

Outside Representatives Reports – March 2010

Axbridge Action Group: The action group continues to progress the recommendations of the Haire report on traffic management and parking in Axbridge. They wish to form a project team with representatives from the Town Council, Town Trust, County and District Councils, Chamber of Commerce, Police, Sustainable Axbridge Network (SANE) and other interested groups. (Councillor Hamblin)

Axbridge Chamber of Commerce: The Axbridge Chamber is facilitating a major networking event in the Oak House Hotel on Wednesday 10th March (report drafted on 9th March) which will be attended by approximately 50 local businesses. There is a fund raising event run by Chamber members at Compton House Hotel on Friday 12th March and a cheese and wine event on Friday 23rd April; both events are to raise funds for the Axbridge Pageant. (Councillor Hamblin)

Town Design Statement: We have been promised comments on our first draft from SDC by the end of this month. (Councillor Hamblin)

AXBRIDGE TOWN COUNCIL
Draft Minutes of the Planning and Licences Committee held on
Monday 1st March 2010 at the Town Hall, Axbridge

Meeting Commenced: 7.00pm
7.25pm

Meeting concluded:

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

P91/09 Declarations of Interest - none

P92/09 Minutes of the meeting held on 25th January 2010

RESOLVED: that the minutes of the meeting held on 25th January 2010 be approved as a correct record and signed by the Chairman.

No members of the public were present

P93/09 Planning Applications

02/09/00038/CJA

Applicant: Mr M Flatley
Proposal: Change boarding on Oriole Bay
Location: 9 Furlong Place, Axbridge, BS26 2JH

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

02/10/00003/CJA

Applicant: The Co-operative Group
Proposal: Installation of mechanical plant to replace existing within rear service yard
Location: 2 The Square, Axbridge, BS26 2AR

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

P94/09 Enforcement Issues

6 West Street – Members noted that Somerset Highways had confirmed that the scaffolding was licenced and checked on a regular basis to ensure it met Health and Safety Legislation. However, members were concerned at the length of time it had been in place.

RESOLVED:

- 1) that the Clerk responds to Somerset Highways to express members concerns at the on-going retention of this scaffolding within the conservation area and to enquire how long it needs to be in place before it becomes a permanent structure requiring planning permission; and
- 2) that the Clerk writes to the owner of the property expressing members genuine concern over the length of time the scaffolding has been in place, to advise that the council is receiving numerous complaints and comments from residents in the Town

and to ask for an indication as to when the work is likely to be completed and the scaffolding removed.

Footpath, Old Butchers' Yard development – Members were reminded that, at the meeting in December 2009, the possibility of providing a rubbing strip had been discussed and a technical survey and risk assessment would take place. An update had been sought and it appeared that patching works were being considered.

RESOLVED: that the Clerk seek clarification as to how the patching works fit in with the proposal to provide the safety strip and to advise that works in this area (such as the re-setting of the paving blocks) would need to be done before the pageant.

P95/09 Planning Decisions and Correspondence

02/09/00035 Landscaping and external works to front drive and rear garden, to include terrace with stone piers and oak balustrading, gazebo, pergola, bench, summerhouse and reglazing of seating area – The Court, St Mary's Street – Permission granted.

02/09/00042 Installation of window in West elevation – 17, The Pennings, St Mary's Street – Permission granted.

02/10/00001 Erection of part two storey, part single storey side extension to form dwelling – Land to the south of 27 Parkfield Road – Permission refused.

02/10/00002 Application for non-material minor amendment to planning permission 02/09/00031 to reduce the length of the extension by 900mm – 21 Orchard Road - Permission granted (the Town Council had not been consulted as Sedgemoor District Council did not need to consult on such applications – minor in nature)

Bristol Airport – a copy of a letter from Mendip Hills ANOB to North Somerset Council had been received requesting that further attention be given to public transport services in particular. A copy would be forwarded to the Chairman of the Committee.

Town Design Statement – a first draft had been sent to Sedgemoor District Council for comment.

P96/09 Committee Membership

The membership was discussed following the disqualification of Councillor Byrne (leaving a vacancy on the committee) and difficulties encountered with maintaining a quorum when members are unable to attend or have a prejudicial interest. The current remit allowed for at least three members, plus the Mayor and Deputy Mayor. It was noted that Standing Orders would shortly be revised which could make it clear that matters could automatically be delegated to the Clerk should a meeting be, or become, inquorate.

RESOLVED: that, in view of the above, no changes be made to the membership but that the Council seeks to fill the current vacancy on the Committee, at the Council meeting in May when all appointments are made.

P97/09 Date of Next Meeting

RESOLVED: that the next meeting be held on Monday 15th March 2010, prior to Council, if required.

Chairman

Date

Axbridge Town Council
Administration and Finance Advisory Group

Report to Council for March 2010.

Meetings. The group met on Tuesday 9th March 2010.

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

Apologies: Councillor Mrs Browne

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

Audit. Mrs Pollard has agreed to carry out the internal audit on this year's accounts and needs to be appointed by council.

(Agenda item)

Insurance.

War Memorial. Councillor Gall has obtained an estimate for the cost of replacing the memorial for insurance purposes. The clerk will contact the insurance company.

Grants from the Town Council. The regular request from Victim Support was received.

Standing Orders.

New Model Standing Orders are now available. The Clerk and Councillor Taylor attended a SALC training event to learn about these. It will be necessary to check all the sections in the current orders and update them where necessary. As result of the training event and other comments from councillors the following changes to Standing Orders will be proposed in detail at the June meeting subject to council approval.

- (a) The "Appeals Panel" and the "Grievance and Disciplinary Panel" will be replaced by a "Staffing Committee" which will also take on most of the duties of the Personnel and Protocol Advisory Group (from May). A new remit will be required.
- (b) In paragraph 20 of the Financial Regulations, the entries in the diary for the approval of cheque signatories and reconciliation checkers will be moved to June.
- (c) Reports to council from advisory groups should record details of all their meetings including names of those who attended and of those who gave apologies. Reports should also record the author and date written.

(Agenda item)

Other proposals for changes will follow in due course.

Projects funding.

Sports Wall. L&Rec group is looking at the costs of a sports wall. There is £5000 available in the RLT2 fund currently for which an application is to be made.

Data Protection Act/Freedom of Information Act. Policies relating to these topics will be produced. The Clerk has drafted the first version of a document for a data storage and retention policy based on the appropriate legal topic note and

a copy of the rules used by Cheddar. This needs to be designed and implemented in conjunction with the filing system.

Risk Assessment. An updated version has been agreed by group members for consideration by council.

(Agenda item)

Land Registry. Council's land (Cemetery and Shortlands) needs to be registered. The land has been in council possession for more than 50years but no records exist of the purchase. SALC will be asked if they have any advice on how to proceed with registration.

A check will also be made that the car park has been registered.

War Memorial. It had been pointed out that a name may be missing from the war memorial. As the gentleman in question is commemorated on the Cheddar War Memorial and in Axbridge Church, group members agreed that no changes to the names on the memorial should be made.

Councillor Bratt has agreed to obtain quotes for cleaning of the memorial in time for Remembrance Day.

Councillor M Taylor (10/03/10)

Axbridge Town Council

Risk Assessment and Management

(Adopted by the Council at their meeting of

Area	Risk	Level (H/M/L)	Management
<i>Finance:</i>			
Precept	Budget/precept not set	L	RFO diary action to produce report and reminder to AFG
	Not submitted	L	RFO diary action, AFG monitor
	Not paid by DC	L	RFO monitors
Loans	Missed repayment	L	Direct debit arrangement
	Grant for Changing Rooms repayment not received	L	Reserves will cover amount expected from grant.
Cemetery	Invoices to undertakers missed	L	RFO checks monthly against burial records
	Returns to Registrar late or missed	L	RFO diary action
Allotments	Allotment allocation error	L	Register checked by appointed councillor or CAO member
	Invoices to holders late or incorrect	L	RFO diary action Checked against register by AFG
Grants to Council	Application not made	M	RFO diary action/AFG monitors
	Grant not received	L	RFO monitors
Funds	Funds and interest management poor	L	Policy review by AFG annually
Audit	Procedures not followed	M	AFG monitors
Employees' Salaries	Incorrect rate and/ or hours	M	AFG monitors from accounts summary reports
Cheque payments	Incorrect payee or amount	M	Regular checks by Councillors as per Financial Regulations
Capital expenditure	Unsatisfactory goods or service	M	Vet potential suppliers. Legal redress through NALC
Grants by Council	No Power to make	M	Clerk to identify statute
	Not Bona fide organisation	M	Obtain and check accounts and constitution Full council approval
Insurance	Incorrect/inadequate cover, non payment	H	RFO diary action, annual review by AFG
VAT	Not claimed or received	M	RFO diary action to claim 3 monthly. AFG monitors

Assets:			
Changing Rooms	Damage/Fire	M	Insurance Regular Inspection by manager.
Play area & Youth Shelter	Play equipment, fencing and seating faulty or unsafe.	H	Weekly inspection by Manager or L&RG member against check list in book (signed and dated). Inspection book checked and signed by council chairman or delegated deputy, monthly. Book available for inspection at council meetings. Annual inspection by qualified organisation. Insurance cover for accidents.
	Harmful rubbish	M	Twice weekly scavenging of area.
Furlong Recreation Field	Personal Accidents	M	Regular inspection by Manager and L&RG Insurance, maintenance, provision of regularly emptied bins and dog bins.
Cemetery	Personal accidents	L	Insurance
	Damage to buildings, Fences, gates	L	Insurance
	Grave allocation error	M	Burial Register kept up to date and checked by CAO
	Unidentifiable Grave or plot	M	All graves without headstones to be labelled with plot number and name. All reserved plots to be labelled with plot number
	Toppling headstone	L	Stability of all headstones assessed every two years, reported & minuted.
Allotments	Personal Accident	L	Inspection by appointed Councillor Insurance
Computer hardware and software	Loss of data or access to data.	M	Automatic backups held remotely. Mayor and Deputy Mayor to hold access passwords and details of where data is stored in the event of unavailability of such information.
	Malfunction of or damage to hardware	M	Repair locally or re-purchase at short notice, in conjunction with regular data backup and retention of installed software for re-installation.
	Need to re-install software	M	Software CDs to be kept securely in fire safe
	Unauthorised access to sensitive data	L	Password-protected PC access using a "strong" password, and password-protected screen-saver. Confidential documents to be password-protected. No sensitive data to be stored on removable magnetic media or emailed. User to log off when not using the PC.
	Interruption to critical work due to system	M	Ability to re-instate backed-up files to another PC for temporary use.

	failure		Access to webmail from another PC.
	Threat from virus or other attack	M	Use of up-to-date anti-virus software and use of firewall. Install updates to operating system regularly.
Important documents and paper records	Loss due to fire or theft	L	Kept in fire-safe
Bus shelters & seats	Damage, personal injury.	M	Insurance.
<i>Procedures:</i>			
General	Incorrect/illegal procedures or actions	M	SALC membership for advice and legal services.
Meetings	Failure to advertise or notify councillors correctly	L	Chairman checks procedures in line with Standing Orders.
Contracts	Accidents	M	Ensure copy of suppliers' current insurance certificates received.
<i>People:</i>			
Clerk	Loss or illness of clerk	M	Monitoring of performance, contract and job description by designated committee including annual review. Training. Councillors available with appropriate skills.
	Fraud	L	Fidelity insurance, level of cover agreed with auditors.

Meetings	Inaccessibility of venues. Disabled persons needs not available.	M	Clerk or Chairman of meeting to assess suitability of venue and needs of disabled people to comply with legislation.
	Venue unsafe for those attending.	M	Clerk or Chairman of meeting to assess safety of venues. Premises fire risk assessments to be obtained.
Site meetings	Road accident	M	All councillors and employees supplied with visibility jackets.
Exceptional weather	Snow and/or ice affecting transport and access to local facilities	M	Clerk to follow Action Plan.

AFG = Town Council Administration and Finance Advisory Group
 CAO = Town Council Cemeteries, Allotments and Open Spaces Advisory Group
 DC = Sedgemoor District Council
 L&RG = Town Council Leisure and Recreation Advisory Group
 SALC = Somerset Association of Local Councils
 RFO = Responsible Financial Officer

Direct Debit list – 2010/2011

Month	To	For	Amount
January and August	Public Works Loan Board	Loan repayment for changing rooms	£3900.05
January and August	Public Works Loan Board	Loan repayment for Meadow Street Car Park	£5,201.03
Monthly	Vodafone	Town Council's telephone	Variable amount – usually £20 - £30
Monthly	EDF energy	Electricity for Changing Rooms	Currently £36 per month – will be notified of any changes
Monthly from 1 st Oct 2010 – 1 st July 2011 inclusive	University of Gloucestershire	Clerk's course	£161.25

That the direct debit payments outlined above be authorised

Mayor

Deputy Mayor

Date

Date

Axbridge Town Council Financial Report March 2010

Bank Accounts		Account Name	£	
		Lloyds Business Account	42,039.08	
		Lloyds Current Account	6,716.84	
		Reserves Account	5,188.86	
		Total:	53,944.78	
Council Accounts		Account	£	
		General Account	50,266.48	
		Changing Rooms Operating Account	-795.41	
		Car Park Account	-983.95	
		Showcase Account	0.00	
		Changing Rooms Maintenance Fund	5,188.86	
		Town Crier's Fund	268.80	
		Total:	53,944.78	
Receipts				
From	For		Value	
Payments made since last meeting for ratification				
To	For		Value	Power
Payments for authorisation				
	Mrs V Brice	Clerks salary (March)	TBA	S.112(2) LGA 1972
	Mr D Hogarth	Furlong Manager (March)	TBA	S.112(2) LGA 1972
	Post Office	NI and Tax (March)	TBA	
	Somerset County Council	Pension contribution (March)	TBA	LG Pension Scheme Regs 1997
	Mr R Hembrow	Grass Cutting (Feb)	349.21	S.10 Open Spaces Act 190
	Mr A Laken	Town Maint. Cont.	345.00	
	Fairlands Middle School	Photocopying and paper	TBA	
	Lloyds TSB Commercial Finance	Printing of OYEZ (Feb)	45.50	
	Society of Local Council Clerks	Cemetery Management Course	223.25	
	Sedgemoor District Council	Installation of dog bin, Cycleway	169.61	
	Sedgemoor District Council	Emptying of bins 09/09-03/10	702.65	
	Aspen Joinery Ltd	Notice Boards	646.25	
	W C Maunders Ltd	Hinges (<i>shed</i>)	6.98	
DD	Vodafone	Council's telephone (Feb)	31.31	
	(Changing rooms a/c)			
	EDF Energy	Electricity	36.00	

		Total:	2,555.76	
	Secol invoice (authorised in Feb - still awaited)			
	Anticipated/abeyance			
	Mr M Smith	Amended plans - handrails	tba	
	Mr J Chard	Works - Youth Shelter	tba	
	Mr J Lukins	Reimbursement of Travelling Exp	12.8	

LEISURE AND RECREATION REPORT MARCH 2010

Youth Shelter

The Perspex windows have been replaced in the Youth Shelter

Changing Rooms (Other)

Axbridge Saxons Football Club have arranged for the provision of the defibrillator

Grass Cut/Ground Care

Tenders for the grass cutting/ground care contracts are due in by 12th March 2010 (agenda item)

Ball Wall

An application has been made to the RLT2 fund for the purchase and installation of the ball/sports wall. If successful, a further £750 grant funding would be required. The Sports and Social Committee had agreed to donate £500 and an approach would be made to the Axbridge Action Group to see if they would be willing to meet the balance from its youth fund.

Cricket Nets

The Cricket Nets should hopefully be complete by the end of this week. Mr Cooper is concerned regarding the possibility of frost damage to the base and will probably only fix the carpet temporarily. He will present his bill with a retention reduction so that the Council won't pay until it is happy the job has been completed satisfactorily.

Councillor Mrs Ham

**REPORT OF HIGHWAYS ADVISORY GROUP (HAG) MEETING HELD
2ND MARCH AT THE LAMB INN**

PRESENT: Cllrs. Mrs Isaac, Taylor, Passey, Gall (Chairman) – also attending for item 3 Cllr Bratt

1. Fencing at Meadow Street car-park:

- a. It is RECOMMENDED that SDC be required to replace broken fence panels behind the beech hedgerow on the south side of the car-park.
- b. The Town Clerk to be asked to arrange a site meeting with David Aggett (SDC) to discuss this matter, further lopping of a tree and the re-planting of trees elsewhere in the car-park. (see also item 11 below)

2. Transport and Parking Policies and remit for the Advisory Group:

- a. A draft version of amalgamated Transport and Parking Policies with minor amendments was agreed.
- b. It is RECOMMENDED that full council be asked to adopt this policy document at its next monthly meeting.
- c. It was agreed that the HAG remit should be reviewed in June of each year.

3. Severe Weather Action Plan (SWAP):

- a. Cllr Bratt gave an indication of the actions that should be taken under the heading of “Contingency Planning”, what is the “trigger” for such action as he understood matters, and presented the group with ideas about who, within the community might be seen as “essential workers”. These folk and others regarded as “vulnerable” had been assisted during the recent snowy weather.
- b. This input was valuable but clearly referred to a situation that was likely only to be met very irregularly. It was felt that to clear streets and footways and thus enable all “essential and vulnerable” residents to be accessible was beyond the Town Council’s capability and remit.
- c. A more realistic plan might be to remind residents each autumn, before any onset of severe weather, that help was available:
 - i. a point of contact in the community
 - ii. emergency numbers to call
 - iii. supplies of salt in strategic places, yet to be agreed
- d. HAG would bring forward a draft SWAP for full council adoption as soon as possible.

4. Welcome Packs: This issue would be dealt with by a re-convened Axbridge Promotional Advisory Group.

5. “Redstacks” access: The owner had yet to present his plans/drawings of the proposed new access to the council.

6. Church Lane nameplate:

- a. Town Clerk would produce letters to be sent to the occupiers of Morecombe House and 1 Church Lane explaining that SDC wished to put a street nameplate on the walls of either one or both of the properties.
- b. If this produced no response that the matter should be referred back to SDC who should have Council Tax details of the owners and then could contact them directly.

- 7. Old Butcher's Yard footway:** Despite email correspondence no further progress seemed immediately likely, but there was a concern at the mention of "patching" in an email seen by members. It was felt essential that a proper job should be done.
- 8. Closures of the Square:** A visitor to town had written to ask if "road closure" signs could be put at the entrances to the town whenever the Square is closed. Members felt this was a matter for whichever group organized the closure.
- 9. A38 Joint Parishes Advisory Group:**
 - a. Cllrs Passey and Taylor would attend
 - b. Compton Bishop would be asked if Gary Parsons from SCC "Red Route" scheme could be asked to attend.
- 10. Bypass Layby responsibilities:** The Town Clerk should get a direct written response from SCC that the layby and its maintenance is its responsibility, then once that is established, repairs and maintenance to bins, tables and information boards should be requested.
- 11. Verge at west end of Houlgate Way:** A cherry tree had been cut down by SDC on the wide verge outside the garden of Compton House. The Town Clerk should ask SDC to plant a replacement – or this may be an item for the site meeting (see item 1 above).

P.L.PASSEY 03/03/2010

DRAFT VERSION

HIGHWAY IMPROVEMENTS

The council has agreed that there should be:

- a) A priority change at the junction of Houlgate Way and West Street, the priority being given to the bus route and the route to the main car park. *(This change should only be implemented along with the necessary road works and signing if the new layout is safe and no problems occur elsewhere as a result of the changes. This council, the police and the highways authority need to be assured of the safety of the proposed layout and agree the details before implementation.)*
- b) Improvements to the pedestrian route from Meadow Street Car Park to the Square to direct and encourage visitors along a safe route.
- c) Improvements to signage at the western end of the Town directing visitors by car to the main car park and visitors on foot or bicycle to use the most direct route to the Square.
- d) A speed limit of 40mph on the Axbridge by-pass.

OFF-STREET PARKING

Sedgemoor Controlled Car Parks

The Town Council requests Sedgemoor District Council to adhere to the following principles:

- a) The number of parking places provided in the car parks should be kept to the maximum.
- b) Disabled parking bays should continue to be provided.
- c) The Town Council should be consulted annually by the District Council on the charging policy (i.e. rates and times).
- d) Moorland Street car park should continue to be used as a short stay, visitors' and shoppers' car park during the daytime. Parking for the first hour should be free.
- e) Meadow Street car park should continue to be used as a long-term car park.
- f) The current permit scheme should be more widely publicised and made cheaper to Axbridge residents and businesses.

Parking provision for developments

- a) The Town Council requests that Sedgemoor District Council ensures that all new dwellings should be provided with at least two off-street parking places, with the exception of one bedroom flats where a single space per dwelling may be provided as a minimum.
- b) Developers of existing sites should be requested to take every opportunity to reduce the need for on-street parking, e.g. by considering the inclusion off-street parking for the development and for properties neighbouring the site.

ON-STREET PARKING

Parking in the Square

The Town Council requests the appropriate authorities to support the following principles:

- a) Parking in the Square should be primarily for shopping and short-term business visits.
- b) The layout of the parking in the Square should minimise the need for people to walk in front of parked vehicles. People and vehicles should be separated as far as possible.
- c) A single disabled bay should be provided in the Square.
- d) The layout of parking should provide an easy route for buses and safety for those using the buses.
- e) Lorries and vans delivering to businesses should be encouraged, where possible, not to park and unload in the Square.

Parking (generally)

The Town Council requests the appropriate authorities to support the following principles:

- a) Take note of the Town Council's regular review of opportunities to increase parking provision in the Town.
- b) Street parking should be allowed where it does not cause a hazard and the available road width is not reduced such that emergency vehicles encounter access problems.
- c) Street parking should be allowed to act as a traffic calming measure except where adjoining footways are narrow.
- d) The introduction of residents' parking permits should be considered once parking legislation permits decriminalised enforcement.
- e) Car parking should not be allowed where this would hinder public transport services.
- f) Verge and footway parking should be discouraged.
- g) Road side parking bays should be introduced where physically possible.

Policing of On-Street Parking (including the Square)

The police and their support officers should act on illegal parking, including verge and footway parking, throughout the Town on a regular basis.

PUBLIC TRANSPORT

The Town Council's view is:

In General

- a) Currently buses provide the only practical public transport system but the council would support any others that could be provided.
- b) The "The Slinky Bus" introduced by Somerset County Council should be promoted.
- c) Residents and visitors to the town should be encouraged to use the bus services.
- d) The route for the buses through the town should provide easy access for all residents wishing to use them.

- e) The council will endeavour to see that the bus route is kept clear of congestion.
- f) The council will take every opportunity to have the number of bus routes and the frequency of services increased.

The Bus Route

The primary bus route (eastbound) will be :

Townsend -> Houlgate Way -> Old Church Road -> Meadow Street
->The Square -> St Mary Street -> Jubilee Road -> Cheddar Road.

Westbound buses will use the same route in reverse.

Ideally request stops in both directions should be located at:

- a) **Houlgate Way** between the junctions with West Street and Starrs Close with raised kerbs and bus shelters on both sides of road.
- b) **Houlgate Way** outside the Health Centre with raised kerbs and bus shelters in both directions.
- c) **Old Church Road** between Meadow Street car park and The Square with raised kerbs and bus shelters both sides of the road.
- d) **The Square**. No raised kerbs. No bus shelters.
- e) **Jubilee Road** just west of the junctions with Parkfield Road and Hippisley Drive with raised kerbs and bus shelters both sides.
- f) **Cheddar Road** east of Wood Lane and the road to the reservoir with raised kerbs and bus shelters both sides.

Report for Council – 15th March 2010

Allotment & Town Maintenance Report

Andy Laken has spent 6 hours litter picking on the furlong, 1.5 hours on the Changing Rooms, 2 hours on the allotments, 2.5 hours clearing the steps to Hillside, 3.5 hours on the cemetery shed doors and 7.5 hours clearing bushes at the bypass car park to restore the view.

(Councillor Lukins)

**DRAFT Report of the Joint Town Council/Town Trust meeting held on Tuesday
January 2010 in the Council Chamber, Town Hall, Axbridge**

Meeting commenced: 7.45pm

Meeting concluded: 8.57pm

Present: **Town Council** - Councillors Mrs J Trotman (Mayor), Mrs P Ham, P Passey and M Taylor together with Mrs V Brice, Town Clerk
Town Trust - Mr M Anderson and Mr M Norman

Apologies: Mr M Glass

1. Notes – 23rd February 2010

Members had received the notes of the above mentioned meeting.

2. Notice Boards

The two notice boards had been ordered from Aspen Joinery, as agreed. The existing boards would need to be removed and the Council would ask the Town Maintenance Contractor to carry out this work, and erect the new boards, with support from others, as required.

3. Town Hall Clock

Planning permission had been granted for the light within the Clock. The clock still stopped working on occasion.

4. Council Chamber/Town Hall - Fire Risk assessments

The Town Trust representatives noted the requirement for the Fire Risk Assessments, which were in hand.

5. Acoustic Panels

It was suggested that acoustic panels should be provided in the Town Hall. This fabric panelling, perhaps depicting scenes of Axbridge, would enhance the look of the main hall, improve the level of acoustics by reducing echo and could be removable. A similar scheme had previously been included in the Town Trust's capital programme but had not yet been progressed. (Agenda item – Town Trust).

6. User Group

A Town Council representative suggested that the formation of a user group may be beneficial - in offering ideas and raising funds to assist in the hiring and use of the hall. The Town Trust representatives felt that this was not necessary at the present time and assured members that ideas raised by users were considered. It was suggested that a trolley be provided (to move items around more easily). (Agenda item – Town Trust).

7. Hearing Loop

It was agreed that a hearing loop system was a good idea, in principle, and that several different systems were available. Mr Norman would research this and Mrs Brice would contact Burnham-on-Sea and Highbridge Town Council to establish which system they use and the costs involved.

8. Occupancy/Income/Bookings

Income was slightly increased from 2008/09, with a lot of regular bookings and individual parties. A few mornings were still available. The Clerk to the Town Trust would be asked to provide the Town Council with the booking figures over the recent Christmas period. (Agenda item – Town Trust). It was noted that booking forms should be completed, so organisations are fully aware of the costs and conditions and that both the Town Hall Manager and the hirer should retain a signed copy of the booking form. The Town Trust representatives felt that, at the present time, the community was generally aware of the option to book the town hall for events etc and that there were insufficient space available, at present, to warrant greater publicity.

9. Fundraising

The Burn's Night has been an enjoyable evening and good fundraising event, despite a slightly lower number of people attending.

10. Carnival and Pageant usage

The use of booking forms had been covered under item 8 above. The Town Trust representatives confirmed that arrangements were in place for pageant use of the Town Hall. (Agenda item – Town Trust)

11. Display of plaque - Lamb & Flag logo inside Town Hall

It was noted that a local resident wished to create a plaque for display within the town hall building. A suitable location may be with the council belongings.

12. Action Group's "Streets and Parking Improvement Plan"

The Town Trust representatives had considered there to be some merit in investigating the suggestions contained within the plan and would be represented on the Steering Group. Careful consideration would need to be given to aspects of the plan as it developed.

13. Other business

Fair – the contract for the Fair was shortly due for renewal

Re-paving of The Square- it was understood that significant re-paving of the Square would take place before the Pageant.

Town Trust Business Plan – this had now expired and an interim plan would be prepared by the end of September. (Agenda item – Town Trust)

Lighting project – Back Lane and Church Steps – despite efforts by the Town Council, this project could still not be progressed.

Garden area by War Memorial – this area was owned by the Town Trust and professional advice was being sought. The area was, in the meantime, being maintained by the Lengthsman.

14. Date of Next Meeting

The next meeting would be held on Tuesday 21st September 2010 at 7.30pm.

Correspondence – March

SDC = Sedgemoor District Council
Council

SCC = Somerset County

Planning

- North Somerset Council – consultation on Policy H/7 v – Housing in Defined Villages
- Letter re coop application – will refer to SDC

Administration and Finance

- HM Revenue & Customs – Acknowledgement of Opt to Tax & Employer Informatin
- Information Commissioner's Office – Confirmation of Date Protection renewal
- Victim Support – grant request – to be passed to group
- Somerset Levels & Moors LARC – Grants to support sustainable/environmental projects
- Product information – Staples

Leisure and Recreation (inc changing rooms)

- Cricket club – concerns re progress on nets (nearly complete)
- What's about guide
- Product information – Associated Surfaces and Materials, Glason, Maunders, Pro-teq and Sun Safe Play System

Highways

- SCC – Sunday & Public Holidays Bus Services 2010
- SCC – Report on bus stops expected during March
- SDC – Looking at hedgerow and encroachment, Jubilee Road

Cemeteries, Allotments and Open Spaces

- Community Allotment – signed agreement re plot 5C
- CD – Plantscape
- South West Cemetery Services – details of a management service they can offer.
- BRAMM – Memorial Masons newsletter
- Dunn & Co Newsletter - training – cemetery matters

Green

- Energy Saving Trust – invitation to sign up to trust (free, offers advice & support)

General Correspondence

- Children's Hospice South West – Granny Trek fundraiser 25th April 2010
- Clerks and Councils Direct March newsletter
- Society of Local Council Clerks - March magazine and training information
- SDC – Calendar 2010
- Burnham on Sea & Highbridge Town Council – information on hearing loop system
- SCC – request for minutes – work on accessibility of services
- Coast to Coast Challenge – request for event - in OYEZ/website

See attached list for general emailed correspondence (available from the Clerk).

10th March 2010

DIARY DATES

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

<u>Date</u>	<u>Meeting</u>	<u>Time</u>	<u>Venue</u>
Monday 22 nd March	Personnel & Protocol AG Leisure and Recreation AG	4.30pm TBC	Town Hall
Tues 23 rd March	A38 Cross meeting		
Wed 24 th March	Cemetery Course		Chepstow – Clerk and Cllr Mrs Browne to attend
Mon 29 th March	MSCP Management Group	7.30pm	Town Hall
Tues 6 th April	Highways Advisory Group	7.30pm	Council Chamber, Town Hall
Monday 12 th April	Admin & Finance Group	7.30pm	Town Hall
Monday 19 th April	Council	7.30pm	Town Hall

Other events

Thurs 18 th March	Mendip Hills AONB Partnership	10am	Ubley Village Hall
Wed 24 th March	Parish Briefing - Hinkley Point - Community Benefit meeting – any items? Somerset Market Towns Forum	6.30pm	Bridgwater House Shepton Mallet
Wed 7 th April	Cheddar Valley Cluster Group		
Sat 10 th April	Somerset West Community Energy Consultation		Victoria Centre, Bridgwater
Tues 28 th September	Planning Training		Bridgwater
Wed 27 th October	Planning Training		Shipham

Axbridge Town Council

Car Park Management Temporary Advisory Group (Axbridge Town Car Park)

Report for March 2010 council meeting

Meeting 1st March - Attendance

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

Apologies: Councillors Mrs Scott

Costs.

Costs of insurance are being pursued. The latest version of the costs document was discussed and agreed by members.

Policing of the car park.

It was agreed that Sedgemoor District Council be approached to see if they would be interested in running the car park.

Councillor Hamblin had suggested a national company might have to be approached about running the car park.

Advertising.

There may be opportunities for advertising within the car park. Group members agreed that advertising should be under the control of the Town Council directly so that any income would accrue to the Council.

It was suggested that the advertising board contain a map of the centre of the Town showing the route from the car park to the Square, points of interest and businesses. Businesses would be charged to advertise around the map.

Walking Bus

This is now in abeyance due to funding issues.

Basic Options.

The group members have concluded that there are really only really three options, one being to charge for car parking using a similar system to the current one; the others being to allow free parking with or without policing. It was felt that more complex options should not be considered at the moment. It is anticipated that the first management scheme adopted will need to be monitored carefully and modified in the light of experience.

Council agreed to the proposal put forward by the group that car parking should be free for an experimental period of 18 months but that this decision should be reviewed in the light of any motions passed at the Annual Assembly.

Councillor Mike Taylor (08/03/10)