

## **Axbridge Town Council – Representative Reports**

KJHL Museum. At the time of writing Sedgemoor have not confirmed the amount of grant they will be giving to the Museum for 2010/2011. So far visitor numbers are very good but sales and donations are low. A leaflet is being developed in conjunction with the Chamber of Commerce and it is hoped that this will encourage business sponsorship of the Friends of Axbridge Museum; business sponsors get free advertising.

Chamber of Commerce. Next event is a fund-raising Wine & Cheese party on behalf of the Pageant to be held on Friday 23<sup>rd</sup> April at 7:30pm at the Parsonage, Cheddar Road. Tickets are only £5.50 which includes the first glass of wine and are available at the Post Office and the butcher's shop. The Chamber is designing a leaflet which will promote the Museum and the town generally as a tourist destination.

Axbridge Action Group. Nothing to report.

Axbridge Girl Guides. Guides Awards Evening was a great success and the town can be proud of this excellent group of young ladies who serve Axbridge in many ways such as planting the daffodil bulbs and cleaning the bus shelters throughout the town. They have a busy year ahead with several planned activities.

All above: Councillor Hamblin

### Somerset Market Towns Forum

I attended the Networking Event at Shepton Malett on 24<sup>th</sup> March on behalf of the council.

It was an interesting morning although the tour of the town concentrated on the historical buildings rather than the businesses and areas set for regeneration.

There were various presentations on Economic Regeneration including the "Shopfront" scheme and an interesting visit to the The New Musical Theatre School.

It was useful to find out what other towns are doing.

Councillor Taylor  
(09/04/10)

**AXBRIDGE TOWN COUNCIL**  
**Minutes of the Planning and Licences Committee held on**  
**Monday 22nd March 2010 at the Town Hall, Axbridge**

**Meeting Commenced:** 6.30pm  
7.20pm

Meeting concluded:

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

**P98/09 Declarations of Interest** - none

**P99/09 Minutes of the meeting held on 1<sup>st</sup> March 2010**

**RESOLVED:** that the minutes of the meeting held on 1<sup>st</sup> March 2010 be approved as a correct record and signed by the Chairman.

**No members of the public were present**

**P100/09 Town Design Statement**

It was noted that the group had sent a first draft to Sedgemoor District Council to seek assurance that the statement was acceptable, in principle, before taking any further.

**RESOLVED:** that the Chairman circulate a copy of the first draft to members of the Planning and Licences Committee.

**P101/09 Enforcement Issues**

6 West Street – In accordance with the previous decision, the Clerk had written to the owner/occupier seeking an indication as to when the works were likely to be completed and the scaffolding removed. Members considered the response received.

**RESOLVED:** that the Clerk responds to the letter to thank the resident for her explanation regarding the timing of the works and to note her complaints.

Footpath, Old Butchers' Yard development – No update was forthcoming.

**RESOLVED:** that the Clerk requests a response to an earlier email seeking clarification of the patching works and an update on the safety strip and point out that the site is within a conservation area and a patchwork of tarmac would not be considered appropriate.

**P102/09 Planning Decisions and Correspondence**

National Grid Pylons Campaign – correspondence had been received from Badgworth Parish Council setting out options for a strategic approach to this campaign.

**RESOLVED:**

- 1) that Badgworth Parish Council be advised that the Committee considers that the item should be raised at a cluster group meeting so that the response of all members of the cluster can be heard and then a decision can be made as to the way forward;
- 2) that Sedgemoor District Council be advised that a cluster group meeting may be needed; and
- 3) that this item be included on the agenda of the Council meeting to be held on 19<sup>th</sup> April 2010.

02/10/00003 Installation of mechanical plant to replace existing within rear service yard at 2 The Square (The Co-op), Axbridge – The Clerk reported receipt of a letter expressing concerns in relation to this application.

**RESOLVED:**

- 1) that the Clerk contacts Sedgemoor District Council to enquire whether an enforcement order is in place and, if so, how it impacts on the current application; and
- 2) that the Clerk responds to the letter advising of this action and reiterating that the concerns should be raised directly with Sedgemoor District Council as Planning Authority.

North Somerset Council – Housing in Defined Villages (Policy H/7 v) – this draft supplementary planning guidance was available for comment by 13<sup>th</sup> April 2010. The website link would be emailed to members of the committee (<http://consult-ldf.n-somerset.gov.uk>)

Somerset County Council – Somerset Aggregates Paper – Issues consultation for the Minerals Core Strategy – comments on this consultation paper were required by 17<sup>th</sup> May 2010.

**RESOLVED:** that this matter be referred to Councillor Liz Scott, as Quarry Liaison representative, in the first instance to see if she is able to consider this document and it be included on the Council agenda for 19<sup>th</sup> April 2010.

**P103/09 Date of Next Meeting**

It was anticipated that the next meeting would be held on 29<sup>th</sup> March 2010 or 12<sup>th</sup> April 2010 depending on the timing of applications received.

-----  
Chairman

-----  
Date

**AXBRIDGE TOWN COUNCIL**  
**Draft Minutes of the Planning and Licences Committee held on**  
**Monday 12<sup>th</sup> April March 2010 at the Town Hall, Axbridge**

**Meeting Commenced:** 7.00pm  
7.30pm

Meeting concluded:

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

**P104/09 Declarations of Interest**

Councillor Hamblin - declared a personal and prejudicial interest living opposite the property. (minute P106(b)/09 refers).

Councillor Taylor - declared a personal and prejudicial interest in the application 02/100006 (41 West Street), being friends of the applicants (minute P106(b)/09 refers).

**P105/09 Minutes of the meeting held on 22<sup>nd</sup> March 2010**

**RESOLVED:** that the minutes of the meeting held on 22<sup>nd</sup> March 2010 be approved as a correct record and signed by the Chairman.

**No members of the public were present**

**P106/09 Planning Applications**

**(a) 21/10/00002/CJA**

Applicant: Mr and Mrs Feltham  
Proposal: Agricultural Workers Dwelling with garage  
Location: Newland Farm, Crossmoor Drove, Lower Weare, Axbridge, BS26 2JL

**RESOLVED:** that Sedgemoor District Council be advised that the Town Council object to this application as it is outside the planning boundary and in view of recent building at this farm, including a chalet, this dwelling is not considered necessary and a 4 bed dwelling is rather large for their needs. Furthermore, in the flood risk assessment it states that the floor level of the "mobile home" will be 600mm over a given datum.

**(b) 02/10/00006/RSM**

Applicant: Mr Richardson  
Proposal: Erection of first floor rear extension  
Location: 41 West Street, Axbridge, BS26 2AA

**At this juncture, having declared a personal and prejudicial interest in this matter, Councillors Hamblin and Taylor left the room.**

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

**At this juncture, Councillors Hamblin and Taylor returned to the meeting.**

**P107/09 Town Design Statement**

Sedgemoor District Council has made initial comments. Comments from the project group members were now awaited.

**P108/09 Enforcement Issues**

6 West Street – Members considered a further reply seeking details of the complaints received.

**RESOLVED:** that the Clerk responds to the occupant advising that various verbal complaints had been made to a number of councillors and that any future complaints would be directed to the owner.

The Co-op, 2 The Square – Members noted the response from Sedgemoor District Council explaining the enforcement situation.

**P109/09 Planning Decisions and Correspondence**

Members noted the following:

Sedgemoor District Council Local Development Framework – consultation of proposed changes and Local Development Framework newsletter.

North Somerset Council – Local Plan – notification of saved policies

Sustainable Communities Act Amendment Bill - seeking action to support this Bill

02/09/00038 Change boarding on Oriole Bay at 9 Furlong Place- Permission Granted.

**P110/09 Date of Next Meeting**

**RESOLVED:** that the next meeting be held before the Council meeting on 19<sup>th</sup> April 2010, if required

-----  
Chairman

-----  
Date

**Axbridge Town Council**  
**Administration and Finance Advisory Group**

**Report to Council for April 2010.**

**Meetings.** The group met on Monday 12th April 2010.

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

**Accounts.** The accounts for March were checked by members and were accepted. The end of year report on the accounts will be prepared by the clerk for consideration by council.

(Agenda item)

**Audit.** The internal audit by Mrs Pollard will take place on 28<sup>th</sup> April. The external audit returns have to be made by 1<sup>st</sup> June 2010.

**Grants from the Town Council.** A request for support had been received by Playmates. More information is being requested to ascertain type and level of support needed.

**Standing Orders.**

**New Model Standing Orders** are now available. The Clerk and Councillor Taylor attended a SALC training event and work has started 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, proposed immediate changes to Standing Orders have been agreed in principle by council and the detail wording is attached for council approval. (Agenda item)

A remit for the Personnel and Protocol Committee will be produced for consideration by the new committee members.

**Projects funding.**

**SCC.** A grant of £5681.40 has been received from SCC towards the Car Park.

**Street Lighting for the Church Steps and Back Lane.** A date for completion of lighting trails has been requested by the Highways Group but Somerset County Council had been unable to provide any timescale. County Councillor Mrs Hill is to pursue.

**Sports Wall.** L&Rec has obtained costs of a sports wall. RLT2 funding has been approved. The balance will be made up from a donation from Sport and Leisure Club and possibly GB Leisure.

**Data Protection Act/Freedom of Information Act.**

It was agreed that the current Publication Scheme is covered the requirements of the Freedom of Information Act. A short policy document on Data Protection is required.

The draft data retention document produced by the clerk and the associated filing systems are being looked at. Filing systems were proposed to make the routine disposal of documents, both hard copies and electronic copies, and emails more straight forward.

**Annual Report.** The 2009/10 version is being prepared.

**War Memorial.** Quotes for cleaning will be obtained.

**Cemetery Rules and Regulations update** – rules need to be reviewed to include, in particular, requirements for the installation of headstones and depths of graves. The Clerk and Councillor Mrs Browne attended a training day and the rules will be reviewed after their report has been issued.

Councillor Taylor(10/03/10)

<b>Axbridge Town Council – End of Year Report - 31st March 2010</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>2008/09</b>	<b>2009/10</b>	<b>2009/10</b>
<i>General Account</i>			
<b>PAYMENTS</b>			
<b>Revenue Expenditure</b>			
Clerk's Salary & Tax	14639.31	17000.00	14179.50
Additional Salary - Quality Status	413.12	0.00	0.00
Additional Salary - Data project		1000.00	258.10
Admin. Expenses	1378.74	1900.00	2343.08
Insurance	1499.77	1600.00	1778.52
Emergency Planning		100.00	0.00
Changing Rooms loans repayments	7800.10	7800.10	7800.10
Car Park loan repayments		5300.00	5201.03
Promoting Axbridge	676.08	750.00	551.70
Education	80.00	200.00	337.60
Town Hall Charges	1000.00	1450.00	1450.00
Allotments (rent & maintenance)	450.58	400.00	214.00
Auditors' Fees	482.10	600.00	514.60
Adverts	0.00	100.00	0.00
Mayor's Allowance	1000.00	1250.00	1250.00
Town Crier's Honorarium	100.00	125.00	125.00
Carers' Allowances		500.00	0.00
Cemetery maintenance	1668.48	1900.00	1718.04
Furlong grass & hedge cutting	3555.12	4000.00	3048.25
Changing Rooms Manager	1220.99	2300.00	1198.48
Changing Rooms Build Fund	2352.00		0.00
Play area & Furlong repairs maint.	514.52	2200.00	2524.65
Play area & Furlong litter & bins	853.80	1400.00	1196.00
Town Maintenance Contract	2124.02	3100.00	2700.00
Cycleway bin emptying contract		750.00	144.35
Meadow Street Car Park	1240.00	0.00	0.00
Subscriptions	588.08	550.00	623.89
Elections	0.00	900.00	0.00
Furlong lease	165.00	165.00	165.00
Sundry	23.00	200.00	0.00
<b>Total:</b>	<b>43824.81</b>	<b>57540.10</b>	<b>49321.89</b>
<b>Capital expenditure</b>			
Play area equipment fund	0.00	1000.00	0.00
Play area seats and bins	492.00		
Play area safety surface fund	0.00	500.00	0.00
See-Saw	3113.45		
Street Lights	0.00	0.00	0.00
Back Lane lighting and safety proj.	280.25	0.00	2768.00
Allotments car park	554.81	0.00	793.39
Allotments Water		500.00	0.00
Axbridge Design Statement	0.00	0.00	0.00
Footpath to cemetery	750.00		
War Memorial Cleaning	0.00	0.00	0.00

<b>Axbridge Town Council – End of Year Report - 31st March 2010</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>2008/09</b>	<b>2009/10</b>	<b>2009/10</b>
Jubilee Hedge planting	0.00	0.00	0.00
Notice Boards	0.00	0.00	550.00
Town Marker stones	560.00	0.00	0.00
Storage cabinet - fireproof	549.00		
Youth Shelter	7206.60	0.00	0.00
Cricket Nets	0.00	0.00	8089.79
Kissing Gate	0.00		
Containers	3000.00		
Regalia-refurbishment/replacement	200.00	0.00	0.00
Office Equipment Fund		250.00	637.07
Clerk's training course		1000.00	1978.45
<b>Total:</b>	<b>16706.11</b>	<b>3250.00</b>	<b>14816.70</b>
<b>Grants</b>			
Town Trust planters	300.00	300.00	0.00
Town Hall grant	3640.00	3640.00	3640.00
Axbridge and District Museum Trust		1000.00	1000.00
Xmas lights & trees	989.00	750.00	750.00
British Legion	75.00	75.00	75.00
Youth Fund	0.00	0.00	0.00
Various - Regular (Type A)	350.00	350.00	400.00
Various - Misc.(Type C)	295.00	200.00	0.00
<b>Total:</b>	<b>5649.00</b>	<b>6315.00</b>	<b>5865.00</b>
<b>VAT paid</b>	3850.89		2939.53
<b>Total Payments:</b>	<b>70030.81</b>	<b>67105.10</b>	<b>72943.12</b>
<b>RECEIPTS</b>			
Precept	46000.00	56000.00	56000.00
Lloyds Bank Interest	726.19	500.00	39.37
Cemeteries	1310.00	400.00	600.00
Allotments rent	290.00	250.00	497.50
Amenities grant	938.78	500.00	923.42
C. Rooms loan grant	7800.10	7800.10	7800.10
Donations to Newsletter (Oyez)	40.00	40.00	30.00
Play area grants	0.00	0.00	0.00
Youth Shelter grants	2935.50		773.00
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
County Council Community Grant	1632.00		
Cricket Nets Grant	4500.00		6595.00
Shortlands rent	60.00	60.00	60.00
Sundry	10.03	100.00	10.00
VAT refunds	4688.29		2904.24
<b>Total Receipts:</b>	<b>83777.34</b>	<b>65650.10</b>	<b>76232.63</b>

<b>Axbridge Town Council – End of Year Report - 31st March 2010</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>2008/09</b>	<b>2009/10</b>	<b>2009/10</b>
<b>Summary of General Account</b>			
Opening Balance	30070.00	9645.61	43816.53
Total Receipts	83777.34	65650.10	76232.63
Total Payments	70030.81	67105.10	72943.12
Transfer from Town Crier's Account			268.80
<b>Closing Balance:</b>	<b>43816.53</b>	<b>8190.61</b>	<b>47374.84</b>
=====			
<i>Changing Rooms Operating Account</i>			
Opening Balance	-1212.41		-1643.06
Total Receipts	1653.31		2245.89
Total Payments	2083.96		2354.24
Transfer from Town Crier's Account			268.80
<b>Closing Balance:</b>	<b>-1643.06</b>		<b>-1751.41</b>
=====			
<i>Car Park Account</i>			
Opening Balance			0.00
<b>REICEPTS</b>			
PWLB loan			190000.00
SCC grant			0.00
Vat refunds			1345.20
Total Receipts			191345.20
<b>PAYMENTS</b>			
Car Park Purchase			180000.00
Stamp Duty			1800.00
Admin Fees			86.50
Solicitors' fees			9097.45
Vat Paid			1345.20
Total Payments			192329.15
<b>Closing Balance:</b>			<b>-983.95</b>
=====			
<i>Showcase Account</i>			
Opening Balance	0.00		680.51
Receipts	4398.52		0.00
Payments	3718.01		680.51
<b>Closing Balance</b>	<b>680.51</b>		<b>0.00</b>
=====			
<i>Changing Rooms Maintenance Fund ( R )</i>			
Opening balance	5096.75		5186.66
Receipts	89.91		2.84
Payments	0.00		0.00
Transfers	0.00		0.00
<b>Closing Balance:</b>	<b>5186.66</b>		<b>5189.50</b>

<b>Axbridge Town Council – End of Year Report - 31st March 2010</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>2008/09</b>	<b>2009/10</b>	<b>2009/10</b>
<i>Town Criers Fund ( R )</i>			
Opening Balance	233.80		268.80
Receipts	35.00		0.00
Payments	0.00		0.00
Transfer to General Account			268.80
<b>Closing Balance:</b>	<b>268.80</b>		<b>0.00</b>
=====			
<i>Pageant Fund ( R )</i>			
Opening Balance	3565.35		
Receipts	500.00		Account closed
Interest	109.33		
Payments	4174.68		
<b>Closing Balance:</b>	<b>0.00</b>		
=====			
<i>Summary of all accounts (except reserved)</i>			
Opening Balance			42853.98
Receipts			269823.72
Payments			268307.02
<b>Closing Balance:</b>			<b>44370.68</b>
=====			
<b>BANK RECONCILIATION</b>			
Balance of General Account	43816.53		47374.84
Balance of Car Park Account			-983.95
Balance of Changing Rms. Op. Ac.	-1643.06		-1751.41
Balance of Showcase Account	680.51		0.00
Balance of Ch. Rooms Maint. Fund	5186.66		5189.50
Balance of Town Crier's Fund	268.80		0.00
Balance of Pageant Fund	0.00		0.00
<b>Total:</b>	<b>48309.44</b>		<b>49,828.98</b>
<i>Made up of:</i>			
Business Reserve Account	35,826.32		42,045.69
Current Account	7,296.46		2,593.79
Reserves Account (CR)	5186.66		5,189.50
<b>Total:</b>	<b>48,309.44</b>		<b>49,828.98</b>

Approved by Council on 19<sup>th</sup> April 2010

Signed by

-----  
Councillor Mrs J Trotman – Mayor of Axbridge

-----  
Mrs V L Brice – Town Clerk and Responsible Financial Officer

Date:

**RECEIPTS and PAYMENTS RECONCILIATION**  
**As at 31st March 2010**

Balance brought forward at 01/04/09				48,309.44
<i>plus</i> Total receipts to date				269,826.56
<i>less</i> Total payments to date				268,307.02
				-----
		Current balance:		<b>49,828.98</b>
				-----

These funds are represented by

Lloyds Reserves Account No. 07354370	Statement No.	15	09/03/2010	5,189.50
<i>plus</i> transfers from Business Ac.				0.00
<i>less</i> transfers to Current Ac				0.00
				-----
				5,189.50

Lloyds Business Account No. 7143310	Statement No.	81	09/03/2010	42,045.69
<i>plus</i> transfers from Current Ac.				0.00
<i>less</i> transfers to Current Ac.				0.00
				-----
		Total		42,045.69

Lloyds Current Account No. 0248354	Statement No.	9	26/03/2010	2,701.10
<i>plus</i> transfers from Business Ac.				0.00
<i>less</i> tranfers to Business Ac.				0.00
				-----
<i>plus</i> bankings not on statement (detailed below)				0.00
<i>less</i> cheques not presented (detailed below)				107.31
				-----
		Total:		2,593.79

Total funds to agree Current Balance above **49,828.98**

Bankings not on statement:		Cheques not presented:		
			1818	107.31
	-----			-----
	0.00			107.31

*Signed:*  
 -----  
 Councillor

Date:

*Signed:*  
 -----  
 Clerk and Responsible Financial Officer

Date:

**Changes to Standing Orders and related documents for consideration at the April 2010 council meeting.**

**Revised paragraph 42 of Standing Orders**

**42. Committees and advisory groups**

The Council may at its Annual Meeting or first meeting thereafter appoint standing committees and advisory groups and may at any other time appoint such other committees, advisory groups or temporary advisory groups as are necessary,

but subject to any statutory provision in that behalf:-

- a) Shall not appoint any member of a standing committee or advisory group so as to hold office later than the next Annual Meeting unless the remit specifies otherwise.
- b) (deleted)
- c) may subject to the provisions of Standing Order 36 above at any time dissolve or alter the membership of standing committees and advisory groups.
- d) shall appoint all members of standing committees and advisory groups, the minimum number appointed to each being three.
- e) Except where ordered by council, all standing committees and advisory groups must have a majority of councillors.
- f) The council shall approve a remit for all standing committees and advisory groups,

the standing committees being

The Personnel and Protocol Committee  
The Planning and Licences Committee  
The Appeals Panel [Appointed as and when required.]

the advisory groups being

The Administration and Finance Advisory Group  
The Axbridge Promotion Advisory Group  
The Axbridge Youth Partnership  
The Cemeteries, Allotments and Open Spaces Advisory Group  
The Leisure and Recreation Advisory Group  
The Highways Advisory Group

(The remits, as approved, form appendix B to these Standing Orders)

## **Revised paragraph 50 of Standing orders.**

### **50. Advisory Groups**

- 1) The Council may create advisory groups, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- 2) (deleted)
- 3) An advisory group may make recommendations and give notice thereof to the Council. The wording of recommendations must be agreed by a majority of members attending the meeting at which they are dealt with.
- 4) An advisory group must have a majority of councillors.
- 5) An advisory group must report to council regularly on its activities in a written format. Reports must record details of all meetings including the names of those present and those who gave apologies and the author and date.
- 6) All councillors are entitled to attend Advisory Group meetings to observe. Councillors who are not members of the advisory group and wish to attend must inform the advisory group chairman at least seven days before the date of the meeting.

## **Revised paragraph 20 of the Financial Regulations.**

### **20. Diary of Items to be considered by Council.**

The following items should be considered at the regular monthly meetings (agenda items).

April	End-of-year summary financial statement.
May	Internal auditors report and response. Annual return for external audit.
June	Report on insurance schedule. Approve list of cheque signatories. Approve list of members to check monthly bank reconciliations
July	1 <sup>st</sup> quarter summary financial statement. Report on Asset Register.
August	Cemetery fees
September	Regular grant applications (Type A). Annual report & Short version
October	Report on review of system of internal control and audit. 2nd quarter Summary Financial Report, draft budget and precept.
November	Final budget and precept report.
December	[No meeting]
January	3 <sup>rd</sup> quarter summary financial statement. Grass cutting contracts.
February	Amended Risk assessment and management document. Appointment of Internal Auditor.
March	Authorise list of Direct Debit payments..

<b>Axbridge Town Council Financial Report April 2010</b>				
	<b>Bank Accounts</b>	<b>Account Name</b>	<b>£</b>	
		Lloyds Business Account	42,045.69	
		Lloyds Current Account	2,593.79	
		Reserves Account	5,189.50	
		Total:	<b>49,828.98</b>	
	<b>Council Accounts</b>	<b>Account</b>	<b>£</b>	
		General Account	47,354.84	
		Changing Rooms Operating Account	-1,731.41	
		Car Park Account	-983.95	
		Showcase Account	0.00	
		Changing Rooms Maintenance Fund	5,189.50	
		Town Crier's Fund	0.00	
		Total:	<b>49,828.98</b>	
<b>Receipts since last meeting</b>				
<b>Ref.</b>	<b>From</b>	<b>For</b>	<b>Value</b>	
<b>Payments made since last meeting for ratification</b>				
<b>Ref.</b>	<b>To</b>	<b>For</b>	<b>Value</b>	<b>Power</b>
	Somerset Assoc. of Local Councils	Membership 2010/11	426.61	
<b>Payments for authorisation</b>				
	Mrs V Brice	Clerks salary and expenses(April)	951.11	S.112(2) LGA 1972
	Mr D Hogarth	Furlong Manager (April)	178.96	S.112(2) LGA 1972
	Post Office	NI and Tax (April)	157.92	
	Somerset County Council	Pension contribution (April)	233.02	LG Pension Scheme Regs 1997
	Mr R Hembrow	Grass Cutting (March)	349.21	S.10 Open Spaces Act 1906
	Mr A Laken	Town Maint. Cont.	<b>307.50</b>	
	Fairlands Middle School	Photocopying and paper	TBA	
	Lloyds TSB Commercial Finance	Printing of OYEZ (April)	<b>45.50</b>	
	Sedgemoor District Council	Underleas - Furlong field from 25 March	41.25	
	Somerset County Council	Allotment Rent - 29/9 - 24/3/10	77.50	
	Staples	Stationary	46.94	
	W C Maunders Ltd	Paints etc Changing Rooms/Play area	40.01	
DD	Vodafone	Council's telephone (March)		
	<i>(Changing rooms a/c)</i>			
	EDF Energy	Electricity	36.00	
	BWBSL	Water and Sewarage CR -23/9-11/3/10	163.95	
			-----	
		Total:	2,464.92	

## LEISURE AND RECREATION REPORT. APRIL 2010

**Present:** Cllrs. Mrs P Ham, Mrs J Trotman, M Taylor and Darren Hogarth.

### **Youth Shelter:**

As previously reported verbally the repair has been carried out. The incorrect bolts (not reported) will be replaced by the time of the April Council meeting.

### **Ball Wall (£6150 including ground works)**

- The funding has been achieved for the planned ball wall and ground works from the RLT2 fund (£5409.55), Axbridge Sports and Social Club (£500) and GB Sport & Leisure (£240.45). There will be no cost to the Council and we ask the Council to confirm that we can go ahead.

#### **(PROPOSAL)**

- Darren and the football clubs will be fully consulted before any work starts on the ground works.

### **Children's play area:**

- The play area is in a good state of repair.
- Darren has painted both pedestrian access gates and the top gate appears to be closing properly. He has cleaned moss growth from one of the wooden balance beams.
- Darren will rake the bark under the aerial runway as soon as weather permits and, if necessary, will top up the levels from the store of bark we hold.
- Darren is keeping a weekly log of play area inspections. For future reference this will be passed to the committee for filing.

### **Changing Rooms:**

- Darren is happy with the general state and use of the changing rooms.
- We supplied a diary to enable Darren to keep a log of changing room use, fixtures, ground care etc.
- We are in the process of compiling costing information and providing invoices for the football clubs.
- Guttering – Darren has priced replacement guttering and down-pipes in strong plastic at a cost of £500. This is planned maintenance work that we propose would come out of the changing room maintenance budget. **(PROPOSAL)**

### **Containers:**

- Darren will put another coat of vandal proof paint on the roofs of the containers in time for the summer evenings.

### **BMX ramps and drainage:**

- We have received an offer to clear the BMX ramps at a cost of £400. This includes all equipment and additional manpower (voluntary, primarily from the football club) over 2 days. We propose that Axbridge Council accepts this offer. **(PROPOSAL)**

- We are investigating the costs involved in clearing the ditch that runs along the bottom of the field and, ultimately, into the stream. There is no water draining into the ditch at the moment which suggests it is higher than the field. We will look into the details of grant funding for a drainage scheme.
- Once the ramps have been cleared it has been suggested that tree/shrub planting would improve drainage.

**Fun Day:**

- This year the Fun Day will be on Saturday 15<sup>th</sup> July 2010

**Cricket nets:**

- Work is still on going on the cricket nets and we are striving to overcome the issues that have arisen.
- Members of the cricket club have expressed their concern and dissatisfaction with work on the nets and the clerk has received a letter from a member of their committee listing various issues.
- The latest information (at the time of writing) is:

A site meeting with our representatives, cricket club representatives and Rob Cooper has been arranged on Tuesday 13<sup>th</sup> April.

Mr Cooper has carried out further work weeding, relaying and rolling the carpet and fixing the nets. He has secured the nets, which he would normally allow to hang, to try and prevent vandalism.

Mr Cooper suggests that the surface now needs to be played on to see if the carpet will need further stretching and rolling.

With reference to the crickets club's suggestion that the framework for the nets has not been built to the required specification Mr Cooper has said that he will have to look back at his paperwork.

Mr Cooper has indicated that he is still not happy with the surface and will delay putting in his bill until he is more confident.

A verbal update will be given at the Council meeting following the site meeting.

Cllr Mrs Pauline Ham

**REPORT OF THE HIGHWAYS ADVISORY GROUP – MEETING TUESDAY**  
**6<sup>TH</sup> APRIL 2010**

**Present:** Cllrs Gall, Isaac, Passey, Taylor

**Apologies:** Cllrs Scott, Trotman

**1. Severe Weather Action Plan**

Councillors discussed the main requirements of a plan to counteract the effects of severe (cold) weather, and agreed that the Council's responsibility would be limited to making gritting salt available to residents at key points in the town and publishing emergency contact details.

**Action:** Cllr Gall to draft the plan and circulate to HAG members for comment.

**2. Bristol Airport road improvement funding**

Councillors expressed concern at the probable impact of airport expansion on the local road infrastructure. It was agreed that Somerset County Council should be requested to make available any plans for changes to roads resulting from the airport expansion if possible at the A38 meeting/exhibition due to be held on 17<sup>th</sup> April. Failing that, as soon as practical.

Councillor Passey advised that Compton Bishop parish council would request the same.

**Action:** Clerk to request plans for the A38 meeting

**3. Updates on items from the Clerk's list of Highways matters**

a) **Bus stop near Barnabas Close:** the Clerk to request an update from Dan Martin, reiterating the Council's desire to see the current westbound bus stop upgraded.

**Action:** Clerk to request update.

b) **Meadow Street Car Park fence:** the Clerk to chase the March request for a meeting with Sedgemoor District Council.

Councillor Taylor noted that a new tree had been planted in the north western corner.

**Action:** Clerk to request meeting again.

c) **A38 Joint Parishes Meeting:** Compton Bishop parish council had met with the Footpaths Officer and discussed the footpath/cycleway in Cross Lane. Whilst a cycleway was not thought to be possible inside the hedgerow, the parish council still wish to pursue options for improving the existing path, and the Town Council waits to hear from Compton Bishop what their plans are.

**The Red Route** changes to the A38 are expected this financial year, and the Town Council expects to see plans from Somerset County Council before any changes are made.

d) **Signage to car parks from the Square:** no update available.

**Action:** Clerk to request update.

e) **Lay-by issues:** most of the outstanding issues hinge on the ownership of the different sections of land.

**Action:** Clerk to request confirmation from Somerset County Council that they do own the land, and to ask for a map showing the boundaries and ownership.

- f) **Paving blocks in the Square:** these are due to be repaired this financial year, but work must not affect the Pageant.  
**Action:** Clerk to request update.
- g) **Sign at Townsend roundabout:** Cllr Taylor reported that in addition to the damage, the bollard was now missing.  
**Action:** Clerk to report to Somerset County Council.
- h) **Proposed Church Lane sign:** no progress to report on gaining permission to fix a sign to an appropriate house.  
**Action:** Clerk to confirm letters posted to houses in question, and to request that Sedgemoor District Council access their own records to find out who to write to.
- i) **Old Church Road sign** on school embankment: councillors were pleased to note that the sign had been erected on the bank as agreed.
- j) **Public conveniences street light:** it was noted that the one of the lights has remained on constantly since the visit of an electrical engineer to inspect the conveniences last month.  
**Action:** Clerk to inform Sedgemoor District Council.
- k) **Jubilee Road – Encroachment:** no progress to report.  
**Action:** Clerk to chase up.
- l) **Parking around junctions:** information had been received from the police about regulations governing where cars are allowed to park.  
**Action:** Cllr Passey to include in Oyez.
- m) **Yellow Line review:** further details believed to be due now.  
**Action:** Clerk to chase up.

**4. Any new Highways issues from councillors**

None.

**5. Date, time, venue of next meeting**

Tuesday 04/05/2010, The Lamb 7:30pm

Jeremy Gall

## **Report for Council – 19<sup>th</sup> April 2010**

### **Town Maintenance Report**

Andy Laken has spent 3 hours litter picking on the furlong and in The Square, 3.5 hours at land off Starr's Close, 4 hours working on the Furlong and footpath steps at Hillside, 6 hours on the notice boards and further litter picking on the furlong, 2.5 hours on the allotments and 2 hours repairing handrail at Hillside footpath and weeding containers in the Square.

(Councillor Lukins)

# **AXBRIDGE PROMOTION ADVISORY GROUP REPORT**

**Meeting held 1st. April**

1. **Present:** Cllr. Mrs Trotman, Cllrs. Passey, Gall, Hamblin
2. **Apologies for absence:** Cllr. Mrs. Browne, Cllr. Lukins
3. **Welcome Pack:** The Group wish to make the following RECOMMENDATIONS to Council:
  - a. That a draft Information sheet be drawn up for approval by APAG at the May meeting.
  - b. That this takes the form of an A4 sheet with all initial contacts for local groups, organizations, services etc. largely based on website and Catch this information (existing).
  - c. That this be distributed to all households with Oyez in June of each year, after being updated by APAG at a cost of no more than £50.
  - d. That the Town Clerk be listed as the first point of contact for a “pack” should new residents request it. This pack would contain material provided by Chamber of Commerce, Catch this (Church magazine) and any other interested party.
4. **Oyez related matters:**
  - a. RECOMMENDATION to council: As Cllr Passey intends not to stand for re-election in May 2011 council should seek to arrange a gradual handover of production and distribution of Oyez.
  - b. Cllr Passey will seek additional deliverers of Oyez through the April copy.
5. **Website related matters:** RECOMMENDATION to council: As Cllr Gall is to be Mayor for the next 12 months and that this is likely to be very time-consuming, an alternative webmaster should be sought, perhaps from amongst non-councillors.
6. **Community stall:** RECOMMENDATION to council: In order to familiarize councillors with the procedure for setting up and managing the Town Council’s Community Stall at Farmers’ Markets a rota system of councillors should be set up to work with Cllr. Passey over the next 12 months.
7. **Update on notice boards:** These have been erected by Andy Laken. There are one or two “teething troubles” with positioning of the locking bolts and the need to prevent doors swinging in the wind. All these are being corrected by Cllr. Passey and Andy Laken.
8. **Boundary markers:** It was noted that the boundary between Axbridge and Weare had not been marked with a stone. Enquiries would be made about sourcing a suitable stone and finding a local mason (Wells Cathedral masons at Cheddar?) and seeking cost quotations, before making any recommendation to council.
9. **Future of APAG:**
  - a. RECOMMENDATION to council: That APAG only be convened as necessary.
  - b. It was noted that the Council’s Modern Town Archivist regarded APAG Chairman as a line of communication to the full council and that the post was regarded as an honorary post of the council.

**PAUL PASSEY 02/04/10**

## Correspondence – April

SDC = Sedgemoor District Council  
Council

SCC = Somerset County

### Police

- Tom Pether stepping down as Beat Manager for Axbridge, now Pete Wills
- Inspector Tolley – end of year report

### Administration and Finance

- Moore Stephens – External Audit papers
- Somerset Heritage Services – Relocation of Somerset Record Office in Autumn – restrictions on deposit of records until then
- Product information – Staples

### Leisure and Recreation (inc changing rooms)

- SDC – Sports Wall grant application successful (£5,409.55)
- Cricket Nets – update from contractor and concerns from cricket club and suggestion for management agreement
- Football Club – request list of key holders to Changing rooms - sent
- Axbridge and Wedmore Patient Participation Group – request re funding defibrillator in town
- What's about guide
- Product information – Neptune Outdoor Furniture

### Highways

- Joint Parishes Working Group – A38/Cross Lane Safety Review –note of meeting - 23rd March 2010
- SDC – will tape up then remove redundant post Moorland Street Car Park

### Cemeteries, Allotments and Open Spaces

- Mole Valley Newsletter
- Community Council for Somerset – Thatch magazine
- MH AONB – Partnership review minutes (18 March) and Report of Review

### Green

- Rural Services update – weekly updates on rural matters

### General Correspondence

- SDC – leaflet “support Ashton Windmill
- SDC – Sedgemoor Rough Sleepers information – I advised not aware of any rough sleeper in Axbridge  
Adler – offer of notepads and pens
- Spinal Injuries Association – Fish and Chip supper event 21<sup>st</sup> May
- Resident – fixing of notice boards – addressed concerns
- Society of Local Council Clerks – newsletter
- South West Planning – Local Business Directory

**A list for general emailed correspondence is available upon request from the Clerk.**

14<sup>th</sup> April 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 26 <sup>th</sup> April	Personnel & Protocol AG Car Park Management Group Leisure and Recreation AG	4.30pm 7.30pm TBC	Council Chamber, Town Hall Town Hall The Lamb
Tues 4 <sup>th</sup> May	Highways Advisory Group	7.30pm	The Lamb
Monday 10 <sup>th</sup> May	Annual Council and Mayor Making	7.30pm for 8pm	Town Hall
Tuesday 11 <sup>th</sup> May	Admin & Finance Group	7.30pm	Mornington House
Monday 17 <sup>th</sup> May	Council	7.30pm	Town Hall

### Other events

Monday 19 <sup>th</sup> April		2-4pm	Wells Town Hall
Thursday 22 <sup>nd</sup> April		7.30-9.30pm	Ruishton Village Hall
<b>Thurs 29<sup>th</sup> April (other dates)</b>	<b>Community Engagement Workshops (Com Council for Somerset)</b>	<b>4pm-8pm</b>	<b>Burnham-on-Sea – Princess Hall</b>
Friday 30 <sup>th</sup> April	SLCC – Clerks meeting	10-12.30	Frome
<b>Tues 4<sup>th</sup> May</b>	<b>SDC – Town and Parish Workshop</b>	<b>6.30 – 8.30pm</b>	<b>Biddisham and Badgworth Community Hall</b>
Wed 5 <sup>th</sup> May	Quarry Liaison Meeting		
<b>Wed 12<sup>th</sup> May</b>	<b>SDC – Town and Parish Workshop</b>	<b>6.30 – 8.30pm</b>	<b>Sedgemoor Room, Bridgwater House</b>
Tues 18 <sup>th</sup> May	SLCC – Regional Conference	All day	Plymouth
11 <sup>th</sup> June	Hosted by SDC – Civic Head Training (£125)	10-4.30pm	Bridgwater House
Thurs 1 <sup>st</sup> July	MH AONB Partnership Meeting		
Saturday 17 July to Sunday 1 August 2010	Festival of Mendip Archaeology		
Tues 28 <sup>th</sup> September	Planning Training		Bridgwater
Wed 27 <sup>th</sup> October	Planning Training		Shipham

**Axbridge Town Council**

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

**Report for council April 2010**

**Attendance at meeting on 29<sup>th</sup> March**

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

Apologies: Councillor Mrs Scott

**Proposed development on the Car Park site.**

Members agreed a response to the developer for consideration by council. (Agenda item)

**Management Costs.**

Costs of insurance are being pursued. It was agreed to ask for a cost for a free, none-controlled car park.

**Policing of the car park.**

Councillor Passey has been in contact with Premier Car Parking Services who suggested they could offer a free policing service – they would take all the income from ticketing those not complying with the regulations. A meeting with their representative has been arranged to discuss this option in more detail.

**Parking Regulations.**

It appears there are two options open to the council in order to have a system of regulation where users can be ticketed if they do not comply. The council could pass by-laws or alternatively establish a parking order which refers to a schedule which can be altered as and when required. However a town or parish council does not have the power to introduce these orders and must have them approved by the District or County Council.

The main issue is to decide who the main users of the car park should be and hence how long users will be able to stay without penalty.

Group members agreed that the car park's prime purpose was to provide parking for Town events, visitors to local businesses and tourists. A secondary use was overnight and weekend parking for residents. Hence it was felt that a maximum stay of 24 hours would generally be acceptable with the regulations not applicable at week-ends. A wording to achieve this was discussed but has not been finalised.

**Action plan.**

A time-table of tasks needed for a smooth take over of the management will be needed. Councillor Taylor will work on this.

MT(17/04/2010)