

**CALLOW ROCK & SHIPHAM HILL QUARRIES LIAISON GROUP
MEETING HELD ON WEDNESDAY 7th OCTOBER 2009**

The six monthly meeting was held at Callow Rock Quarry with various parties from Sedgemoor District Council, Somerset Wild Life, Shipham Parish Council, Mendip Society, Somerset County Council, Aggregate Industries.

COMPLAINTS

There had been three complaints received, two in respect of lorry movements and one in respect of a dust issue.

The dust complaint was just an 'observation', however the explanation of this was due to the water bowser having a puncture on that particular day. This has now been remedied and the dust suppression unit is now fully operational.

The one of the lorry complaints were outside of the Quarries remit. This complaint was reported to the Police, however due to the lack of information (ie registration number), the Police could not pursue the complaint.

The other complaint involved a lorry movement in the Charterhouse area by a new lorry driver who was driving a franchisee lorry. The lorry driver has been advised of his error.

MATTERS CONCERNING THE QUARRIES AND THE COMMUNITY

(a)The Quarry Manager reported that there had been school visits from various schools in the vicinity, with other schools (ie Nailsea School) due to visit shortly.

(b) The Group was advised that a review of the IDO (Interim Development Order) had been deferred with agreement from SCC until November 2010 when environmental impact assessments will have been completed. In addition the IDO for the Shipham Hill Quarry has also been deferred for nine years.

(c) It was reported that youths had trespassed into Callow Rock Quarry and were using stock piles as cycle ramps. The ramps have now been removed and the youths have been spoken to.

DUST MONITORING

Sedgemoor District Council reported that the routine dust monitoring inspection was due. This was undertaken jointly with the Callow Rock block plant. Sedgemoor treat the dust monitoring as low risk as the Quarry have

procedures in place and applications in place to counter-act any problems which may occur in respect of dust emissions.

ANY OTHER BUSINESS

It was reported that the reduction in the lighting at night was noticeable – this was partly due to the Quarry and Block plant working reduced hours.

Quarry Management confirmed that the Callow Rock Offices had new occupants – Somerset Wild Life Trust and they were considering sharing part of their offices with ANOB.

DATE OF NEXT MEETING

Wednesday 7th April, 2010.

AXBRIDGE TOWN COUNCIL
Draft Minutes of the Planning and Licences Committee held on
Monday 2nd November 2009 at the Town Hall, Axbridge

Meeting Commenced: 7.00pm
7.24pm

Meeting concluded:

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

Apologies for Absence: Councillors C Byrne and J Gall

P51/09 Minutes of the meeting held on 12th October 2009

RESOLVED: that the minutes of the meeting held on 12th October 2009 be approved as a correct record and signed by the Chairman.

P52/09 Declarations of Interest - none

No members of the public were present

P53/09 Planning Applications

02/09/00027/CJM

Applicant: Mr Pullinger
Proposal: Erection of single storey rear extension
Location: 6 Mendip Close, Axbridge, BS26 2DG

Resolved: that Sedgemoor District Council be advised that the Town Council has no observations to make on the above mentioned application.

02/09/00029/JAB

Applicant: Mr S Jenkins
Proposal: Raise canopy to give 3m ground clearance, thin crowns by 5% to remove redundant branches and shorten, long, side branches by up to 4m to reduce end weight to 2 No Holm Oak trees T1 and T2).
Location: Holm Oak Trees T1 & T2, The Court, St Mary's Street, Axbridge BS26 2BN

Resolved:

- 1) that Sedgemoor District Council be advised that the Town Council has no observations to make on the above mentioned application, having no objection to the works; and
- 2) that the Clerk seeks the views of the specialist officer at Sedgemoor District Council as to whether these trees would be candidates for Tree Preservation Orders.

P54/09 Enforcement Issues

Footpath, Old Butchers' Yard – a site meeting would be held on Thursday 5th November 2009 at 10am. It was noted that the Axbridge Action Group had discussed its proposals (which included proposals to improve the link from the car park to The Square) with representatives of the Town Trust.

P55/09 Planning Decisions and Correspondence

Trees, Meadow Street Car Park – members had been included in correspondence relating to the application to remove these trees and the concerns of a neighbour. The Clerk would seek an update in time for the highways meeting and members may wish to look at this matter when at the site meeting in Axbridge on Thursday 5th November.

02/09/00026/RSM Display of two oak framed, lockable and glazed cabinets for notices etc at Axbridge Town Hall, The Square, Axbridge – Permission Granted

P56/09 Date of Next Meeting

RESOLVED: that the next meeting be held on Monday 9th November 2009 at 7pm to include the application for an extension at 2 Station Road, Axbridge.

Chairman

Date

Axbridge Town Council
Administration and Finance Advisory Group

Report to Council for November 2009.

Meeting. The group met on Monday November 9th 2009.

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

Apologies: Councillors Gall.

Accounts. The accounts for September were checked by members and were accepted. The group members redrafted the budget and set a precept taking into account comments made at the council meeting, updated figures and recommendations to be made from the Personnel and Protocol Advisory Group.

(Agenda item)

Insurance.

The clerk will be writing to the Insurance company on the following items.

Policy and Schedule checks.- updating the post codes.

Marker Stones – requesting the invoice for the “all risks” and Public Liability cover. The quote is £25.00.

Public Liability cover – requesting a list of what is currently covered according to their records.

Volunteers - clarification of numbers etc. with the insurers.

Bus shelter – the third bus shelter needs to be added to the schedule.

Laptop Computer – all risks cover is required.

Changing Rooms invoices. It has been agreed with the football clubs that the cost of running the changing rooms would be split between the clubs. This is a similar arrangement to last season and there would be a modest increase over last year.

Group members debated how the payments should be calculated in the longer term bearing in mind there would be other users of the facilities. There was basic agreement that the current system should be continued in principle but some increase in the amount of the costs recovered should be incorporated and rates will have to be set for other users particularly the cricket club.

Bin at Cheddar Road end of cycleway. The District Council has quoted £144.35 for installation and £2.63 per visit for emptying.

(Agenda item.)

Dependents' care payments. A response from NALC's solicitor has been received.

In his view it would be unlawful to introduce a scheme as proposed by the council. Basically the council cannot use Section 111 of the local Government Act 1972 in this case because detail regulations have been set elsewhere. The group were very disappointed at the outcome and agreed the law is clearly unfair as councillors at principal authorities can claim for these allowances. The Town Council should lobby for a change in the law. The group agreed that no further work should be done on this issue at present.

Replacement Office Equipment. A laptop computer has been purchased which has been loaded with the relevant software and is now working. The necessity for a docking station and facilities to allow the clerks own screen and key board to be able to be switched to use to this machine is being assessed.

Land Registry. Council's land. (Cemetery and Shortlands) needs to be registered.

The clerk will look at the procedure and costs.

War Memorial. It has been pointed out that a name is missing from the war memorial. The procedure for verifying and rectifying this is to be checked by contacting the Rector, Salc and then if appropriate the War Graves Commission.

System of internal control and audit review. Group members discussed this at the previous meeting and were agreed that the current systems were working satisfactorily. No comments had been made by internal or external auditor.

MT(12/11/2009)

Axbridge Town Council – Draft Budget 2010/11					
	Actual	Budget	To-date	Estimate	Budget
	2008/09	2009/2010	2009/10	2009/10	2010/11
General Account					
PAYMENTS					
Revenue Expenditure					
Clerk's Salary & Tax	14639.31	17000.00	6895.15	17000.00	17000.00
Additional Salary - Quality Status	413.12	0.00	0.00	0.00	0.00
Additional Salary - Data project		1000.00	0.00	360.00	0.00
Admin. Expenses	1378.74	1900.00	1513.55	1900.00	2000.00
Insurance	1499.77	1600.00	1778.52	2100.00	2200.00
Emergency Planning		100.00	0.00	100.00	0.00
Changing Rooms loans repayments	7800.10	7800.10	3900.05	7800.10	7800.10
Car Park loan repayments		5300.00	0.00	5201.03	10402.06
Promoting Axbridge	676.08	750.00	320.63	750.00	1000.00
Education	80.00	200.00	30.00	200.00	200.00
Town Hall Charges	1000.00	1450.00	0.00	1450.00	1500.00
Allotments (rent & maintenance)	450.58	400.00	136.50	400.00	400.00
Auditors' Fees	482.10	600.00	514.60	514.60	1225.00
Adverts	0.00	100.00	0.00	100.00	0.00
Mayor's Allowance and functions	1000.00	1250.00	1250.00	1250.00	1350.00
Town Crier's Allowance	100.00	125.00	125.00	125.00	125.00
Carers' Allowances		500.00	0.00	0.00	0.00
Cemetery maintenance	1668.48	1900.00	834.02	1900.00	1900.00
Furlong grass & hedge cutting	3555.12	4000.00	1791.07	4000.00	4000.00
Changing Rooms Manager	1220.99	2300.00	1034.40	2300.00	2300.00
Changing Rooms Build Fund	2352.00	0.00	0.00	350.69	
Changing Rooms Maintenance					1000.00
Play area & Furlong repairs maint.	514.52	2200.00	2399.92	3000.00	2500.00
Play area & Furlong litter bins	853.80	1400.00	0.00	1200.00	1300.00
Town Maintenance Contract	2124.02	3100.00	1177.50	3100.00	3100.00
Cycleway bin emptying contract		750.00	0.00	400.00	800.00
Meadow Street Car Park purchase	1240.00				
Subscriptions	588.08	550.00	478.89	550.00	550.00
Elections	0.00	900.00	0.00	900.00	100.00
Furlong lease	165.00	165.00	82.50	165.00	165.00
Sundry	23.00	200.00	0.00	200.00	200.00
Total:	43824.81	57540.10	24262.30	57316.42	63117.16
Capital expenditure					
Play area equipment fund	0.00	1000.00	0.00	2000.00	500.00
Play area seats and bins	492.00				
Play area safety surface fund	0.00	500.00	0.00	1000.00	0.00
See-Saw	3113.45				
Street Lights fund	0.00	0.00	0.00	2500.00	500.00
Back Lane lighting and safety proj.	280.25	0.00	2768.00	11219.75	0.00

Allotments car park	554.81	0.00	793.39	1077.19	0.00
Allotments Water		500.00	0.00	0.00	
Axbridge Design Statement	0.00	0.00	0.00	500.00	0.00
Footpath to cemetery	750.00				
War Memorial Cleaning	0.00	0.00	0.00	200.00	200.00
Jubilee Hedge planting	0.00	0.00	0.00	160.00	0.00
Notice Boards	0.00	0.00	0.00	700.00	0.00
Town Marker stones	560.00	0.00	0.00	240.00	0.00
Storage cabinet - fireproof	549.00				
Youth Shelter	7206.60	0.00	0.00	500.00	300.00
Cricket Nets	0.00	0.00	0.00	11470.00	0.00
Kissing Gate	0.00				
Containers	3000.00				
Regalia- refurbishment/replacement	200.00	0.00	0.00	300.00	200.00
Office Equipment Fund		250.00	0.00	750.00	250.00
Hearing Loop and Acoustic Panels					300.00
Clerk's training course		1000.00	0.00	1640.00	2490.00
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Total:	16706.11	3250.00	3561.39	34256.94	4740.00
Grants					
Town Trust planters	300.00	300.00	0.00	300.00	300.00
Town Hall grant	3640.00	3640.00	1820.00	3640.00	3640.00
Axbridge and District Museum Trust		1000.00		1000.00	1100.00
Xmas lights & trees	989.00	750.00	0.00	955.00	1200.00
British Legion	75.00	75.00	0.00	75.00	75.00
Youth Fund	0.00	0.00	0.00	0.00	0.00
Various - Regular (Type A)	350.00	350.00	300.00	350.00	350.00
Various - Misc.(Type C)	295.00	200.00	0.00	200.00	200.00
Total:	5649.00	6315.00	2120.00	6520.00	6865.00
VAT paid	3850.89		1170.32		
Total Payments:	70030.81	67105.10	31114.01	98093.36	74722.16
RECEIPTS					
Precept	46000.00	56000.00	56000.00	56000.00	
Lloyds Bank Interest	726.19	500.00	24.20	30.00	30.00
Cemeteries	1310.00	400.00	260.00	400.00	400.00
Allotments rent	290.00	250.00	440.00	440.00	400.00
Amenities grant	938.78	500.00	923.42	923.42	0.00
C. Rooms loan grant	7800.10	7800.10	3900.05	7800.10	7800.10
Donations to Newsletter (Oyez)	40.00	40.00	10.00	40.00	40.00
Play area grants	0.00	0.00	0.00	0.00	0.00
Youth Shelter grants	2935.50		773.00	773.00	0.00
SAWP grant (Church Steps safety)	6500.00				
Church Clock grant	233.00				
Container donations	3000.00				
RLT2 fund grants to play area	3113.45	0.00	0.00	0.00	0.00

County Council Community Grant	1632.00				
Cricket Nets Grant	4500.00		6595.00	6595.00	0.00
Shortlands rent	60.00	60.00	60.00	60.00	60.00
Sundry	10.03	100.00	10.00	10.00	0.00
VAT refunds	4688.29		1927.54		
Total Receipts:	83777.34	65650.10	70923.21	73071.52	8730.10
Summary of General Account					
Opening Balance	30070.00	9645.61	43816.53	43816.53	18794.69
Total Receipts	83777.34	65650.10	70923.21	73071.52	8730.10
Total Payments	70030.81	67105.10	31114.01	98093.36	74722.16
Closing Balance:	43816.53	8190.61	83625.73	18794.69	-47197.37
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Changing Rooms Operating Account					
Opening Balance	-1212.41		-1643.06	-1643.06	-1605.30
Total Receipts	1653.31		2237.76	2237.76	2237.76
Total Payments	2083.96		513.33	2200.00	2300.00
Closing Balance:	-1643.06		81.37	-1605.30	-1667.54
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Car Park Account					
Opening Balance			0.00	0.00	2016.05
RECEIPTS					
PWLB loan			190000.00	190000.00	0.00
SCC Grant			0.00	3000.00	
Vat refunds				1345.20	
Total Receipts			190000.00	194345.20	0.00
PAYMENTS					
Car Park purchase			180000.00	180000.00	
Stamp Duty			1800.00	1800.00	
Admin Fees			86.50	86.50	
Solicitors' Fees			9097.45	9097.45	
Car Park Development fund					1500.00
Vat Paid			1345.20	1345.20	
Total Payments			192329.15	192329.15	1500.00
Closing Balance:			-2329.15	2016.05	516.05
=====					
Showcase Account					
Opening Balance	0.00		680.51	680.51	
Receipts	4398.52		0.00	0.00	Account
Payments	3718.01		680.51	680.51	Closed
Closing Balance	680.51		0.00	0.00	

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Changing Rooms Maintenance Fund (R)				
Opening balance	5096.75	5186.66	5186.66	
Receipts	89.91	1.56	2.00	
Payments	0.00	0.00	0.00	
Transfers	0.00	0.00	0.00	
Closing Balance:	5186.66	5188.22	5188.66	
=====				
Town Criers Fund (R)				
Opening Balance	233.80	268.80	268.80	
Receipts	35.00	0.00	0.00	
Payments	0.00	0.00	0.00	
Closing Balance:	268.80	268.80	268.80	
=====				
Pageant Fund (R)				
Opening Balance	3565.35			
Receipts	500.00	Account closed		
Interest	109.33			
Payments	4174.68			
Closing Balance:	0.00			
=====				
Summary of all accounts (except reserved)				
Opening Balance	28857.59	42853.98	42853.98	
Receipts	89829.17	263160.97	269654.48	
Payments	75832.78	224637.00	293303.02	
Closing Balance:	42853.98	81377.95	19205.44	
=====				
PRECEPT				
Estimated Expenditure				78522.16
Less Estimated opening balance				19205.44
Less Estimated Income				10967.86
Shortfall				48348.86
Plus Working Capital				8651.14
Precept Required				57000.00

Axbridge Town Council Financial Report November 2009

Bank Accounts		Account Name	£	
		Lloyds Business Account	71,030.52	
		Lloyds Current Account	4,150.23	
		Reserves Account	5,188.22	
		Total:	80,368.97	
Council Accounts		Account	£	
		General Account	77,363.54	
		Changing Rooms Operating Account	-122.44	
		Car Park Account	-2,329.15	
		Showcase Account	0.00	
		Changing Rooms Maintenance Fund	5,188.22	
		Town Crier's Fund	268.80	
		Total:	80,368.97	
Receipts since last meeting				
Ref.	From	For	Value	
	Resident	Purchase of burial plot	80.00	
	Twinning Association	OYEZ donation	160.00	
	Tenant	Allotment Rent	22.50	
Payments made since last meeting for ratification				
Ref.	To	For	Value	Power
	Somerset County Council	Attendance at MH AONB Forum	10.00	
Payments for authorisation.				
	Mrs V Brice	Clerks salary (November)	TBA	S.112(2) LGA 1972
	Mr D Hogarth	Furlong Manager (November)	TBA	S.112(2) LGA 1972
	Post Office	NI and Tax (November)	TBA	
	Somerset County Council	Pension contribution (November)	229.32	LG Pension Scheme Regs 1997
	Mr A Laken	Town Maint. Cont.	240.00	
	Mr R Hembrow	Grass Cutting (October)	349.21	S.10 Open Spaces Act 1906
	LTSB Commercial Finance Ltd	Printing of OYEZ (October)	45.00	
	Fairlands Middle School	Photocopying and paper - Aug/Sept	26.29	
	Somerset County Council*	Allotment Rent (Mar - Sept 09)	77.50	
	Hemini PLC	Purchase of laptop - Clerk	668.15	
	Mr G Bailey	Hedgetrimming at Cemetery	46.00	
	Staples Delivery	Laptop case & stationary	50.08	
	G B Sport and Leisure**	Works to play area	97.75	
	West Country Groundcare Ltd**	Grass Cutting (Mar-Jul) (2nd part of inv)	523.25	
	Royal British Legion	Poppy and donation (wreath £16.50)	TBA	
	Zurich Insurance PLC*	AED insurance/car park	TBA	
	Vodafone	Council's telephone (October)	TBA	
	University of Gloucestershire	Course fees by DD starting Dec 09	161.25	
	(Changing rooms a/c)			
	EDF Energy	Electricity	20.00	

		Total:	2,533.80	
	** revised invoice awaited			
	** on receipt of invoice			

LEISURE AND RECREATION REPORT. NOVEMBER 2009

Christmas Trees for Axbridge

After discussion it was agreed that the Sports and Social Club should purchase the trees as usual. There are too many insurance implications that we need to investigate if they are to be ordered via the Council.

Furlong Manager

- Darren is due to have an operation on his shoulder before Christmas which means he will only be available for non-manual duties.
- Andy Laken has agreed to undertake cleaning duties in the changing room (Darren will liaise with him) and the football managers have agreed to assist.
- Darren will still be able to inspect the pitches and make decisions on whether games can be played.
- Darren will use his time investigating alternative pitch maintenance.

Changing Rooms

- We met with the football club representatives and have agreed to bill them in the same way as last year. We will let them know the cost to be covered; they will apportion this accordingly and we will invoice the clubs their share.
- The system of billing is not particularly satisfactory and we are working on the possibility of a more professional system of billing per session.
- We need to look at and consider charges for the cricket club.

The Furlong

- All the pitches are now in use but following the recent wet weather it has become apparent that drainage is an issue. Darren has asked that work to the ditch and clearance of the BMX bumps at the bottom of the Furlong takes place as soon as possible. We are trying to source a digger to move the bumps. When this is in place we will co-ordinate a day with a skip and man power. It would be nice if this could be before the end of November! (Proposal)
- The general grass maintenance has improved since the summer. It is the pitch maintenance that is more of an issue.
- Rob Cooper has submitted an amended (discounted) bill for work carried out in the summer which the clerk has been asked to pay.

Containers

The anti-vandal paint is on the roof and the signs are on each container warning of its presence. Darren envisages repainting for the summer months.

Children's Play Area

- The overall condition of the play area is good.
- GB Leisure has been asked to carry out some basic maintenance: a bolt needs replacing on the roundabout (they will check the other bolts while they are there) and the top gate is not self closing, therefore, not

keeping dogs out. The cost for this is £85 from the maintenance budget. (Proposal)

Cricket Nets

Work appears to be on schedule and we are advised that the poles and nets will be delivered for storage soon.

Youth Shelter

- To secure the shelter and tidy the area we have asked John Chard to quote to lay a concrete floor. He has suggested that pouring this on the existing site is the best option as the concrete will then cover the bolts and make the whole structure more secure. He has indicated that the only cost for this work would be for the concrete (Proposal).
- Persistent efforts have been made to contact the company that supplied the shelter, to carry out the repair work. A letter will now be sent putting the request in writing. If that doesn't succeed we will put in an insurance claim but will investigate the possibility of court action.

Future projects

- Sports Wall - We have discussed the possibility of a sports wall on previous occasions. This would provide a facility for many youths and save the wear and tear on the pitches. The ideal site would be at the bottom of the slope behind the changing rooms as this seems to meet the criteria. There is a picture attached. * The cost for that wall is £3575 + vat and £1350 + vat for fitting.
- Goal Mouth - In the mean time the football clubs have asked if we could provide a goal mouth at that site for use by all. The youngsters are asking for a goal and this would preserve the pitch. The cost for this would be £97.76. (Proposal)
- Car Park – We would like to extend the car park to provide a better facility and improve the area. The ground behind the present car park area is unused and unusable. We will be looking at costs for this project. This is something the RLT3 fund could be used for.

***The picture of the sports wall is available from the Clerk**

REPORT FROM THE HIGHWAYS ADVISORY GROUP FOR NOVEMBER TOWN COUNCIL MEETING

Meeting held 3rd November: Present: Cllrs. Mrs Trotman, Taylor,
Passey

Site meeting held Old Butcher's Yard footway 5th. November.

1. **Revision of policies:** The Advisory Group proposes to revise the Council's Public Transport and Parking Policies and to present to the full council as a draft document for approval at the January meeting.
2. The group considered a request from the resident of "Redstacks" that he might make changes to his **access onto the by-pass** as per a drawing (clerk's correspondence) and also establish a footpath across council owned land to the Strawberry Line. The group had no objections to these draft proposals subject to detailed drawing being provided and subject to a site meeting with council representatives perhaps from both Planning and Highways groups. The current tenant will also need to be involved.
3. The group considered an offer by Somerset Highways to provide 20kg bags of **winter salt** for individual use (clerk's correspondence) and suggests that a copy of the letter be made available to the one resident who requested salt bags last winter (George Bailey) so that he make take advantage of the offer to collect salt from Dunball site..
 - a. It was noted that the only road in the parish that SCC listed for mechanical salting is the by pass.
4. **Bus stop westbound opposite Barnabas Close:** The resident who made a formal complaint to SCC has been informed by the county that work is "on hold" until the complaint procedure is ended. The next, and final step in the process, would be for the resident to ask that the Chief Executive reviews the process should this be required. (verbal update)
5. SCC has offered to provide **bus timetables** covering just the North Sedgemoor area and the officer is currently considering if county would like ATC to undertake a full town delivery with "Oyez" or simply take a sample for counter display at the Post Office.
6. Members of the group have visited **Axbridge Town car-park** to consider the **boundary** hedgerow and trees on the southern boundary. They are damaging the boundary wall and fencing in some places and it is considered that their roots are likely to damage the car-park surface and the drainage system shortly. The Town Council would be liable for any expense caused by such damage
 - a. **Recommendation to Council:** That all the large trees in the hedgerow, growing on the car-park land be

recommended for felling immediately by Sedegemoor District Council at its expense.

7. **Footway 9 High Street (Old Butcher's Yard):** The site meeting held on 5th November with representatives of SDC, the developer's agent, ATC Planning and Highways members, but was unable to resolve the situation – largely because there was no-one present from Somerset Highways. There was an opportunity to hear the views of the developers and SDC gave a clear indication that it was anxious for a negotiated resolution. There will be another meeting with **ALL** present on 7th or 8th. December. (verbal update)
8. The group undertook a review of recent Highways issues and lists below all those which it believes are ongoing. The list is reproduced below in no particular priority or time scale for completion. Councillors are invited to amend the list.
 - Lighting at Church Steps/Back Lane (awaiting SCC trial results)
 - Upgrading of Bus Stops in Axbridge (complaint ongoing)
 - Repairs to kerb at Townsend and road surface in need of repair on the bypass – onto Cheddar Road. (Liam Gill contacted)
 - Rights of way either side of bypass – flashing light provision (DH)
 - Footpath – 9 High Street (next mtg 7th/8th December)
 - Signage to the car parks from the Square (Await Conservation Officers' contact)
 - Road sign at Moor Green (currently looks OK)
 - Work required at by-pass layby (field no. 4576) including cycle rack
 - A38 Red Route Study
 - Old Church Road and Back Lane foliage
 - Jubilee Road – Encroachment
 - Wall – Path from Jubilee to the Furlong
 - Tree at Houlgate Way
 - Land on PROW between Starr's Close and Houlgate Way (KB)
 - Repairs to paving blocks in the Square
 - A38 Joint Parishes Group
 - AAG – Traffic Management Scheme
 - Street lighting - reminder of preferred programmes
 - Yellow Line Review

Town Maintenance Contractor – November report

The Town Maintenance Contractor has been litter picking on the Furlong, The Square, Back Lane and Church Steps. He has also cleared the footpath running from Chestnut Avenue to Jubilee Road, oiled the notice board in The Square and tidied up the area around the war memorial in time for the Remembrance Day Service. He has worked his full 16 hours.

Jim Lukins

Personnel and Protocol Advisory Group
26th October meeting at 4.30pm in the Council Chamber, Town Hall

Report

1. Changing Rooms Manager appraisal

As the CR Manager is about to go on long term sick, his appraisal was felt not to be appropriate at this time. However an appraisal is one of work done, not work to be done. He does a great job and, in his absence, it was agreed that he should go up 1 pt within the scale, and then be paid at that level for whatever sick pay is set out as in his Contract (TC to check)

2. Town Clerk appraisal

The TC's workload has once again increased to a level that is not supportable within her hours, meaning that she is feeling a bit snowed under and is aware that some things are falling off the radar. Several solutions are proposed:

- Have website email forwarded to a nominated Councillor first, and only forwarded on to the TC if it really requires her attention (Agenda Item).
- Working Groups/Committees must do more of their work, and refer less to the TC. Letters/emails can be drafted for her approval, phone calls made direct by Councillors, etc. Only use the TC when necessary (Agenda Item).
- Correspondence:- List it as received. Do not email it around, or print it out, unless someone requests it from the TC.

The TC does a great job, and if possible, the PPAG would recommend that she goes up a pt in the pay scale if possible. However she may be at the top of her scale, and may not be able to increase unless her job description changes. (TC to check). She had obtained her CILCA qualification, as well as working on her current course. It may be possible to review the job description.

The TC also flagged up the future need for a Town Council office as something that is very likely to be required, so will need consideration.

3. Funding of Town events

The TC does not fund, and has not funded, Town Events. Town Events are not part of the infrastructure of the Town, unlike the Town Hall, Car Park or Changing Rooms. As such, it would not be appropriate to be spending the precept on them. Events have always been self-sufficient. Many run their own fund-raising events. Recommended: TC does not fund/sponsor Town Events (Agenda Item)

4. Absence of changing rooms manager –implications (i.e. sick pay)

In Darren's absence, Andy and Jim will be covering his work, and the footballers will have to help out. He may well be up to light duties, liaising, and supervising work, so he may not need to officially be on "sick pay". PH and VB to review his contract.

5. Chairman of Somerset County Council – Awards for Services to the Community 2009

Continues to be investigated.

6. Photographs of assets

The asset register has been sent to JT, and will be sent to PH. Work in Progress.

7. 'Awards for Meritorious service'

Continues to be investigated.

8. Civic Service

Any discussion of this has been postponed until JG can attend.

9. Mayor's Handbook

The Mayor's Handbook is being written as the year progresses and should be complete at the end of JT's Mayoral term.

10. Date of next meeting

Monday 23rd November, 4:30pm in the Council Chambers

Axbridge Town Council

Car Park Management Temporary Advisory Group

Report for council after the meeting held on 2nd November the Town Hall

Attendance

Present: Councillors Hamblin, Passey, Taylor (Chairman), Mrs Trotman and the Town Clerk Mrs Brice

Apologies: Councillors Gall, Mrs Scott

Costs.

Sedgemoor District Council has provided some useful information on costs. Further estimated costs were agreed at the meeting and further estimates are being sought.

Policing of the car park.

One option might be to contract officers from the principal authorities to visit the car park while they are patrolling on-street parking and their own off-street car parks in a scheme currently being discussed. An interest has been registered with Sedgemoor DC in this scheme but it is expected to take two years to put in place.

Parking Regulations.

A list of regulations needs to be agreed and put together. Examples displayed in other car parks are being collected. A full set of regulations related to Sedgemoor's car parks is to be obtained.

Signage.

New signs will need to be erected. A design and costs are being looked at.

Basic Options.

The group members have concluded that there are really only two options one being to charge for car parking using a similar system to the current one; the other being to allow free parking. It was felt that more complex options should not be considered at the moment. It is anticipated that the management scheme adopted will need to be monitored carefully and modified in the light of experience.

It was agreed that the council should be recommended to decide on its preferred option in time for it to be presented to the public at the Annual Assembly in March 2010.

Task List.

A time-table of tasks needed for a smooth take over of the management will be put together.

Advertising.

There may be opportunities for advertising within the car park. This option for raising income will be considered by the advisory group.

MT(04/11/09)

Correspondence – November 2009

SDC = Sedgemoor District Council

SCC = Somerset County Council

Outside Bodies

- Cheddar Valley Cluster Group – agenda and minutes for 28th October and agenda for 4th November meeting with previous minutes
- Somerset Association of Local Councils – cancellation of December area meetings

Administration and Finance

- Team Somerset 500 Club – request for support athletes – next group meeting
- Age Concern – thank you for grant
- Information on Community Builders Fund – passed to TownTrust
- Product information – Staples

Leisure and Recreation (inc changing rooms)

- Contractor – update on cricket nets installation
- Somerset Playing Fields Association Newsletter
- Product information –Lightmains, Glasdon, Miracle, Playsafe, Produlic, Record RSS, Redlynch Leisure, Town and Country Signs (discount) and Wicksteed
- SDC – Free bulbs offer - accepted
- Healthmatic – Smarter Public Conveniences

Highways

- SCC – Winter Service 2009/10
- SCC – copy of reply sent to resident making formal complaint re proposed bus stop, Cheddar Road
- SCC – bus timetable mailing information
- Local resident – request to alter access into Town Council's field and his drive – with highways
- SCC – Speed indicator results
- SDC – still no free parking in car parks over Christmas
- SDC – removal of BT payphones – not relevant to Axbridge
- Roadwork information – emailed to members

Cemeteries, Allotments and Open Spaces

- BRAMM newsletter (memorial masons association)
- Mendip Hills AONB – update including Annual Review, National Grid consultation, Core Strategy and Geopark status and a survey (passed to reps)
- Mole Valley Farmers - newsletter

Green

- Sustainable Axbridge network – AGM and planning meeting and Autumn newsletter

General Correspondence

- SDC – Council drop in sessions – suggested contacting the community suite at Doctor's Surgery
- Society of Local Council Clerks – training programme and journal

11th November 2009

DIARY DATES

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

<u>Date</u>	<u>Meeting</u>	<u>Time</u>	<u>Venue</u>
Thurs 19 Nov	SDC budget briefing session	6pm	Bridgwater House (2 reps may attend)
	Power of Well Being Training	7.30pm	Hannah More Cottage, Cheddar (five councillors attending)
Fri 20 th and 27 th Nov	Somerset's Waste Management Strategy – Stakeholders Workshop (possibility of evening workshop in Dec if demand)	AM	Bridgwater
Monday 23 Nov	Personnel & Protocol AG	4.30pm	Town Hall
	Leisure and Recreation AG	TBC	
Friday 27 Nov	Sedgemoor Economic Development Conference	9-5pm	Exchange Centre, Bridgwater
Tuesday 1 st Dec	Highways Advisory Group	7.30pm	Council Chamber, Town Hall
Thursday 3 Dec	Society of Local Council Clerks – Regional Conference	10am	Gloucestershire
Monday 7 Dec	MSCP Management Group	7.30pm	Town Hall
Tuesday 8 Dec	Footpath meeting	2pm	Town Hall (TBC)
Monday 14 Dec	Admin & Finance Group	7.30pm	36 Houlgate Way
Sat 19 th Dec	Santa in The Square		
TBA	Personnel & Protocol Advisory Group	4.30pm	
	Leisure and Recreation Group		
Monday 16 Jan	Power of Well Being training	7.30pm	West Buckland Village Hall

Other events

4 th November and 16 th December	Business Link – free one-to-one advice clinics – for social enterprises		Taunton
19 th November	Mendip Hills AONB Partnership Forum	10am	Cheddar Gorge
Sat 21 November	Axbridge Progressive Supper	6pm	Oakhouse
Wed 25 th Nov	AGM – Somerset Market Towns Forum - with a theme of Climate Change.	Daytime – TBC	Council Chamber, Town Hall
Tues 3 Dec	Society of Local Council Clerks – SW Reg Conference	10 – 3.45pm	Swindon
Sat 12 Dec	Saxons Christmas Banquet	7.30pm for 8pm	Oakhouse