

## Representative Reports

**KJHL Museum.** At the time of writing we still do not know how much grant is being provided by SDC for 2010/11. Visitor numbers are reasonably good but sales and donations could be better. An improved range of items are available in the museum shop with more to come. The leaflet being produced in conjunction with the Chamber of Commerce is being well supported by local businesses, which means that instead of paying for a new leaflet to be printed the museum will show a profit on its production.

Councillor Barry Hamblin

**Chamber of Commerce.** The Chamber has written to SDC with further comment on the Core Policy Document of the Local Development Framework to express concern that it does not show how planning policy will, as stated, support their efforts towards economic development. Their economic development policy document is cross-referenced to the LDF and it was suggested that the CPD should be similarly cross-reference to the economic policy document.

The Chamber member responsible for designing the leaflet to promote Axbridge and the KJHL museum is doing yet another design to accommodate all the businesses who want to advertise in it. This is proving to be a very successful project.

The Cheese and wine party in aid of the Pageant was a most jolly event and raised over £300; unfortunately several residents who intended to attend were unable to be there because of Icelandic volcanic ash. The next Chamber event in aid of the Pageant is the annual barbeque on 3<sup>rd</sup> July at the Parsonage; details to be published soon but note the date.

The next Chamber meeting is on 19<sup>th</sup> May and the AGM will be held on 18<sup>th</sup> June and the guest speaker will be David Heathcoat-Amory.

Councillor Barry Hamblin

**Axbridge Action Group.** The Action Group held their AGM on 5th May and it was confirmed that their major effort for the coming year would be the implementation of recommendations in the Haire report on traffic and parking management in Axbridge. It was also agreed that grants would be given to the Axbridge Guides for much needed camping equipment and for sports equipment at the Furlong.

Councillor Barry Hamblin

**Town Trust** The Trust are planting the summer plant in Blue, Red and Gold to recognise the Centenary of the Guide Movement.

Councillor Jim Lukins

**Callow Rock & Shipham Quarries Liaison Group  
Minutes of Meeting held at main office conference room  
on 5<sup>th</sup> May 2010**



**Present:**

Mrs Francis Freeman	-	Somerset County Council
Ms Esther Harbour	-	Somerset County Council
Mrs Liz Scott	-	Axbridge Parish Council
Mr Alan Starling	-	Aggregate Industries (Quarry Manager)
Mrs Jo Baker	-	Aggregate Industries (Estates Surveyor)
Mrs Gemma O'Dare	-	Aggregate Industries (Admin.

Supervisor)

**1. Apologies**

Cllr Jeff Savage	-	Sedgemoor District Council - Chairman
Mr John Agate	-	Shipham Parish Council
Mr Stuart Laurie	-	Mendip Society
Ms. Val Raydon	-	Axbridge Town Council
Mrs Gill Davies	-	Cheddar Parish Council
Mr David Coles	-	Sedgemoor District Council
Mrs Kate Lawrence	-	Somerset Wildlife Trust
Mr Raymond Fox	-	Sedgemoor District Council
Mr John Bell	-	Aggregate Industries (Area Operations

Mgr.)

Mr Steve Ewles	-	Aggregate Industries (Block Plant Manager)
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**2. Minutes of the Previous Meeting held on 7<sup>th</sup> October 2009.**

The previous minutes were accepted as a true and accurate record of the meeting.

**3. Matters Arising**

- Mrs Davies asked at the previous meeting if it is possible for adults to visit the Mendip study centre at Moons Hill Quarry. Val Raydon confirmed that it is and a number is to be provided for bookings.

**4. Complaints Received**

- Two complaints received from a resident of Long Bottom as lorries were seen going the wrong way through the one way weight restriction. This has now been resolved.

**5. Traffic Issues**

None

**6. Matters of Interest concerning the Quarries and Community**

- a) Numerous visits from Kings of Wessex this year.
- b) Redland School – quarry tour
- c) Ansford School – quarry tour
- d) Mr Starling would like to create a viewing platform within the quarry to enable school visitors to view the site from a safe area.

- e) Callow Rock is still working with Avon & Somerset USAR – they use Shipham Quarry for rescue training exercises.
- f) The all terrain boarding association requested use of Shipham woods to hold a competition later this year. Aggregate Industries and Somerset Wildlife Trust have denied use due to the potential damage that could be caused to the SSSI land.

## **7. Dust Monitoring**

Mr Coles visited site 23<sup>rd</sup> February to complete dust survey – no issues to report.

## **8. Any Other Business**

- Mr Starling confirmed that all lights are on timers to reduce lighting to bear minimum.

- Ms Scott has had problems with night time mountain bikers on land behind the quarry and startling livestock. If they are seen again, Ms Scott will inform Mr Starling.

- Monitoring of blast vibration is continuing – no readings to date.

**9. Date of Next Meeting** – Wednesday 6<sup>th</sup> October 2010, 12 noon. The meeting will be held in Aggregate Industries retained meeting room at the quarry.

**AXBRIDGE TOWN COUNCIL**  
**Draft Minutes of the Planning and Licences Committee held on**  
**Monday 5<sup>th</sup> May 2010 at the Town Hall, Axbridge**

**Meeting Commenced:** 6.00pm  
6.22pm

Meeting concluded:

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

**Apologies:** Councillors J Gall and Mrs P Ham

**P111/09 Declarations of Interest** - none

**P112/09 Minutes of the meeting held on 12<sup>th</sup> April 2010**

**RESOLVED:** that the minutes of the meeting held on 12<sup>th</sup> April 2010 be approved as a correct record and signed by the Chairman.

**No members of the public were present**

**P113/09 Planning Applications**

**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

Members received this revised application.

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

**02/10/00009/LE**

**Planning (Listed Buildings and Conservation Areas) Act 1990**

Applicant: Countrywide Estate Agents

Proposal: Part demolition of internal load bearing wall at ground floor level with insertion of steel beam to create open plan office

Location: George House, The Square, Axbridge, BS26 2AP

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

**P114/09 Enforcement Issues**

6 West Street – the Clerk had responded to the occupant.

Footpath, Old Butchers' Yard – the Clerk would contact the appropriate officers to seek a response on this matter, with a copy being sent to County Councillor Mrs Hill.

**P115/09 Planning Decisions and Correspondence**

Somerset County Council – Somerset Aggregates Paper – Issues Consultation for the Minerals Core Strategy – Members considered a draft response to this consultation document prepared by Councillors Hamblin and Mrs Scott.

**RESOLVED:** that the response be approved as the Town Council's response and forwarded to Somerset County Council accordingly.

Community Infrastructure Levy – the Chairman circulated information on this levy for consideration at the next meeting. Further information may be available from the District Council.

02/09/00040 and 41 Demolition of outbuilding to the rear of the property and construction of new studio at The Old Angel, The Square, Axbridge – applications withdrawn (after registration).

**P116/09 Date of Next Meeting**

**RESOLVED:** that the next meeting be held before the Council meeting on 17<sup>th</sup> May 2010, at 6.45pm to include consideration of the application for 5 Furlong Place and the information on the Community Infrastructure Levy

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Chairman

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Date

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

**Report to Council for May 2010.**

**Meetings.** The group met on Tuesday 11<sup>th</sup> May.

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

Apologies: Councillors Mrs Browne, Mrs Trotman

**Accounts.** The accounts for April were checked by members and were accepted. The end of year report on the accounts having been approved by council will be circulated to members for reference. The clerk has negotiated a new contract with Vodaphone for the council's telephone, making a considerable saving.

**Audit.** The internal audit by Mrs Pollard took place on 28<sup>th</sup> April. The internal auditor made no written comments and signed the external audit return. The clerk is to be congratulated on this achievement. The auditor made a verbal comment on the level of reserves. We were already aware that the reserves are not as high as recommended and this will be addressed when budgeting over the next few years. A letter to the internal auditor will confirm that the issue will be addressed. The external audit forms, having been checked by the group, are to be issued to councillors for examination and comment with the agenda for the May meeting. The external audit returns have to be made by 1<sup>st</sup> June 2010 and hence they need to be approved at the meeting.

(Agenda item)

**Standing Orders.**

A remit for the Personnel and Protocol Committee will be produced for consideration by the new committee members. If accepted the Severe Weather Action Plan will be added to the policies section. The council's Risk Assessment and Management document will also be added to Standing Orders as an appendix. It is planned to issue a complete set of Standing Orders to all councillors in May 2011 after the election.

**Projects funding.**

Sports Wall. The order has been placed and £500.00 received from the Sports and Social Club. A letter of thanks will be sent.

**Risk Assessment.** The group members felt that the risks associated with catering for Town Council events should be added to the list.

Councillor Taylor  
(12/05/10)

## Section 1 – Accounting statements for

ABRIDGE TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2009 £	31 March 2010 £	
1 Balances brought forward	37 753	48 309	Please round all figures to nearest £. Do not leave any boxes blank and report 0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	46 000	56 000	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	44 563	213 827	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	16 735	16 298	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	7 600	13 001	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other costs	55 472	239 008	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	48 309	49 829	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	48 309	49 829	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	195 307	398 057	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	40 872	233, 550	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	N/A	—	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

\_\_\_\_\_

Date \_\_\_\_\_

I confirm that these accounting statements were approved by the council and recorded as minute reference

Date \_\_\_\_\_

Signed by Chair of the meeting at which these accounting statements were approved.

Date \_\_\_\_\_

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**Statement of Variances – External Audit 2010**

<b>Year Ending</b>	<b>31 March 2009</b>	<b>31 March 2010</b>	<b>% increase</b>	<b>Reasons for Variances of more than 15%</b>	<b>£</b>
<b>1. Balance brought forward</b>	37,753	48,309	28% 10,556	Balance brought forward is Difference in working capital figures 1,428 Plus additional receipts on items compared to previous years budgeted income 10,309 Less over spend on items compared to previous years budgeted expenditure 2,503 Plus difference in reserved funds and other accounts -3,189 Plus surplus from previous year higher than budgeted 4,511 -----	<b>10,556</b>
<b>2. Add annual precept</b>	46,000	56,000	22% <b>10,000</b>	<u>Increase in precept due to increased budget for</u> Purchase of car park 5,300 Clerk's training course 1,000 Clerks salary 1,000 Salary – Data Project 1,000 Grant to Museum 1,000 Cycleway bin contract 750 Allotment water project 500 Town Hall charges 450 Furlong grass cutting 400 Changing Room Manager 300 Mayor's Allowance 250 General increases 550 ----- 12,500  <u>Less reduced budget for</u> Promoting Axbridge 750 Street lights 2,500 Axbridge Design Statement 500 War Memorial Cleaning 200 Notice Boards 200 Town Marker stones 800 Regalia 500	

<b>Year Ending</b>	<b>31 March 2009</b>	<b>31 March 2010</b>	<b>% increase</b>	<b>Reasons for Variances of more than 15%</b>	<b>£</b>
				Office Equipment	250
				Axbridge Chambers feasibility study	800
				Youth fund	200
					-----
					6,700
				Plus need to offset net anticipated lower level of receipts	210
				Plus difference in anticipated opening bal	2,700
				Plus working capital difference	1,185
					-----
					<b>9,895</b>

<b>3. Add Total other receipts</b>	44,563	213,827	380% 169,264	<u>Increase in receipts</u>		
				Loan for car park purchase	190,000	
				Increased VAT (car park)	1,345	
				Additional cricket net grant	2,095	
				Increase in allotment income	205	
				Increase in changing room income	590	
					-----	
					194,235	
				<u>Offset by</u>		
				Less bank interest	685	
				Less decrease in cemetery income	710	
				Less youth shelter grants	2,160	
				Less SAWP grant (church steps)	6,500	
				Less Church clock grant	230	
				Less container donations	3,000	
				Less RLT 2 grant	3,115	
				Less Community Grant	1,630	
				Less general VAT	1,785	
				Less showcase income (no event)	4,400	
				Less pageant income	500	
					-----	
					24,715	
						<b>169,520</b>
<b>4. Less staff costs</b>	16,735	16,298	-2.6% 437	Less than 15%		
<b>5. Less interest/capital repayments</b>	7,800	13,001	67% <b>5,201</b>	Due to a second loan from the Public Works Loan Board to enable the Council to purchase Meadow Street Car Park		
				Repayment costs of new loan(1/2 year)	5,201	
						<b>5,201</b>

<b>6. Less total payments</b>	55,472	239,008	331% <b>183,536</b>	<u>Increased spending on projects</u>	
				Car Park purchase & assoc. costs	192,330
				Administrative expenses	870
				Insurance costs	280
				Education costs	160
				Town Hall hire	450
				Mayor's Allowance	250
				Play Area and Furlong Field repairs/main.	2,010
				Play Area and Furlong litter and bins	340
				Town Maintenance Contract	575
				Bin emptying contract	145
				Back Lane project	2,490
				Allotments car park project	240
				Notice boards	550
				Cricket Nets	8,090
				Office Equipment	640
				Clerks training course	980
				Changing Rooms costs	270
				Grant to museum	1,000
					-----
					211,670
				<u>Offset by a reduction in expenditure</u>	
				Clerk's salary and tax	200
Quality Status training	410				
Allotment rent and maintenance	235				
Furlong grass and hedge cutting	505				
Changing Room build fund	2,350				
Meadow Street car park (general)	1,240				
Play area seats and bins	490				
See-saw	3,115				
Footpath to cemetery	750				
Town Marker stones	560				
Fireproof storage cabinet	550				
Youth Shelter	7,205				

				Containers 3,000 Regalia refurbishment 200 Christmas Tree grant 240 Grants (Type C) 195 Showcase 3,040 Pageant 4,175 ----- 28,460	<b>183,210</b>
<b>7. Balances carried forward</b>	48,309	49,829	3.1% 1,520	Less than 15%	
<b>8. Total cash and short term investments</b>	48,309	49,829	3.1% 1,520	Less than 15%	
<b>9. Total fixed assets and long term assets</b>	195,307	398,057.00	104% <b>202,750</b>	Due to the following key purchases (most notably the car park)  Meadow Street Car Park 180,000 Cricket Nets 11,470 Bus Shelter 2,670 Lap Top 555 Dog Bin 170 Re-evaluation of Mayor's Chain 1,300 Changing rooms – increased valuation 7,300 -----	<b>203,465</b>
<b>10. Total Borrowings</b>	40,372	223,550	454% <b>183,178</b>	Loan from PWLB to purchase Car Park 190,000 Less capital repayments 6,822 ----- .	<b>183,178</b>
<b>11. Trust Funds</b>	N/A	N/A		N/A	

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## Section 2 – Annual governance statement

We acknowledge as the members of \_\_\_\_\_ our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2010, that:

	Agreed – Yes or No?	'Yes' means that the council:
1	We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	prepared its accounting statements in the way prescribed by law.
2	We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3	We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4	We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5	We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	considered the financial and other risks it faces and has dealt with them properly.
6	We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7	We have taken appropriate action on all matters raised in reports from internal and external audit.	responded to matters brought to its attention by internal and external audit.
8	We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9	Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the local council and recorded as minute reference

\_\_\_\_\_ dated \_\_\_\_\_

Signed on behalf of \_\_\_\_\_

Signed by: Chair \_\_\_\_\_ Date \_\_\_\_\_

Signed by: Clerk \_\_\_\_\_ Date \_\_\_\_\_

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

**AXBRIDGE TOWN COUNCIL  
LEISURE AND RECREATION REPORT – May 2010**

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

Darren supplied the play equipment check report which will be given to the Clerk at the Council meeting to be filed.

**PLAY AREA:**

- Darren has been asked to paint the swings as part of the ongoing play area maintenance. They will be yellow to match the other equipment.
- The top pedestrian gate is still not self closing properly. GB Leisure will be asked to look at it again when they are next on site.

**YOUTH SHELTER (and youths):**

- We are still waiting for the concrete base.
- The PCSO (Susan Venn-Adams) has spoken to some of the youths on site and suggested that if the anti-social behaviour continues or escalates she will ask the Council to remove their shelter. The police will be making regular visits to the Furlong during the summer months.
- The vandalism to the Changing Rooms involving a broken pipe required a great deal of strength and determination. It was neither accidental nor something that could have been done by small children.

**FOOTBALL MATTERS:**

- The clubs are to be asked to move the goal posts that are currently lying behind the changing rooms, chained to the handrail. They will be moved over near the containers.
- The defibrillator will be officially donated to the football clubs at their awards day on Saturday 15<sup>th</sup> May (The mayor has been invited to a press call!) It will be stored in an unlocked cupboard on the wall in the changing rooms' kitchen area so that it is safe but accessible. A list of trained users will be displayed with it.
- The clerk will be asked to begin invoicing the clubs.
- A lot of Darren's time is now taken up with football matters. The Personnel and Protocol committee will be asked to consider increasing his time to 5 hours a week and his time spent working directly on football issues will be included in the club invoices.
- The football club members have expressed how happy they are with the condition of the pitches – obviously the dry spell has helped but Darren's hard work is the main factor.

**FURLONG FIELD**

- The BMX mounds have been removed (by the May council meeting). Landscaping (seeding) will possibly be needed.
- The ditch does need clearing but not at this time of year. Hopefully we can do this work and arrange a skip for removing the rubbish at the end of the summer. The Lengthsman is intending to remove large pieces of rubbish over the next few weeks.

- The builders have replaced the large stones at the top of the Furlong but we could do with one more in place. (They are hidden in the long grass). They are to be contacted and asked to level the emergency access from the car park area as discussed when they started work.
- The school is to be asked if they can action repairs to the fence around their play area as it looks unsightly and may be a hazard where horizontal planks have broken.
- We are continuing to try and find a drain cover for the broken one by the changing rooms.

Cllr Mrs Pauline Ham

**REPORT OF THE HIGHWAYS ADVISORY GROUP**  
**4<sup>th</sup> May 2010 The Lamb 7:30pm**

**1. Apologies for absence**

Councillors Scott & Trotman.

**2. Parking on Jubilee Road**

Regarding inconsiderate parking on Jubilee Road, it was considered best to wait for the advertisement of the new Traffic Regulatory Order outlining yellow lining, and to monitor the situation.

**Action:** HAG to monitor and discuss with police.

**3. Verge opposite Meadow Street car park entrance**

The verge opposite the Meadow Street car park is being damaged by vehicles driving over it. The Group considered it difficult to find a simple solution, and decided to ask Somerset Highways if they can suggest a solution, bearing in mind the location in a conservation area.

**Action:** the Clerk to write to Somerset Highways to request suggestions.

**4. Walkway to the Square**

The opportunity to obtain regeneration grant funding to create a walkway between Meadow Street car park and the Square was discussed. It was suggested that a feasibility study could be undertaken if grant funding was available.

**Agenda item:** does the Council wish the Group to find out more and estimate the cost of a study?

**Action:** Councillor Taylor to inform AAG of the suggestion to seek grant funding.

**5. Severe Weather Action Plan**

It was understood that winter gritting routes were due to be discussed at Somerset County Council:

**Action:** the Clerk to request that the bus route through Axbridge be gritted.

The draft Severe Weather Action Plan prepared by Cllr Gall was commented on and agreed.

**Agenda item:** approval of the plan.

**6. A38 drop in exhibition and BA expansion and effect on traffic flows A38**

The Group was concerned at the apparent lack of planned improvements to the road structure in Somerset as a result of the planned airport expansion.

**Action:** Cllr Taylor to contact chair of local strategic partnership and raise issue of road infrastructure.

The Group discussed the imminent drop-in exhibition about proposed changes to the Cross junction on the A38 and suggested that local people be encouraged to attend to express their views.

**Action:** HAG to urge representation from as many people as possible at the A38 meeting in Cross on 17<sup>th</sup> May.

## **7. Updates on items from the Clerk's list of items in progress**

### **Lighting on Church Steps & Back Lane**

Councillors and the Clerk had met Dawn Hill onsite to discuss the lack of progress – Cllr Hill undertook to pursue timed lights with Somerset County Council.

### **Upgrading of bus stops**

It was understood that yellow lines were about to be put at existing stops, but there was as yet no response concerning the final stop opposite Barnabas Close.

### **Disabled space request**

Councillors discussed the request from a disabled driver for improved disabled parking in the Square.

**Agenda item:** Town Council to discuss disabled parking: the Group does not feel able to recommend a suitable solution.

### **Meadow Street Car Park**

The Group noted the correspondence with Sedgemoor District Council concerning the repairs to the fence and the uncertainty of ownership and responsibility to repair it.

**Action:** the Clerk to point out to Sedgemoor District Council that the lease refers to the maintenance of boundary fences by Sedgemoor, and since the fence in question is the only one in the car park, it must be Sedgemoor's responsibility.

### **Bulb planting**

It was agreed that a letter of thanks to the Guides for their splendid work in planting and bus-shelter cleaning would be appropriate.

**Action:** the Clerk to write a letter of thanks.

### **Townsend**

**Action:** the Clerk to report the leaning chevron support post on the Townsend roundabout.

### **Others**

It is noted that the Clerk has been pursuing the following matters from the previous report which are yet to reach a conclusion:

- Church Lane sign
- Paving blocks in the Square
- Public convenience lighting permanently on

## **8. Any new Highways issues from councillors**

Councillor Taylor pointed out that a replacement cherry tree was yet to be planted at the top of Houlgate Way to replace the dead one which had been removed.

**Action:** the Clerk to request the replacement planting.

Councillor Bratt had requested that the Group look at the streetlight wiring in Cheddar Road, which had never been put underground as had once been anticipated:

**Action:** Councillors to assess the wiring before the next meeting of the Highways Advisory Group.

**9. Date, time, venue of next meeting (08/06/2010, The Lamb 7:30pm)**

J.GALL

## **AXBRIDGE TOWN COUNCIL COLD WEATHER POLICY - MAY 2010**

This policy outlines the actions which the Town Council will undertake to counteract the effects of severe (cold) weather in the Axbridge.

These measures are intended to complement road gritting and salting carried out as a matter of course by Somerset County Council, and it is not the intention of the Town Council to replace services which are currently provided by other councils.

In the following text "grit" refers to the salt and grit provided by Somerset County Council to grit the road network.

A Coordinator will be nominated by the Town Council to act as the administrator of this policy. This will normally be the Town Clerk, although a deputy will be available to take the Clerk's place when necessary. Whoever acts as Coordinator will ensure that a deputy is in place when they are not available.

### **Grit supplies**

The Town Council will ensure a stock of grit sufficient to treat key points in the road infrastructure within the town. At least nine 20kg bags or equivalent are recommended.

The stock of grit will be stored at Townsend Farm, with the kind permission of the owner Mr Lukins.

The Coordinator will check the quantity of grit in stock in October/November, and any new supplies will be requested and picked up as necessary from Somerset County Council. The Coordinator will arrange transportation to Axbridge either by Somerset County Council or by local volunteers.

### **Distribution of grit**

When severe weather is anticipated, supplies of grit will be moved from storage and deposited at the roadside at three key points within Axbridge:

- Townsend (top of Houlgate Way)
- The end of Cheddar Road (near by-pass, but not easily visible from the by-pass)
- Chestnut Avenue

The Coordinator will request that local volunteers move the supplies as necessary, but will not be directly responsible for the physical transportation, distribution or spreading of grit.

The grit will put in place to be distributed by volunteers/residents as and when required, and is only to be spread on public highways/footways (i.e. not private land).

The Coordinator will not be responsible for monitoring weather conditions, but will respond to a request from a Town Councillor to distribute grit.

Confirmation by at least one other Town Councillor will be required before the grit is distributed.

When severe weather has passed, the Coordinator will request that volunteers move any remaining supplies back into storage.

### **Communication & Coordination**

The Coordinator will be the Town Council's main point of contact, and will co-ordinate the supply and distribution of grit on behalf of the Town Council.

The October or November edition of the Oyez newsletter will contain details of the Town Council's role and emergency contact numbers for the Coordinator and Somerset County Council.

The Coordinator will verify emergency contact details for Somerset County Council (or equivalent body) before publication of Oyez.  
END

## **Report for Council – 17<sup>th</sup> May 2010**

### **Town Maintenance Report**

Andy Laken has spent 5 hours on the Furlong, 1.5 hours putting locks on cabinets, 2.5 hours in Back Lane, the Square and Furlong and 7 hours on Starr's Close.

The area around the Youth Club needs a litter pick and I have asked Councillor Bratt to speak with the appropriate person.

As I was helping Andy at Starr's Close several of the local residents expressed an interest in using the area for recreation and planned to form a small group to look after it. I encouraged them to do so. If the group gets off the ground, the Jack Todd Bequest has offered to pay for a seat to stand in the area. So let's hope it happens.

(Councillor Lukins)

Personnel and Protocol Advisory Group  
26<sup>th</sup> April 2010 at 5.30pm in the Council Chamber, Town Hall

Present: Councillors Jennifer Trotman and Pauline Ham, and Town Clerk Vicky Brice.

Apologies: Councillor Jeremy Gall

Report

1. Civic Lunch at the Pageant: Councillor Gall – who will then be Mayor – plans to host a Civic Lunch as part of the Pageant on Saturday 28<sup>th</sup> August. Councillor Taylor has offered his house as a venue for this, as the Town Hall will be occupied. It was agreed to consult with the Pageant Committee as to how (if at all) the visiting guests could participate in the Pageant, in all their finery. Tickets for the guests were also discussed, with the possibility of free or discounted tickets, and this will also require discussion with the Pageant Committee.  
It was also noted that in previous years, the Town Council has taken part in the Pageant. The Clerk agreed to consult with Councillors as to whether they would be interested in doing this if the Pageant Committee felt there was a scene where their presence was appropriate (VB/PH)
2. Town Clerk: It has previously been agreed at the November 2009 meeting of this group that TC could, for specific work, work extra hours, to be paid subject to council approval and bearing in mind the budget. However this has never been passed through TC and needs to be formally agreed. (Agenda Item)
3. Co-option form: Amendments are proposed to the form that goes out to those interested in being co-opted to the Town Council. The list of groups/committees and their members is to part of the information that goes out to them, and the form is to include a section as follows: “Do you have an particular interests or expertise with reference to any of the working groups/committees (see attached)”. (Agenda Item)
4. “Awards for Meritorious Service”: under review.
5. Civic Service: It has previously been suggested that the Mayor’s Lunch be hosted as part of a Civic Service as opposed to be the Carnival or the Showcase, and that February of the Mayoral year would be a good idea for this. As Councillor Gall was absent, it was agreed to discuss this at a future meeting.
6. Mayor’s Handbook: This should be completed after the end of this Mayoral Year, and a draft copy circulated to the Personnel Group members before the next meeting so as to be discussed at that meeting with a view to making any changes or additions necessary. (JT)
7. Date of Next Meeting: Monday 24<sup>th</sup> May at 6.30pm in the Council Chambers.

# **Axbridge Town Council**

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

### **Report for May council meeting.**

#### **Meeting held 26<sup>th</sup> April 2010**

Attendance: Present: Councillors Gall, Hamblin, Mrs Scott, Taylor  
(Chairman),

Mrs Trotman, and the Town Clerk, Mrs Brice  
Apologies: Councillor Passey

#### **Current position**

The members have discussed at length regulations for the car park and how to police them.

It is generally agreed that there will be a trial of the initial management scheme for a period of 18 months after control of the car park is passed to the Town Council. During this time parking usage and problems will be monitored and if significant problems occur then action will be taken. The aim is to take management control early in the next financial year.

It is also generally agreed by members that the car park was bought primarily for the use of visitors and people using the local businesses and attending local events. The regulations will be aimed to control this use. The facility is not for residents' parking as a priority but this will not be discouraged and it is expected that it will be used for this to some extent.

The council have agreed after consultation with the public at the Annual Assembly that there should be no charge for car parking during the trial period. This however presents a problem with policing "length of stay" regulations.

The group members are working to agree a set of parking regulations. It appears this can be backed up by bye-laws or a parking order approved by a principal authority (presumably Sedgemoor DC). The parking order option appears to be the more flexible.

Group members have agreed that the clerk and councillors should not get involved directly in policing and taking action against anyone not obeying the parking regulations.

It is obviously essential that the council erects signs showing the agreed regulations. The parking order needs to be discussed with SDC to find out the procedure.

The group will present detailed management options to council for consideration shortly.

Councillor M Taylor (11/05/10)

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**Axbridge Town Council - Membership Schedule 2010/2011**

<b>Committee</b>	<b>Membership</b>	<b>2009/10</b>	<b>2010/11</b>
<u>Part 1 - Standing Committees</u>			
<b>Appeals Panel</b>	3 councillors (not on Personnel)	Denis Bratt Chris Byrne ( <i>no longer a member</i> ) Jim Lukins	
<b>Grievance and Disciplinary Panel</b>	3 councillors (different to appeals committee)	Kate Browne Paul Passey Pauline Ham	To be discontinued.
<b>Personnel and Protocol Committee</b>	New Committee – possible Mayor, Deputy Mayor (ex officio) and 3 other members	(previous group members) <b>Jennifer Trotman (Mayor)</b> Jeremy Gall (Deputy) Kate Browne Pauline Ham Paul Passey	Jeremy Gall (Mayor) Baz Hamblin (Deputy Mayor)
<b>Planning and Licences Committee</b>	Standing Committee Mayor (ex officio) Deputy Mayor (ex officio) 3 (minimum) other councillors	Jennifer Trotman (Mayor) Jeremy Gall (Deputy) Chris Byrne ( <i>no longer a member</i> ) Pauline Ham Baz Hamblin Mike Taylor	Jeremy Gall (Mayor) Baz Hamblin (Deputy Mayor)
<u>Part 2 – Advisory Groups</u>			
<b>Administration and Finance Advisory Group</b>	Mayor (ex officio) Deputy Mayor (ex officio) 1 (minimum) other councillor Clerk No co-options of non-councillors	Jennifer Trotman (Mayor) Jeremy Gall (Deputy) Kate Browne Mike Taylor Vicky Brice (Town Clerk)	Jeremy Gall (Mayor) Baz Hamblin (Deputy Mayor)
<b>Axbridge Promotional Advisory Group</b>	Mayor (ex-officio) Deputy Mayor (ex-officio) 3 other councillors to comprise those members responsible for the website, newsletter “OYEZ” and twinning representative	Jennifer Trotman (Mayor) (and twinning rep) Jeremy Gall (Deputy) (and website rep) Kate Browne Baz Hamblin Jim Lukins Paul Passey (Oyez)	Jeremy Gall (Mayor) Baz Hamblin (Deputy Mayor)

<b>Axbridge Youth Partnership</b>	Chairman: to be Deputy Mayor Mayor (ex officio) 3 (minimum) other councillors May co-opt specialist representatives	Jennifer Trotman (Mayor) <b>Jeremy Gall (Deputy)</b> Dennis Bratt Kate Browne Baz Hamblin Paul Passey	Jeremy Gall (Mayor) Baz Hamblin (Deputy Mayor)
<b>Car Park Management Temporary Advisory Group</b>	Mayor (ex officio) Deputy Mayor (ex officio) 3 (minimum) other councillors Clerk	Jennifer Trotman (Mayor) Jeremy Gall (Deputy) Baz Hamblin Paul Passey Liz Scott Mike Taylor Vicky Brice (Town Clerk)	
<b>Cemeteries, Allotments and Open Spaces Advisory Group</b>	Mayor (ex officio) Deputy Mayor (ex officio) 2 (minimum) other councillors May co-opt people with experience or expertise in cemetery matters	Jennifer Trotman (Mayor) Jeremy Gall (Deputy) Kate Browne Jim Lukins <b>Specialist reps:</b> Edith Channon Priscilla Chard	Jeremy Gall (Mayor) Baz Hamblin (Deputy Mayor)
<b>Highways Advisory Group</b>	Mayor (ex officio) Deputy Mayor (ex officio) 3 (minimum) other councillors	Jennifer Trotman (Mayor) Jeremy Gall (Deputy) Chris Byrne ( <i>no longer a member</i> ) Val Isaac Liz Scott Mike Taylor	Jeremy Gall (Mayor) Baz Hamblin (Deputy Mayor)
<b>Leisure and Recreation Advisory Group (inc Changing Rooms)</b>	Mayor (ex officio) Deputy Mayor (ex officio) 1 (minimum) other councillor	Jennifer Trotman (Mayor) Jeremy Gall (Deputy) Kate Browne Dennis Bratt Pauline Ham Andy Matthews ( <i>no longer a member</i> ) Mike Taylor	Jeremy Gall (Mayor) Baz Hamblin (Deputy Mayor)
<b>Personnel and Protocol</b>			To become a standing committee

<b>Advisory Group</b>		(see part 1)
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<b>Part 3 – Representatives</b>		
<b>Council Representatives</b>		
Axbridge Streets and Parking Improvement Plan Steering Group	Jennifer Trotman and Mike Taylor	
Emergency Planning	Dennis Bratt	
Footpath Matters inc Parish Path Liaison Officer	Jim Lukins	
<b>Council Representation and Liaison on outside bodies</b>		
A38 Joint Parish Meeting	Any three members of the highways group, sub to availability	
Axbridge Action Group	Baz Hamblin	
Axbridge and District Museum Trust (one appointment)	Baz Hamblin	
Chamber of Commerce	Baz Hamblin	
Chamber of Commerce Showcase Committee	Pauline Ham	
Cheddar Valley Cluster Group	Contact – Councillor Taylor (current Chair), Hamblin and Passey	
Environmental Group	Mike Taylor/Pauline Ham	
Farmers' Market	Liz Scott	
Local Action for Rural Communities – Local Action Group	Baz Hamblin	
Mendip Hills AONB Partnership Committee	Liz Scott/Jennifer Trotman	
Pageant	Pauline Ham/Baz Hamblin	
Quarry Liaison Committee	Liz Scott/Val Isaac	
Somerset Association of Local Councils (SALC)	Mike Taylor, Paul Passey and Vicky Brice, Town Clerk	
Somerset County Youth Service -Sedgemoor Area Youth Office	Dennis Bratt	
Somerset Market Towns Forum – representative and website editor	Jennifer Trotman/Baz Hamblin (rep) Jeremy Gall (website editor)	
Sports and Social Committee (up to 3 appointments)	Dennis Bratt , Pauline Ham and Andy Matthews	
Twinning	Jennifer Trotman	
<b>Part 4 – Joint Committee</b>		
Town Trust/Town Council Liaison Committee	Jennifer Trotman (Mayor), Pauline Ham, Paul Passey and Liz Scott (Mike Taylor – substitute)	

<b>Part 5 – Honorary Offices</b>		
Sergeant at Mace	Mike Day	

Town Bailiff	James Mckay (now Richard Cottis)	
Town Crier	Vonnie Chamberlain	
Keeper of the Bells	Dave Callow	
Modern Town Archivist	Maggie Tur	