate officer and staff
- Somerset Market Towns Forum – operational guidance

Planning

- SCC – acknowledgement of Bristol Airport letter & they do not appear to have been consulted
- SDC – planning survey – as applicant
- SDC – Local Development Framework – request to give a presentation to council on 19 Oct

Administration and Finance

- Victim Support - Grant request
- SCC – information re pension fund account and ill health retirement
- Product information – Staples and LexisNexis

Leisure and Recreation (inc changing rooms)

- Local resident – mis-use of shelter – Police informed
- Local resident – concerns about cricket nets – response given
- Groundsman contractor – correspondence re goal mouth work
- Somerset Tourism Partnership – August 2009 update
- Product information – Base, Blanchere Illuminations, Glasdon, Premier Barriers and Timberline

Highways

- SCC – Plan to start works end September and don't feel able to replace post at top of West Street. Consultation process with bus company being addressed
- SCC – Speed indicator results
- Life Cycle UK – offer of free cycle stands (already being pursued)
- SCC – fingerpost sign may consider sign review as part of discussions with Axbridge Action Group – TC will be consulted (raising at site meeting)
- SDC – Car Parking Charges – recommendation to remain as at present
- Roadwork information – emailed to members

Cemeteries, Allotments and Open Spaces

- Countryside Alliance – opportunity to nominate for awards ie Village Shop (deadline 19 Oct)
- Community Crime Fighters – training event on 15 Sept (emailed to members)
- Mendip Hills AONB – Sustainable Development Fund
- Catalogue – plants and bulbs
- Dunn & Co – training courses
- Mole Valley Farmers - newsletter

Green

- SDC - "Green Groups" event on 16th September – cancelled

General Correspondence

- Hinckley Point C Site Investigation Works – timetable for onshore and offshore investigative works and surveys (beginning in September through autumn and winter)
- Bristol Water – "Beach" reservoir - they remain interested in developing the recreational aspects of the reservoir, in principle; but any detail will depend, in the end, on the outcome of very early plans for a second reservoir there.
- Towns Alive – free access to a sustainability toolkit to help support groups and councils www.sustainabilitytoolkit.org.uk
- Mobile Mini Uk – storage information

- RNLI Calendar of Events 2009 (on website)
- Clerks and Council's Direct

Meadow Street Car Park

- Contract, Lease and Land Registry documentation

15th September 2009

DIARY DATES

Axbridge Town Council meetings – Members only (expect Council meetings)

<u>Date</u>	<u>Meeting</u>	<u>Time</u>	<u>Venue</u>
Thursday 17 th Sept	Somerset County Council, Town Council and Action Group – highways members	5pm	Axbridge Square/Town Hall
Fri 18 th September	Sedgemoor Highways and Town Council – highways members	10am	Axbridge Square
Monday 28 th Sept	Personnel Leisure and Recreation	4.30pm 6.00pm	Council Chamber, Town Hall TBC
Mon 5 th October	Affordable Housing meeting – council delegates	3pm	Furlong Car Park, Axbridge
Tues 6 th October	Highways Advisory Planning Training – 3 members	7.30pm 6.30pm	Council Chamber, Town Hall Bridgwater
Wed 7 October	Power of Well Being training	7.30pm	North Cadbury Village Hall
Monday 12 th Oct	Admin and Finance Power of Well Being training	7.30pm 7.30pm	Mornington House Burnham on Sea & Highbridge Council offices
Thurs 15 th October	Clerks Workshop – Financial Risk Assessment	2.00pm	Edington Village Hall
Monday 19 October	Power of Well Being training	7.30pm	The Court Room, BoS
Wed 21 October	Twinning Conference	9.30am	Ilminster
Tuesday 27 October	Planning Training	6.30pm	Shipham Village Hall
Thurs 29 th October	Power of Well Being training	7.30pm	Carhampton Village Hall
Sunday 11 Nov	Remembrance Muster and Service – invitation from Royal British Legion	10.30am	Town Hall, Axbridge

Other events

18 th September	SCC Pension Fund Annual Meeting (given apologies)	9.30am	Ilminster
25 th September	Society of Local Council Clerks – Branch Meeting (given apologies)	10am	Ruishton
26 th September	Axbridge Carnival	PM	Axbridge

26 th September	High Sheriff's Gala Charity Concert	7pm	Wells Cathedral – tickets from £15
6 th October	Cultural Conference for Somerset (Free - developing projects etc)	9am – 4.30pm	Fleet Air Arm Museum in Somerset
8 th October	Lions World Sight Day	12 noon	Cheddar
VISTA	Various training events	Spring/Summer	
13 and 14 Oct	Action for Market Towns Convention		Melton Mowbray, Leicestershire
23 rd -25 October	SLCC National Conference 2009	2pm on 23 rd until 2pm on 25 th	Northamptonshire
24 th October	SLCC – AGM	2.30pm	Daventry
19 th November	Mendip Hills AONB Partnership Forum	10am	Cheddar Gorge
Wed 25 th Nov	AGM – Somerset Market Towns Forum - with a theme of Climate Change.	Daytime – TBC	Council Chamber, Town Hall