

## Other Representative Reports – July 2010

Axbridge Action Group: The first meeting to discuss the proposed traffic and parking management plan will be held on Wednesday 14th July. Various groups have been invited to attend including the Town Council.

Councillor Hamblin

King John's Hunting Lodge Museum: Funding has been confirmed for the current year but there is still concern over future funding.

Councillor Hamblin

Axbridge Chamber of Commerce: Following the AGM held on 18th June the newly elected officers are: chairman, Liz Scott, deputy chairman, Mike Sartain and secretary, Gill Bishop. The Chamber's programme of fund raising events to support the Axbridge Pageant ended with the barbeque held on 3rd July. Over £1,000 has been raised for the Pageant. Planning for next year's Showcase event is in hand and more details will be available next month.

Councillor Hamblin

### **Axbridge Town Council -Report of Somerset Association of Local Council meetings**

*North Area meeting held on 24th June 2010 at Edington Village Hall.*

Councillor Taylor and The Clerk Mrs Brice attended from Axbridge Town council.

**Legislation.** There was no "wash up" legislation passed before the general election to affect local councils.

There are a number of bills listed in the Queen's Speech which might affect Parish and Town Councils. These include plans to abolish the Standards Board and to give councils a general standard of competence.

There are also hints in the Coalition Document of longer term changes but there is no detail yet.

**SALC reorganisation.** Views were sought on options for amalgamation or boundary changes if it should become necessary.

*County Committee Meeting 26<sup>th</sup> June at Creech St Michael*

Councillor Taylor attended from Axbridge Town Council

**Legislation.** Further details were given of possible changes in legislation that might affect local councils.

**NALC Review.** There was an update on proposed changes to the national and regional organisations and services however this may now be affected by financial cuts.

**Annual Report and Accounts.** These were reviewed and accepted for publication by the committee.

Councillor Mike Taylor 12/7/10

Town Crier – Attended two events last month – one of which was in Frome. She will be attending a further event later this month.

Mrs Brice, Clerk

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

**Meeting Commenced:** 6.45pm  
7.25pm

Meeting concluded:

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

**Apologies:** Councillors I Laken and M Taylor

**P16/10 Declarations of Interest** - none

**P17/10 Minutes of the meeting held on 7<sup>th</sup> June 2010**

**RESOLVED:** that the minutes of the meeting held on 17th June 2010 be approved as a correct record and signed by the Chairman.

**No members of the public were present**

**P18/10 Planning Application**

**02/10/00015/NM**

Applicant: Mr & Mrs G D Adams

Proposal: Retention of use of garage as utility room, without complying with condition 3 of planning permission 02/00/00008

Location: 7 Furlong Place, Axbridge, BS26 2JH

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

**P19/10 Enforcement Issues**

The Almhouse, The Square – the conservation officer had expressed concern at the state of the building and had requested contact details for the owner. The Clerk would respond accordingly.

Footpath, Old Butcher's Yard – Somerset County Council had informed Sedgemoor District Council of the cost of general works to improve the site, suggesting that the contribution be sought from the developer. The County Council, whilst willing to work with interested parties, was unable to put pressure on the developer to comply with the planning condition or fund any works itself. The Clerk would establish the nature of the works about to take place on site. The highways group was looking into a feasibility study for this area and it was agreed that this item now fell within its remit.

**P20/10 Planning Decisions and Correspondence**

**a) Planning Decisions**

02/10/00008 – Retention of rooflight in rear elevation, rebuilt chimney and mezzanine floor at 2 High Street – Permission Granted.

**b) Planning Correspondence**

Affordable Housing Survey- Members would comment on this survey, by email to the Clerk, who would then respond, as appropriate.

Planning Infrastructure Commission Survey – Councillor Hamblin agreed to complete this survey.

Report on Hinkley C Project – The Clerk updated members on this report which largely considered the local council's responses to the proposals for off site development and facilities associated with this project.

Planning Training Days – these would be held on 28<sup>th</sup> September and 27<sup>th</sup> October. The Clerk would request that the workshop cover the rules relating to agricultural applications and dwellings.

Lighting – 6 West Street – the Clerk confirmed that there had been a light on this property. She would advise Somerset County Council that the work was now complete and request that arrangements be made for the light to be reinstalled.

### **P21/10 Date of Next Meeting**

The next meeting would be held on 19<sup>th</sup> July, just prior to Council, if required.

-----  
Chairman

-----  
Date

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

**Report to Council for July 2010.**

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

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

Apologies: Councillor Hamblin.

**Accounts.** The accounts for June having been checked by members were accepted. The 1<sup>st</sup> quarter summary will be circulated with the agendas for adoption by council. (*Agenda item*)

**Audit.** The external auditor has requested additional information relating to the purchase of the car park and further general documentation because the purchase of the car park has increased the total annual expenditure significantly. This information has been collated by the clerk, checked by group members and will be sent in shortly.

**Membership of Somerset Market Towns Forum.** The group recommends joining this organisation for an annual cost of £60.00 per year. Presently attendance is charged at £10.00 per candidate per meeting. Paying the joining fee will be cheaper and be simpler to administer. (*Agenda item*)

**Insurance.**

**War Memorial.** The replacement cost of the memorial is £35,000. The insurance company have quoted £275.63 to insure it all risks. Because of this relatively high cost and the low risk of damage, the recommendation from the group is that the council does not take on the insurance of the memorial at the moment. A council decision is required. (*Agenda item*)

**Renewal schedule.** The schedule was checked by group members and they recommend payment of the premium. (*Agenda item*)

**Standing Orders.** The clerk has produced a draft set of orders based on the new model standing orders provided by SALC. These model orders have been changed to include the specific requirements of the Town Council and a few other changes suggested at workshops attended by the clerk and Councillor Taylor. The group members will check the draft orders in detail before bringing them to council. It was agreed to alter the format of agendas. Following advice at the Standing Order workshops, "Apologies" and "Public Participation" now become agenda items.

**Risk Assessment.** Items relating to the cemetery, catering for Town Council events and the car park will be added. The risks of using caterers will be assessed after the Clerk and Councillor Taylor have attended their course on Risk Assessment (postponed until September). It was agreed that a short entry relating to the car park is required simply stating that insurance cover for the risks is provided by Sedgemoor DC.

**Annual Report.** The 2009/10 version has been completed by Councillor Mrs Trotman (the retiring Mayor), has been approved by Council and will be

distributed to public places. A shortened version will be sent out with Oyez.

Councillor Taylor  
(13/07/10)

| <b>Axbridge Town Council</b>  |                 |                 |                 |
|---|-----------------|-----------------|-----------------|
| <b>Summary of Receipts &amp; Expenditure to 1<sup>st</sup> July 2010 (First Quarter Report)</b> |                 |                 |                 |
|   | <b>Actual</b>   | <b>Budget</b>   | <b>To-date</b>  |
|   | <b>2009/10</b>  | <b>2010/11</b>  | <b>2010/11</b>  |
| <b>General Account</b>  |                 |                 |                 |
| <b>RECEIPTS</b>   |                 |                 |                 |
| Precept Recd.   | 56000.00        | 57000.00        | 28500.00        |
| Precept transfer to Car Park Ac.  |                 | -1500.00        | -1500.00        |
| Lloyds Bank Interest  | 39.37           | 30.00           | 1.79            |
| Cemeteries  | 600.00          | 400.00          | 50.00           |
| Allotments rent   | 497.50          | 400.00          | 0.00            |
| Amenities grant   | 923.42          | 0.00            | 0.00            |
| C. Rooms loan grant   | 7800.10         | 7800.10         | 0.00            |
| Donations to Newsletter (Oyez)  | 30.00           | 40.00           | 0.00            |
| Play area grants  | 0.00            | 0.00            | 0.00            |
| Youth Shelter grants  | 773.00          | 0.00            | 0.00            |
| RLT2 fund grants to play area   | 0.00            | 0.00            | 0.00            |
| Cricket Nets Grant  | 6595.00         |                 |                 |
| Sports Wall donation  |                 |                 | 500.00          |
| Shortlands rent   | 60.00           | 60.00           | 0.00            |
| Sundry  | 10.00           | 0.00            | 0.00            |
| VAT refunds   | 2904.24         |                 | 1537.51         |
|   |                 |                 |                 |
| <b>Total Receipts:</b>  | <b>76232.63</b> | <b>64230.10</b> | <b>29089.30</b> |
| <b>PAYMENTS</b>   |                 |                 |                 |
| <b>Revenue Expenditure</b>  |                 |                 |                 |
| Clerk's Salary & Tax  | 14179.50        | 17000.00        | 3902.55         |
| Additional Salary - Quality Status  | 0.00            | 0.00            |                 |
| Additional Salary - Data project  | 258.10          | 0.00            |                 |
| Admin. Expenses   | 2251.75         | 2000.00         | 433.90          |
| Insurance   | 1778.52         | 2200.00         | 0.00            |
| Emergency Planning  | 0.00            | 0.00            | 0.00            |
| Changing Rooms loans repayments   | 7800.10         | 7800.10         | 0.00            |
| Car Park loan repayments  | 5201.03         | 10402.06        | 0.00            |
| Promoting Axbridge  | 643.03          | 1000.00         | 136.50          |
| Education   | 337.60          | 200.00          | 10.00           |
| Town Hall Charges   | 1450.00         | 1500.00         | 0.00            |
| Allotments (rent & maintenance)   | 214.00          | 400.00          | 102.50          |
| Auditors' Fees  | 514.60          | 1225.00         | 99.60           |
| Adverts   | 0.00            | 0.00            | 0.00            |
| Mayor's Allowance   | 1250.00         | 1350.00         | 1350.00         |
| Town Crier's Honorarium   | 125.00          | 125.00          | 125.00          |
| Cemetery maintenance  | 1718.04         | 1900.00         | 419.02          |
| Furlong grass & hedge cutting   | 3048.25         | 4000.00         | 628.53          |
| Changing Rooms Manager  | 1198.48         | 2300.00         | 536.88          |
| Changing Rooms Maintenance  |                 | 1000.00         | 0.00            |
| Play area & Furlong repairs maint.  | 2524.65         | 2500.00         | 650.19          |
| Play area & Furlong litter & bins   | 1196.00         | 1300.00         | 0.00            |
| Town Maintenance Contract   | 2700.00         | 3100.00         | 765.00          |

|                                     |                 |                 |                 |
|-------------------------------------|-----------------|-----------------|-----------------|
| Cycleway bin emptying contract      | 144.35          | 800.00          | 0.00            |
| Subscriptions                       | 623.89          | 550.00          | 456.61          |
| Elections                           | 0.00            | 100.00          | 0.00            |
| Furlong lease                       | 165.00          | 165.00          | 82.50           |
| Sundry                              | 0.00            | 200.00          | 0.00            |
|                                     |                 |                 |                 |
| <b>Total:</b>                       | <b>49321.89</b> | <b>63117.16</b> | <b>9698.78</b>  |
|                                     |                 |                 |                 |
| <b>Capital expenditure</b>          |                 |                 |                 |
| Play area equipment fund            | 0.00            | 500.00          | 0.00            |
| Play area safety surface fund       | 0.00            | 0.00            | 0.00            |
| Street Lights                       | 0.00            | 500.00          | 0.00            |
| Back Lane lighting and safety proj. | 2768.00         | 0.00            | 0.00            |
| Allotments car park                 | 793.39          | 0.00            |                 |
| Allotments Water                    | 0.00            | 0.00            |                 |
| Axbridge Design Statement           | 0.00            | 0.00            | 0.00            |
| War Memorial Cleaning               | 0.00            | 200.00          | 0.00            |
| Jubilee Hedge planting              | 0.00            | 0.00            | 0.00            |
| Notice Boards                       | 550.00          | 0.00            |                 |
| Town Marker stones                  | 0.00            | 0.00            | 0.00            |
| Youth Shelter                       | 0.00            | 300.00          | 0.00            |
| Cricket Nets                        | 8089.79         | 0.00            | 3380.21         |
| Sports Wall                         |                 |                 | 0.00            |
| Regalia-refurbishment/replacement   | 0.00            | 200.00          | 0.00            |
| Office Equipment Fund               | 637.07          | 250.00          | 43.02           |
| Hearing Loop & Acoustic Panels      |                 | 300.00          | 0.00            |
| Clerk's training course             | 1978.45         | 2490.00         | 0.00            |
|                                     |                 |                 |                 |
| <b>Total:</b>                       | <b>14816.70</b> | <b>4740.00</b>  | <b>3423.23</b>  |
|                                     |                 |                 |                 |
| <b>Grants</b>                       |                 |                 |                 |
| Town Trust planters                 | 0.00            | 300.00          | 0.00            |
| Town Hall grant                     | 3640.00         | 3640.00         | 0.00            |
| Axbridge and District Museum Trust  | 1000.00         | 1100.00         | 0.00            |
| Xmas lights & trees                 | 750.00          | 1200.00         | 0.00            |
| British Legion                      | 75.00           | 75.00           | 0.00            |
| Youth Fund                          | 0.00            | 0.00            | 0.00            |
| Various - Regular (Type A)          | 300.00          | 350.00          | 0.00            |
| Various - Misc.(Type C)             | 100.00          | 200.00          | 200.00          |
|                                     |                 |                 |                 |
| <b>Total:</b>                       | <b>5865.00</b>  | <b>6865.00</b>  | <b>200.00</b>   |
|                                     |                 |                 |                 |
| <b>VAT paid</b>                     | 2939.53         |                 | 689.76          |
|                                     |                 |                 |                 |
| <b>Total Payments:</b>              | <b>72943.12</b> | <b>74722.16</b> | <b>14011.77</b> |
|                                     |                 |                 |                 |
| <b>Summary of General Account</b>   |                 |                 |                 |
| Opening Balance                     | 43816.53        | 18794.69        | 47374.84        |
| Total Receipts                      | 76232.63        | 64230.10        | 29089.30        |
| Total Payments                      | 72943.12        | 74722.16        | 14011.77        |
| Transfer from Town Crier's Account  | 268.80          |                 |                 |
| <b>Closing Balance:</b>             | <b>47374.84</b> | <b>8302.63</b>  | <b>62452.37</b> |

|   |                 |                 |                 |
|---|-----------------|-----------------|-----------------|
| =====                                   |                 |                 |                 |
| <b>Changing Rooms Operating Account</b> |                 |                 |                 |
| Opening Balance                         | -1643.06        | -1605.30        | -1751.41        |
|   |                 |                 |                 |
| <b>RECEIPTS</b>                         |                 |                 |                 |
| Pitch & Rooms bookings                  |                 |                 | 668.09          |
| Vat charged on bookings                 |                 |                 | 116.91          |
| Vat refunds                             |                 |                 | 72.92           |
| Total Receipts                          | 2245.89         | 2237.76         | 857.92          |
|   |                 |                 |                 |
| <b>PAYMENTS</b>                         |                 |                 |                 |
| Changing Rooms Maintenance              |                 |                 | 64.65           |
| Pitch maintenance                       |                 |                 | 0.00            |
| Utilities                               |                 |                 | 296.22          |
| Consumables                             |                 |                 | 6.35            |
| VAT paid to HMR&C                       |                 |                 | 0.00            |
| Vat paid                                |                 |                 | 18.38           |
| Total Payments                          | 2354.24         | 2300.00         | 385.60          |
|   |                 |                 |                 |
| <b>Closing Balance:</b>                 | <b>-1751.41</b> | <b>-1667.54</b> | <b>-1279.09</b> |
|   |                 |                 |                 |
| =====                                   |                 |                 |                 |
| <b>Car Park Account</b>                 |                 |                 |                 |
| Opening Balance                         | 0.00            | 2016.05         | -983.95         |
|   |                 |                 |                 |
| <b>RECEIPTS</b>                         |                 |                 |                 |
| PWLB loan                               | 190000.00       | 0.00            | 0.00            |
| Precept                                 |                 | 1500.00         | 1500.00         |
| SCC grant                               | 0.00            | 0.00            | 5681.40         |
| Vat refunds                             | 1345.20         | 0.00            | 0.00            |
| Total Receipts                          | 191345.20       | 0.00            | 7181.40         |
|   |                 |                 |                 |
| <b>PAYMENTS</b>                         |                 |                 |                 |
| Car Park Purchase                       | 180000.00       | 0.00            | 0.00            |
| Stamp Duty                              | 1800.00         | 0.00            | 0.00            |
| Admin Fees                              | 86.50           | 0.00            | 0.00            |
| Solicitors' fees                        | 9097.45         | 0.00            | 0.00            |
| Development Fund                        |                 | 1500.00         | 0.00            |
| Vat Paid                                | 1345.20         | 0.00            | 0.00            |
| Total Payments                          | 192329.15       | 1500.00         | 0.00            |
|   |                 |                 |                 |
| <b>Closing Balance:</b>                 | <b>-983.95</b>  | <b>516.05</b>   | <b>6197.45</b>  |
|   |                 |                 |                 |
| =====                                   |                 |                 |                 |
| <b>Showcase Account</b>                 |                 |                 |                 |
| Opening Balance                         | 680.51          |                 |                 |
| Receipts                                | 0.00            |                 | Account         |
| Payments                                | 680.51          |                 | Closed          |
| <b>Closing Balance</b>                  | <b>0.00</b>     |                 |                 |
|   |                 |                 |                 |

|  |                  |  |                  |
|--|------------------|--|------------------|
| =====  |                  |  |                  |
|  |                  |  |                  |
| <b>Changing Rooms Maintenance Fund ( R )</b>     |                  |  |                  |
| Opening balance                                  | 5186.66          |  | 5189.50          |
| Receipts   | 2.84             |  | 0.22             |
| Payments   | 0.00             |  | 0.00             |
| Transfers  | 0.00             |  | 0.00             |
| <b>Closing Balance:</b>                          | <b>5189.50</b>   |  | <b>5189.72</b>   |
|  |                  |  |                  |
| =====  |                  |  |                  |
|  |                  |  |                  |
| <b>Town Criers Fund ( R )</b>                    |                  |  |                  |
| Opening Balance                                  | 268.80           |  |                  |
| Receipts   | 0.00             |  | Account          |
| Payments   | 0.00             |  | Closed           |
| Transfer to General Account                      | 268.80           |  |                  |
| <b>Closing Balance:</b>                          | <b>0.00</b>      |  |                  |
|  |                  |  |                  |
|  |                  |  |                  |
| =====  |                  |  |                  |
|  |                  |  |                  |
| <b>Summary of all accounts (except reserved)</b> |                  |  |                  |
| Opening Balance                                  |                  |  | 44639.48         |
| Receipts   |                  |  | 37128.62         |
| Payments   |                  |  | 14397.37         |
| <b>Closing Balance:</b>                          |                  |  | <b>67370.73</b>  |
|  |                  |  |                  |
| =====  |                  |  |                  |
|  |                  |  |                  |
| <b>BANK RECONCILIATION</b>                       |                  |  |                  |
|  |                  |  |                  |
| Balance of General Account                       | 47374.84         |  | 62452.37         |
| Balance of Car Park Account                      | -983.95          |  | 6197.45          |
| Balance of Changing Rms. Op. Ac.                 | -1751.41         |  | -1279.09         |
| Balance of Showcase Account                      | 0.00             |  | 0.00             |
| Balance of Ch. Rooms Maint. Fund                 | 5189.50          |  | 5189.72          |
| Balance of Town Crier's Fund                     | 0.00             |  | 0.00             |
| <b>Total:</b>                                    | <b>49828.98</b>  |  | <b>72,560.45</b> |
|  |                  |  |                  |
| <i>Made up of:</i>                               |                  |  |                  |
| Business Reserve Account                         | 42,045.69        |  | 64,547.48        |
| Current Account                                  | 2,593.79         |  | 2,823.25         |
| Reserves Account (CR)                            | 5189.50          |  | 5,189.72         |
| <b>Total:</b>                                    | <b>49,828.98</b> |  | <b>72,560.45</b> |

| <b>Axbridge Town Council Financial Report July 2010</b>  |                                |                                      |                  |                             |
|--|--------------------------------|--------------------------------------|------------------|-----------------------------|
|  | <b>Bank Accounts</b>           | <b>Account Name</b>                  | <b>£</b>         |                             |
|  |                                | Lloyds Business Account              | 64,547.48        |                             |
|  |                                | Lloyds Current Account               | 2,823.25         |                             |
|  |                                | Reserves Account                     | 5,189.72         |                             |
|  |                                | Total:                               | <b>72,560.45</b> |                             |
|  | <b>Council Accounts</b>        | <b>Account</b>                       | <b>£</b>         |                             |
|  |                                | General Account                      | 62,452.37        |                             |
|  |                                | Changing Rooms Operating Account     | -1,279.09        |                             |
|  |                                | Car Park Account                     | 6,197.45         |                             |
|  |                                | Changing Rooms Maintenance Fund      | 5,189.72         |                             |
|  |                                | Total:                               | <b>72,560.45</b> |                             |
| <b>Receipts since last meeting</b>                       |                                |                                      |                  |                             |
| <b>Ref.</b>  | <b>From</b>                    | <b>For</b>                           | <b>Value</b>     |                             |
|  | Various tenants                | Allotment rents                      | 60.00            |                             |
|  |                                |                                      |                  |                             |
|  |                                |                                      |                  |                             |
| <b>Payments made since last meeting for ratification</b> |                                |                                      |                  |                             |
| <b>Ref.</b>  | <b>To</b>                      | <b>For</b>                           | <b>Value</b>     | <b>Power</b>                |
|  | SLCC Somerset Branch           | Attendance at meeting (Cllr Taylor)  | 15.00            |                             |
|  | Zurich Insurance PLC           | Insurance Renewal 2010/11            | 1907.49          |                             |
| DD   |                                |                                      |                  |                             |
| <b>Payments for authorisation</b>                        |                                |                                      |                  |                             |
|  | Mrs V Brice                    | Clerks salary (July)                 | 905.58           | S.112(2) LGA 1972           |
|  | Mr D Hogarth                   | Furlong Manager salary (July)        | 178.96           | S.112(2) LGA 1972           |
|  | Post Office                    | NI and Tax (July)                    | 157.92           |                             |
|  | Somerset County Council        | Pension contribution (July)          | 239.96           | LG Pension Scheme Regs 1997 |
|  | Mr R Hembrow                   | Grass Cutting (June)                 | 349.17           | S.10 Open Spaces Act 1906   |
|  | Mr A Laken                     | Town Maint. Cont.                    | 352.50           |                             |
|  | Fairlands Middle School        | Photocopying (May)                   | 30.10            |                             |
|  | Lloyds TSB Commercial Finance* | Printing of OYEZ (April)             | 45.50            |                             |
|  | G B Sport and Leisure          | Sports Wall                          | 6943.72          |                             |
|  | Maunder's                      | Paints and sandpaper                 | 63.75            |                             |
| <b>DD</b>  | <b>Public Works Loan Board</b> | <b>Car Park loan repayment</b>       | <b>5201.03</b>   |                             |
| <b>DD</b>  | <b>Public Works Loan Board</b> | <b>Changing Rooms loan repayment</b> | <b>3900.05</b>   |                             |
|  | <b>TBA</b>                     | <b>Clearance of soil (part)</b>      | <b>300.00</b>    |                             |
| DD   | Vodafone                       | Council's telephone (June)           | 14.33            |                             |
|  | <i>(Changing rooms a/c)</i>    |                                      |                  |                             |
|  | EDF Energy                     | Electricity                          | 36.00            |                             |
|  |                                |                                      | -----            |                             |
|  |                                | Total:                               | 18,718.57        |                             |
|  | *on receipt of invoice         |                                      |                  |                             |

Report of the Highway Committee 6<sup>th</sup> July 2010  
Present Clrs Liz Scott, Jeremy Gall, Baz Hamblin, Val Issacs and Mike Taylor  
apologies Paul Passey.

Committee reviewed the Highway Action List and matters arising and recommend the following action to be taken:-

### **Specific Projects**

1. **Lighting Church steps and Back Lane** noted that Dawn Hill is pursuing on our behalf and is hopeful scheme will be in place by the autumn. **Review idc**
2. **Upgrading of Bus Stops** noted Dan Martin and Bus Company had taken on our observations regarding the two way stop sign at Barnabus Close and the yellow boxes that required completion. Suggested we wrote to DM thanking him for his help in the Upgrade of Bus Stops in the Town and say that we noted they would be completing the yellow boxes and changing the Barnabus stop sign to a two way sign as soon as possible.
3. **Axbridge Action Group Streets and Parking Improvement Plan** noted meeting had been arranged for 14<sup>th</sup> July ( MT & BH to attend) Report to be made at next Highway meeting.
4. **Severe weather action Plan** we understand the SCC plan should have been done and we need to know details for Axbridge. Review asks Liam for details.
5. **Fence MSCP** noted SDC had taken responsibility and were repairing **NFA**
6. **A38 Joint Parishes Meeting NFA at present time.**
7. **Signage from Square to Car Park** need to seek funding as it will cost at least £2000. Funding streams to be investigated. MT and BH. **Info since this meeting The Levels and Moors group have funds which need to be spent before Dec 2010.** To be investigated. SDC conservation officer needs to be consulted LS.
8. **Cheddar Road overhead power cables-clerk to write to SWPD.**
9. **Bench on Chestnut Ave** noted that one resident had raised concern over siting of bench however committee thought SDC could resolve the matter and suggested TC passed details to Marina Turner. Clerk to pass matter over to MT.
10. **Lay-by on A371** letter to go to solicitors at SCC to inquire who obtained licenses for furniture at picnic site in lay-by – **clerk to write.**
11. **Bypass issues – speed limit letter to MP.** Refuge and flashing lights Dawn Hill to be contacted re a scheme to help people cross safely. Spoke to DH since meeting and she will speak to officers about a way forward.

### **General Projects**

1. **Footpath Issues – Old Butchers Yard (back of 9 High Street)** footway on Meadow Street yellow markings have appeared!! Request details of planned works from Liam Gill.

2. **Letter from resident re overhanging shrubs 1 Millstream Close LS** to check and if necessary letter to go to owner asking for them to be cut back.
3. **Letter from same resident complaining of closure of a track across farmland between Cross Moor Drove and Prowse's Lane.** Clerk to respond by advising that the track was not a footpath and the land owner had a good reason and legitimate rights for not allowing access across this land.
4. **Letter from same resident re refuge bins at reservoir** which are on Bristol Water Company land and are therefore not the responsibility of the Town Council. Letter to resident explaining the above.

### **Maintenance Issues**

1. **Road Repairs in the Square** concerns are being raised when this is to take place in view of Pageant on bank Holiday Clerk to obtain confirmation of start date from Liam Gill.
2. **Street name plates Harvest Rise developers to be contacted.** Unlikely we can do anything about Church Path until house is occupied move to Monitor section.

### **To Monitor**

1. **Litter bins A371 and Parkfield**
2. **Yellow Line Review to be moved to Specific Projects as review due this month.**
3. **Street Lighting in Cheddar Road, Furlong Northern Path funding required.**
4. **Street name plates.**

There were no other future Highways issues to consider at the present time.

### **Emergency Plan Review**

The Mayor Jeremy Gall advised that the Town Council needed to make provision for having a written plan ( copy of Cheddar's plan considered ) which would then require updating on a regular basis. Denis Bratt joined the meeting at this point and explained the procedures he had put in place as Emergency Plan co ordinator to date. Denis is going to review his role as co ordinator in December this year. It was suggested that another Councillor be appointed to work along side Denis in the next few months and the Council would need to look at the possibility of forming a separate committee to take on the role of producing the written plan. ? Should this be an agenda item for next Council?

Date and place of next meeting Tuesday 3<sup>rd</sup> August at the Lamb.

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

### **Town Maintenance Report**

Litter picking around the Town, strimming on the allotments, painting of the changing rooms, strimming on footpath by Racurium Lodge, cleaning the war memorial and watering and strimming on the Furlong (23.5 hours)

For July, he has been asked to tidy up the area off Starr's Close, litter pick Back Lane and trim growth along footpath on the slip road.

### **Allotment Report**

Rent demands have been sent to tenants and those that have ragwort growing have been asked to remove it.

(Councillor Lukins)

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

**Meeting Commenced:** 7.28pm  
8.00pm

Meeting concluded:

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

**PS19/10 Declarations of Interest**

Councillor Passey – declared a personal interest in the item on Regalia (minute PS23/10 refers) being friends with the owners of the company in Kent.

**PS20/10 Minutes – 7<sup>th</sup> June 2010**

**RESOLVED:** that the minutes of the meeting of the Personnel and Protocol Advisory Group held on 7<sup>th</sup> June 2010 be approved as a correct record and signed by the Chairman.

**No members of the public were present**

**PS21/10 Awards for Meritorious Service** – nothing to report.

**PS22/10 Civic Service**

The Mayor confirmed that he wished to hold a civic service, possibly on Sunday 27<sup>th</sup> February 2011. He would speak with other councils to establish how their community awards system worked, which may involve seeking nominations from the public i.e. through OYEZ.

**PS23/10 Honorary Officers – New Regalia**

The robes of the honorary officers needed to be replaced – beginning with the Town Crier's regalia. The Committee would seek as much information as possible on designs and ideas, and report back to the next meeting. Two possible contacts were Fairbourne Carriages in Kent and Michaels at Bristol. Councillor Mrs Ham would contact the pageant committee members for further information.

**PS24/10 Armed Forces Day**

A great deal of work had gone into making this Service a successful event and the messages had been sent to Yeovilton Royal Navel Air Station. It was, however, considered that in future years it would be more appropriate for interested parties to take part in one of the larger events, than hosting a small event in the Town.

**PS25/10 Date of Next Meeting**

**RESOLVED:** that the next meeting be held on Monday 2<sup>nd</sup> August 2010 (after the Planning and Licences Committee meeting, if held).

**PS26/09 Exclusion of Press and Public**

**RESOLVED:** that the press and public be excluded from the meeting for the following item of business due to the confidential nature of the business to be transacted which relate to a contract of employment.

**PS27/10 Confidential Item – Changing Rooms and Furlong Manager**

**RECOMMENDED TO COUNCIL :** that the hours allocated to the Changing Rooms and Furlong Manager be increased by 2 hours a month (to 18 hours a month) from August 2010

(with a minimal effect on the budget) and that the situation be reviewed later this year, in time for the budget setting process.

-----  
Chairman

-----  
Date

## Correspondence – July

SDC = Sedgemoor District Council

SCC = Somerset County Council

### Police

- Crime figures – available on Avon and Somerset website, then click "in my area" then click onto "Somerset West" then Crime mapping. This gives a map of the area – zoom into Cheddar area for statistics

### Outside Bodies Report

- Somerset Association of Local Council's – Extract from "The Coalition: Our Programme for Government"

### Planning

- Hinkley Point – Newsletter June and July 2010. **Request for OYEZ details etc if wish to receive updates. Consultation on preferred proposals 9<sup>th</sup> July – 4<sup>th</sup> October. Number of public exhibitions by EDF and a number of support meetings organised by Community Council for Somerset.** Press release from Mendip Hills AONB – against the Pylons
- Somerset Association of Local Councils – changes to Planning Policy Statement 3 (Housing)
- North Somerset Council – Development Plan Documents available for consultation <http://consult-ldf.n-somerset.gov.uk/> (click on 'Current' consultations).

### Administration and Finance

- DIS – NALC's fortnightly bulletin – request to complete survey and to subscribe
- Product information – Staples and Lenovo

### Leisure and Recreation (inc changing rooms)

- Product Information – Fawns, S & C Slatter Ltd
- SDC – RLT2 funds of £773 available

### Highways

- SCC – SLINKY Sedgemoor Bus leaflets
- May Guney – change in contact details
- Resident – objecting to bench in Chestnut Avenue
- SCC –A38 Cross Junction – feedback from exhibition
- SDC – Road Closure Order for the Pageant
- Somerset Highways – Potholes in Old Church Road to be repaired next month. One in West Street – no safety defect so no action

### Cemeteries, Allotments and Open Spaces

- Somerset Association of Local Councils – confirmation that Nigel Taylor had been elected, unopposed, as Parish Council representative on Mendip Hills AONB Partnership
- Allotment holder – declined allotment
- J Parker – catalogue (bulbs)
- ICCM – Information on meetings

### Personnel

- Somerset Association of Local Councils – A Guide to Being a Good Employer is available
- SCC –nominations for Chairman's Award to Service to the Community- deadline 8<sup>th</sup> Sept

### Green

- Centre for Sustainable Energy - Somerset WestEnergy Bulletin – June 2009

### General Correspondence

- **SCC – Adoption Campaign Launches in Somerset**

- Bristol Water – negotiating outputs with Competition Commission/OFWAT, appointing professional advisors to assist with project management and produce overall masterplan. No consultation date set as yet nothing tangible on which to consult.  
[www.bristolwater.co.uk](http://www.bristolwater.co.uk)
- Resident – referring to reservoir information
- **Action for Market Towns** – free toolkit available to assess communities/councils  
[www.sustainabilitytoolkit.org.uk](http://www.sustainabilitytoolkit.org.uk)
- Tessa Munt MP – thank you for contact details – may wish to advertise constituency surgeries
- Clerks and Councils Direct – July 2010
- “The Clerk” magazine – July 2010 including training events

**Contact Clerk for a list of general emailed correspondence.**

14<sup>th</sup> July 2010

### DIARY DATES

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

| <u>Date</u>                   | <u>Meeting</u>  | <u>Time</u>                     | <u>Venue</u>                        |
|-------------------------------|---|---------------------------------|-------------------------------------|
| Monday 26 <sup>th</sup> July  | Leisure and Recreation AG   | 7.30pm<br>(TBC)                 | The Lamb                            |
| Monday 2 <sup>nd</sup> August | Planning and Licences Cttee (prov)<br>Personnel & Protocol Committee<br>Car Park Management Group | 6.30/6.45pm<br>7.15pm<br>8.00pm | Town Hall<br>Town Hall<br>Town Hall |
| Tues 3 <sup>rd</sup> August   | Highways Advisory Group   | 7.30pm                          | The Lamb                            |
| Monday 9 <sup>th</sup> August | Admin & Finance Group   | 7.30pm                          | Mornington House                    |
| Monday 16 <sup>th</sup> Aug   | Planning and Licences Cttee (prov)<br>Council   | 6.45pm<br>7.30pm                | Town Hall<br>Town Hall              |

### Other events

|   |                                |     |                      |
|---|--------------------------------|-----|----------------------|
| 28 <sup>th</sup> July                     | Sedgemoor Furniture Store AGM  |     |                      |
| 5 <sup>th</sup> August                    | Cheddar Valley Cluster Group   | Eve | Shipham Village Hall |
| Sat 17 July-Sun 1 Aug                     | Festival of Mendip Archaeology |     |                      |
| Aug - Sept                                | Final pay training (pension)   |     |                      |
| 28 <sup>th</sup> -30 <sup>th</sup> August | Axbridge Pageant               |     | Axbridge Square      |
| Sat 25 <sup>th</sup> September            | Axbridge Carnival              |     |                      |
| Tues 28 <sup>th</sup> September           | Planning Training              |     | Bridgwater           |
| Wed 27 <sup>th</sup> October              | Planning Training              |     | Shipham              |
| 18 <sup>th</sup> November                 | Cheddar Valley Cluster Group   | Eve | Shipham Village Hall |
| 10 <sup>th</sup> February 2011            | Cheddar Valley Cluster Group   | Eve | Shipham Village Hall |