

## Agenda Item 9.1



### **Axbridge Town Council Draft Minutes of the Planning and Licences Committee held on Monday 24 March 2025 in Axbridge Town Hall**

**Meeting commenced: 7.28pm**

**Meeting concluded: 8.04pm**

**Present:** Councillor Taylor (Chair), Ham and Jordan

**Also in attendance:** Mrs Brice (Town Clerk)

#### **115.24 PS     Apologies for Absence**

**RESOLVED:** that apologies from Councillor Page (personal commitment) be received and approved.

#### **116.24 PS     Declaration of Interest and Dispensations**

##### **Interests:**

Councillor Taylor – declared a Disclosable Pecuniary Interest in relation to the reserved matters planning application 02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way - living close to the site (minute 118.24 PL refers) (see below for dispensation).

##### **Dispensations:**

Councillor Taylor had a dispensation to speak and vote on applications relating to this site (02/22/00021 for up to 53 dwellings on land to the south of Houlgate Way) and indicated he wished to use this dispensation at this meeting (minute 118.24 PL refers)

#### **117.24 PS     Draft Minutes of the Planning and Licences Committee Meeting held on 24 March 2025**

**RESOLVED:** that the minutes of the meeting held on 24 March 2025 be approved as a correct record and signed by the Chairman subject to minute 100.24 PL being amended to show that Councillor Taylor also declared a Disclosable Pecuniary Interest in the application regarding two dwelling houses at Townsend Farm (02/25/00006/GNN) living close to the site.

**118.24 PS     Public Participation** - no members of the public were present.

#### **119.24 PS     Planning Applications**

**Planning application number:** 17/25/00010/EA

**Proposal:** Demolish existing outhouses/sheds. Erection of 3no. detached dwellinghouses

**Location:** Waterside, Axbridge Road, Cheddar, Somerset, BS26 2DP

**RESOLVED:** that Somerset Council be advised that Axbridge Town Council objects to this application on the following grounds:

- the proposed development is outside of the development boundary;
- highways grounds - the proposed development will result in additional traffic on to the A371 which is already busy - with a planned development on the former Yeo Valley site.

#### **120.24 PS     Houlgate Way Development**

Members noted that the approved plans provided for 14 public parking spaces within the car park, but that only 12 spaces had been provided on the site. The spaces were of a good size and it seemed that there may also be a few additional spaces next to the planned play area. Members did not, therefore, feel that this was a significant concern and no action would be taken at present.

## **121.24 PS Planning Applications Delegated to the Clerk or Notified by the Planning Authority**

**Planning application number:** 02/25/00010/SR Crown reduce height/spread of 1No. Laurel (T1) by 1.5m at 4 Court Orchard, Old Church Road, Axbridge, Somerset, BS26 2BQ - responded with “no observations.”

## **122.24 PS Recent and Current Planning Applications**

Members received the list of recent and current planning applications. Members noted that planning permission had been granted for solar panels on Compass House, Townsend (02/24/00031/JMS).

## **123.24 PS Cheddar Reservoir**

The Clerk had responded to earlier correspondence to confirm that the Council would welcome a joint presentation with Cheddar Parish Council in due course.

## **124.24 PS Land to the South of Orchard Road**

Members considered points to raise with the agents/developers, following the meeting to hear their plans.

**RESOLVED:** that the following comments be sent to the planning consultant:

**Traffic and Parking** – Axbridge has significant traffic and parking issues. Any new development should not impact on safety or increase congestion on existing roads or impact on the existing parking availability.

**Recreation areas and facilities** should be planned to complement those already provided by the Council. Footways and cycleways to connect with existing should be considered.

**Planting** – of hedges (including hedging on the boundary of the field acquired by the Town Council) and trees to be an important consideration.

**Street Lighting** – should be up to the latest eco standards, giving minimum light pollution. Other external lighting should be minimal.

**House Sizes** – variety of sizes to include as much affordable housing as possible

**House Design** – In keeping, sufficient off-street parking; solar panels; car charging points; cycle storage; bin storage; room for recycling lorry to access all bins.

**Drainage** – surface water – sufficient to meet needs.

**School and Doctors Surgery** – contact should be made with the Axbridge C of E First School Academy and Axbridge and Wedmore Medical Practice.

## **125.24 PS Former Yeo Valley Site**

Some work was being undertaken.

## **126.24 PS Enforcement Matters**

Somerset Council Planning Enforcement was investigating the development of a field on the north side of the A371.

## **127.24 PS Licensing Matters** – none.

## **128.24 PS Biodiversity**

The working policy had been adopted and members would consider biodiversity matters when reviewing planning applications. This would remain as a standing item on the agenda.

## **129.24 PS Planning Decisions and Correspondence Received**

Members received the following correspondence:

- Planning Application 21/25/00002/GNN: Erection of 2 No. self-build dwellings and associated works on Land to the East of Manor Farm, Cross, Axbridge, Somerset – update including correspondence from agent and Mendip Hills National Landscape
- Prior approval process – no update. This would be included on the agenda of the next meeting.

- Society of Local Council Clerks: New Government Guidance on Greenbelt and Plan for Neighbourhoods: Prospectus and Tools. It was noted that the Neighbourhood Plan would need to be reviewed in conjunction with Somerset Local Plan.
- Planning Application 02/25/ 00008/JMS: Erection of 1no. self-build dwellinghouse. on Land to the North of, Starrs Close, Axbridge, Somerset, BS26 – copy of objection letter sent directly to Somerset Council.

**130.24 PS      Date of Next Meeting**

**RESOLVED:** that the next meeting be held on Monday 28 April 2025 (with any applications/items needing to be considered before that date to be included on the Council agenda for 14 April 2025).

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Chairman

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Date

## Axbridge Town Council

2 April 2025 (2024-2025)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

## ADMINISTRATION

| Code      | Title                          | Receipts |        |          | Payments  |           |          | Net Position    |
|-----------|--------------------------------|----------|--------|----------|-----------|-----------|----------|-----------------|
|           |                                | Budgeted | Actual | Variance | Budgeted  | Actual    | Variance |                 |
| 1210      | General Administration         |          |        |          | 1,050.00  | 595.76    | 454.24   | 454.24 (43%)    |
| 1220      | Insurance                      |          |        |          | 2,350.00  | 2,049.97  | 300.03   | 300.03 (12%)    |
| 1230      | Auditors' Fees                 |          |        |          | 600.00    | 475.80    | 124.20   | 124.20 (20%)    |
| 1240      | Town Hall Charges              |          |        |          | 1,500.00  | 1,450.00  | 50.00    | 50.00 (3%)      |
| 1250      | Subscriptions                  |          |        |          | 680.00    | 766.27    | -86.27   | -86.27 (-12%)   |
| 1260      | Elections                      |          |        |          | 2,000.00  |           | 2,000.00 | 2,000.00 (100%) |
| 1270      | Town Car Park Loan Repayment   |          |        |          | 10,402.06 | 10,402.06 |          | (0%)            |
| 1271      | Moorland St. Land Loan Repay't |          |        |          | 5,657.44  | 5,657.44  |          | (0%)            |
| 1281      | Tree Inspection Report         |          |        |          | 700.00    | 720.00    | -20.00   | -20.00 (-2%)    |
| 1282      | Town Maintenance Contractor    |          |        |          | 2,400.00  | 1,327.50  | 1,072.50 | 1,072.50 (44%)  |
| 1283      | Bin Emptying Contract          |          |        |          | 4,000.00  | 3,918.72  | 81.28    | 81.28 (2%)      |
| 1284      | Tree Works                     |          |        |          | 3,680.00  | 3,680.00  |          | (0%)            |
| 1290      | VAT paid                       |          |        |          |           |           |          | (N/A)           |
| SUB TOTAL |                                |          |        |          | 35,019.50 | 31,043.52 | 3,975.98 | 3,975.98 (11%)  |

## ALLOTMENTS

| Code      | Title                    | Receipts |          |          | Payments |          |          | Net Position   |
|-----------|--------------------------|----------|----------|----------|----------|----------|----------|----------------|
|           |                          | Budgeted | Actual   | Variance | Budgeted | Actual   | Variance |                |
| 1610      | Allotment Land Rent (SC) |          |          |          | 280.00   | 290.00   | -10.00   | -10.00 (-3%)   |
| 1620      | Allotment Maintenance    |          |          |          | 800.00   | 1,197.68 | -397.68  | -397.68 (-49%) |
| 1630      | Allotment rents          | 1,090.00 | 969.88   | -120.12  |          | 45.00    | -45.00   | -165.12 (-15%) |
| 1640      | Allotment deposit        |          | 110.00   | 110.00   |          |          |          | 110.00 (N/A)   |
| SUB TOTAL |                          | 1,090.00 | 1,079.88 | -10.12   | 1,080.00 | 1,532.68 | -452.68  | -462.80 (-21%) |

## CAR PARKS &amp; HIGHWAYS

| Code      | Title                          | Receipts |          |          | Payments |          |          | Net Position   |
|-----------|--------------------------------|----------|----------|----------|----------|----------|----------|----------------|
|           |                                | Budgeted | Actual   | Variance | Budgeted | Actual   | Variance |                |
| 2010      | Town Car Park - Garage-Lease   | 150.00   | 150.00   |          |          |          |          | (0%)           |
| 2020      | Car Parks Rates and Utilities  |          |          |          | 3,800.00 | 2,836.64 | 963.36   | 963.36 (25%)   |
| 2030      | Car Parks Main. Inc gullies    |          |          |          | 2,000.00 | 1,002.46 | 997.54   | 997.54 (49%)   |
| 2040      | Car Parks Patrol & Enforcement |          |          |          |          |          |          | (N/A)          |
| 2050      | Grit Bin Maintenance           |          |          |          |          |          |          | (N/A)          |
| 2060      | Bins and Benches               |          | 329.17   | 329.17   | 100.00   | 344.17   | -244.17  | 85.00 (85%)    |
| 2220      | Hire of car parking spaces     |          | 2,000.00 | 2,000.00 |          |          |          | 2,000.00 (N/A) |
| SUB TOTAL |                                | 150.00   | 2,479.17 | 2,329.17 | 5,900.00 | 4,183.27 | 1,716.73 | 4,045.90 (66%) |

## CEMETERY

| Code | Title                        | Receipts |        |          | Payments |          |          | Net Position   |
|------|------------------------------|----------|--------|----------|----------|----------|----------|----------------|
|      |                              | Budgeted | Actual | Variance | Budgeted | Actual   | Variance |                |
| 1710 | Cemetery Income              | 1,200.00 | 920.00 | -280.00  |          |          |          | -280.00 (-23%) |
| 1720 | Cemetery Maintenance         |          |        |          | 1,880.00 | 1,371.71 | 508.29   | 508.29 (27%)   |
| 1730 | Cemetery Rates and Utilities |          |        |          |          |          |          | (N/A)          |

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

|           |  |          |        |         |          |          |        |             |
|-----------|--|----------|--------|---------|----------|----------|--------|-------------|
| SUB TOTAL |  | 1,200.00 | 920.00 | -280.00 | 1,880.00 | 1,371.71 | 508.29 | 228.29 (7%) |
|-----------|--|----------|--------|---------|----------|----------|--------|-------------|

  

|                               |                                 |          |          |          |          |          |           |                      |
|-------------------------------|---------------------------------|----------|----------|----------|----------|----------|-----------|----------------------|
| <b>CHANGING ROOMS AND REC</b> |                                 | Receipts |          |          | Payments |          |           | Net Position         |
| Code                          | Title                           | Budgeted | Actual   | Variance | Budgeted | Actual   | Variance  | +/- Under/over spend |
| 1910                          | Recreation Land Fees            | 1,550.00 | 1,858.34 | 308.34   |          |          |           | 308.34 (19%)         |
| 1920                          | VAT on bookings                 | 300.00   |          | -300.00  | 300.00   |          | 300.00    | (0%)                 |
| 1930                          | Changing Rooms Maintenance      |          |          |          | 400.00   | 1,471.63 | -1,071.63 | -1,071.63 (-267%)    |
| 1940                          | Changing Rooms Utilities        |          |          |          | 900.00   | 1,209.33 | -309.33   | -309.33 (-34%)       |
| 1950                          | Changing Rooms Consumables      |          |          |          | 100.00   |          | 100.00    | 100.00 (100%)        |
| 1960                          | Play Area & Rec. Area Main.     |          |          |          | 2,000.00 | 1,271.15 | 728.85    | 728.85 (36%)         |
| 1970                          | Field Grass & Hedge Main.       |          |          |          | 2,500.00 | 1,600.30 | 899.70    | 899.70 (35%)         |
| 1980                          | Recreation Field - Lease to ATC |          |          |          | 165.00   |          | 165.00    | 165.00 (100%)        |
| SUB TOTAL                     |                                 | 1,850.00 | 1,858.34 | 8.34     | 6,365.00 | 5,552.41 | 812.59    | 820.93 (9%)          |

  

|                                 |                     |          |        |          |          |          |          |                      |
|---------------------------------|---------------------|----------|--------|----------|----------|----------|----------|----------------------|
| <b>CIVIC EVENTS AND REGALIA</b> |                     | Receipts |        |          | Payments |          |          | Net Position         |
| Code                            | Title               | Budgeted | Actual | Variance | Budgeted | Actual   | Variance | +/- Under/over spend |
| 1510                            | Mayor Making        |          |        |          | 800.00   | 680.00   | 120.00   | 120.00 (15%)         |
| 1520                            | Carnival Lunch etc  |          |        |          | 700.00   | 1,052.92 | -352.92  | -352.92 (-50%)       |
| 1530                            | Civic Services      |          |        |          | 450.00   | 430.62   | 19.38    | 19.38 (4%)           |
| 1540                            | Regalia Maintenance |          |        |          |          |          |          | (N/A)                |
| SUB TOTAL                       |                     |          |        |          | 1,950.00 | 2,163.54 | -213.54  | -213.54 (-10%)       |

  

|                                 |                        |          |           |           |          |          |           |                      |
|---------------------------------|------------------------|----------|-----------|-----------|----------|----------|-----------|----------------------|
| <b>COMMUNITY LEVY FUNDS (CI</b> |                        | Receipts |           |           | Payments |          |           | Net Position         |
| Code                            | Title                  | Budgeted | Actual    | Variance  | Budgeted | Actual   | Variance  | +/- Under/over spend |
| 2218                            | CIL Receipt - Nov 2024 |          | 42,449.06 | 42,449.06 |          |          |           | 42,449.06 (N/A)      |
| 2219                            | Mayor's Robes          |          |           |           |          | 2,650.00 | -2,650.00 | -2,650.00 (N/A)      |
| SUB TOTAL                       |                        |          | 42,449.06 | 42,449.06 |          | 2,650.00 | -2,650.00 | 39,799.06 (N/A)      |

  

|                       |                                  |            |            |          |          |        |          |                      |
|-----------------------|----------------------------------|------------|------------|----------|----------|--------|----------|----------------------|
| <b>GENERAL INCOME</b> |                                  | Receipts   |            |          | Payments |        |          | Net Position         |
| Code                  | Title                            | Budgeted   | Actual     | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 1010                  | Precept                          | 131,000.00 | 131,000.00 |          |          |        |          | (0%)                 |
| 1020                  | Bank Interest                    | 800.00     | 1,884.65   | 1,084.65 |          |        |          | 1,084.65 (135%)      |
| 1040                  | Leases of Land                   | 2,200.00   | 3,250.00   | 1,050.00 |          |        |          | 1,050.00 (47%)       |
| 1050                  | Other Income                     |            |            |          |          |        |          | (N/A)                |
| 1060                  | Men's Shed - Old Station Buildin | 1,050.00   | 750.94     | -299.06  |          |        |          | -299.06 (-28%)       |
| SUB TOTAL             |                                  | 135,050.00 | 136,885.59 | 1,835.59 |          |        |          | 1,835.59 (1%)        |

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

## GRANTS

| Code      | Title                          | Receipts |        |          | Payments |          |          | Net Position         |        |
|-----------|--------------------------------|----------|--------|----------|----------|----------|----------|----------------------|--------|
|           |                                | Budgeted | Actual | Variance | Budgeted | Actual   | Variance | +/- Under/over spend |        |
| 1410      | Type A Grants - Various Annual |          |        |          | 400.00   | 550.00   | -150.00  | -150.00              | (-37%) |
| 1420      | Type B Grants -Specified-Below |          |        |          |          |          |          | (N/A)                |        |
| 1421      | Town Trust Planters            |          |        |          | 300.00   | 300.00   |          | (0%)                 |        |
| 1422      | Town Hall Grant                |          |        |          | 3,640.00 | 3,640.00 |          | (0%)                 |        |
| 1423      | Ax. & District Museum Grant    |          |        |          | 1,400.00 | 1,400.00 |          | (0%)                 |        |
| 1424      | Christmas Trees and Lights     |          |        |          | 1,900.00 | 1,966.82 | -66.82   | -66.82               | (-3%)  |
| 1425      | Royal British Legion           |          |        |          | 100.00   | 100.00   |          | (0%)                 |        |
| 1426      | Local Community Groups         |          |        |          | 850.00   | 450.00   | 400.00   | 400.00               | (47%)  |
| 1427      | Community Well Being           |          |        |          | 150.00   |          | 150.00   | 150.00               | (100%) |
| 1430      | Type C - Various one-off       |          |        |          |          | 190.00   | -190.00  | -190.00              | (N/A)  |
| SUB TOTAL |                                |          |        |          | 8,740.00 | 8,596.82 | 143.18   | 143.18               | (1%)   |

## OFFICE

| Code      | Title                          | Receipts |        |          | Payments |          |          | Net Position         |        |
|-----------|--------------------------------|----------|--------|----------|----------|----------|----------|----------------------|--------|
|           |                                | Budgeted | Actual | Variance | Budgeted | Actual   | Variance | +/- Under/over spend |        |
| 1310      | Office Rent                    |          |        |          | 2,400.00 | 2,400.00 |          | (0%)                 |        |
| 1320      | Office Rates and Utilities     |          |        |          | 600.00   | 564.82   | 35.18    | 35.18                | (5%)   |
| 1330      | Phones, Internet & Video Conf. |          |        |          | 1,000.00 | 887.12   | 112.88   | 112.88               | (11%)  |
| 1340      | IT Services and Support        |          |        |          | 1,750.00 | 1,922.15 | -172.15  | -172.15              | (-9%)  |
| 1350      | Stationery and Consumables     |          |        |          | 300.00   | 440.06   | -140.06  | -140.06              | (-46%) |
| SUB TOTAL |                                |          |        |          | 6,050.00 | 6,214.15 | -164.15  | -164.15              | (-2%)  |

## OPEN SPACES

| Code      | Title                         | Receipts |        |          | Payments |        |          | Net Position         |       |
|-----------|-------------------------------|----------|--------|----------|----------|--------|----------|----------------------|-------|
|           |                               | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |       |
| 1810      | Shortlands Rent               | 100.00   | 100.00 |          |          |        |          | (0%)                 |       |
| 1820      | Chestnut Avenue Grass Cutting |          |        |          | 300.00   | 133.36 | 166.64   | 166.64               | (55%) |
| 1830      | Street Furniture Maintenance  |          |        |          | 150.00   | 58.00  | 92.00    | 92.00                | (61%) |
| SUB TOTAL |                               | 100.00   | 100.00 |          | 450.00   | 191.36 | 258.64   | 258.64               | (47%) |

## PROJECTS

| Code | Title                      | Receipts |        |          | Payments |          |           | Net Position         |        |
|------|----------------------------|----------|--------|----------|----------|----------|-----------|----------------------|--------|
|      |                            | Budgeted | Actual | Variance | Budgeted | Actual   | Variance  | +/- Under/over spend |        |
| 2210 | Maces Display Box CLOSED   |          |        |          |          |          |           | (N/A)                |        |
| 2211 | Station Leases CLOSED      |          |        |          |          |          |           | (N/A)                |        |
| 2212 | Play Area Equipment        |          |        |          |          |          |           | (N/A)                |        |
| 2213 | Mayor's Regalia - Refurb.  |          |        |          | 700.00   | 800.00   | -100.00   | -100.00              | (-14%) |
| 2214 | New Website Development    |          |        |          |          | 899.00   | -899.00   | -899.00              | (N/A)  |
| 2215 | Gateways Signs             |          |        |          |          | 650.00   | -650.00   | -650.00              | (N/A)  |
| 2216 | Speed Indicator Devices    |          |        |          |          | 1,000.00 | -1,000.00 | -1,000.00            | (N/A)  |
| 2217 | Additional Recreation Land |          |        |          |          | 2,829.00 | -2,829.00 | -2,829.00            | (N/A)  |

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

|                            |                                  |            |            |           |            |            |           |                      |
|----------------------------|----------------------------------|------------|------------|-----------|------------|------------|-----------|----------------------|
| SUB TOTAL                  |                                  |            |            |           | 700.00     | 6,178.00   | -5,478.00 | -5,478.00 (-782%)    |
| <b>PUBLIC CONVENIENCES</b> |                                  |            |            |           |            |            |           |                      |
|                            |                                  | Receipts   |            |           | Payments   |            |           | Net Position         |
| Code                       | Title                            | Budgeted   | Actual     | Variance  | Budgeted   | Actual     | Variance  | +/- Under/over spend |
| 2110                       | Public Conv. Cleaning Contract   |            |            |           | 8,016.00   | 7,568.00   | 448.00    | 448.00 (5%)          |
| 2120                       | Public Conven. Rates & Utilities |            |            |           | 1,000.00   | 717.37     | 282.63    | 282.63 (28%)         |
| 2130                       | Public Conveniences Main.        |            |            |           | 3,000.00   | 2,618.22   | 381.78    | 381.78 (12%)         |
| SUB TOTAL                  |                                  |            |            |           | 12,016.00  | 10,903.59  | 1,112.41  | 1,112.41 (9%)        |
| <b>STAFF AND TRAINING</b>  |                                  |            |            |           |            |            |           |                      |
|                            |                                  | Receipts   |            |           | Payments   |            |           | Net Position         |
| Code                       | Title                            | Budgeted   | Actual     | Variance  | Budgeted   | Actual     | Variance  | +/- Under/over spend |
| 1110                       | Salaries and Employment costs    |            |            |           | 55,000.00  | 54,364.39  | 635.61    | 635.61 (1%)          |
| 1120                       | Pension deficit payments         |            |            |           |            |            |           | (N/A)                |
| 1130                       | Training and Travelling          |            |            |           | 900.00     | 335.00     | 565.00    | 565.00 (62%)         |
| 1140                       | Membership- Profess. Bodies      |            |            |           | 220.00     | 430.00     | -210.00   | -210.00 (-95%)       |
| SUB TOTAL                  |                                  |            |            |           | 56,120.00  | 55,129.39  | 990.61    | 990.61 (1%)          |
| <b>Summary</b>             |                                  |            |            |           |            |            |           |                      |
| NET TOTAL                  |                                  | 139,440.00 | 185,772.04 | 46,332.04 | 136,270.50 | 135,710.44 | 560.06    | 46,892.10 (17%)      |
| V.A.T.                     |                                  |            | 6,639.56   |           |            | 6,661.38   |           |                      |
| GROSS TOTAL                |                                  |            | 192,411.60 |           |            | 142,371.82 |           |                      |

**Axbridge Town Council  
STATEMENT OF ACCOUNTS**

|                                   | RECEIPTS   | PAYMENTS  |
|-----------------------------------|------------|-----------|
| Opening Balance                   |            |           |
| Balance at Bank                   | 58,879.06  |           |
| Cash in Hand                      |            |           |
| Precept                           | 131,000.00 |           |
| Bank Interest                     | 1,884.65   |           |
| Leases of Land                    | 3,250.00   |           |
| Other Income                      |            |           |
| Men's Shed - Old Station Building | 750.94     |           |
| Salaries and Employment costs     |            | 54,364.39 |
| Pension deficit payments          |            |           |
| Training and Travelling           |            | 335.00    |
| Membership- Profess. Bodies       |            | 430.00    |
| General Administration            |            | 595.76    |
| Insurance                         |            | 2,049.97  |
| Auditors' Fees                    |            | 475.80    |
| Town Hall Charges                 |            | 1,450.00  |
| Subscriptions                     |            | 766.27    |
| Elections                         |            |           |
| Town Car Park Loan Repayments     |            | 10,402.06 |
| Moorland St. Land Loan Repay't    |            | 5,657.44  |
| Tree Inspection Report            |            | 720.00    |
| Town Maintenance Contractor       |            | 1,327.50  |
| Bin Emptying Contract             |            | 3,918.72  |
| Tree Works                        |            | 3,680.00  |
| VAT paid                          |            |           |
| Office Rent                       |            | 2,400.00  |
| Office Rates and Utilities        |            | 564.82    |
| Phones, Internet & Video Conf.    |            | 887.12    |
| IT Services and Support           |            | 1,922.15  |
| Stationery and Consumables        |            | 440.06    |
| Type A Grants - Various Annual    |            | 550.00    |
| Type B Grants -Specified-Below    |            |           |
| Town Trust Planters               |            | 300.00    |
| Town Hall Grant                   |            | 3,640.00  |
| Ax. & District Museum Grant       |            | 1,400.00  |
| Christmas Trees and lights        |            | 1,966.82  |
| Royal British Legion              |            | 100.00    |
| Local Community Groups            |            | 450.00    |
| Community Well Being              |            |           |
| Type C - Various one-off          |            | 190.00    |
| Mayor Making                      |            | 680.00    |
| Carnival Lunch etc                |            | 1,052.92  |



**Axbridge Town Council**  
**STATEMENT OF ACCOUNTS**

|                                  | RECEIPTS          | PAYMENTS          |
|----------------------------------|-------------------|-------------------|
| Civic Services                   |                   | 430.62            |
| Regalia Maintenance              |                   |                   |
| Allotment Land Rent (SC)         |                   | 290.00            |
| Allotment Maintenance            |                   | 1,197.68          |
| Allotment rents                  | 989.88            | 45.00             |
| Allotment deposit                | 110.00            |                   |
| Cemetery Income                  | 920.00            |                   |
| Cemetery Maintenance             |                   | 1,371.71          |
| Cemetery Rates and Utilities     |                   |                   |
| Shortlands Rent                  | 100.00            |                   |
| Chestnut Avenue Grass Cutting    |                   | 133.36            |
| Street Furniture Maintenance     |                   | 58.00             |
| Recreation Land Fees             | 1,858.34          |                   |
| VAT on bookings                  |                   |                   |
| Changing Rooms Maintenance       |                   | 1,471.63          |
| Changing Rooms Utilities         |                   | 1,209.33          |
| Changing Rooms Consumables       |                   |                   |
| Play Area & Rec. Area Main.      |                   | 1,271.15          |
| Field Grass & Hedge Main.        |                   | 1,600.30          |
| Recreation Field - Lease to ATC  |                   |                   |
| Town Car Park - Garage-Lease     | 150.00            |                   |
| Car Parks Rates and Utilities    |                   | 2,836.64          |
| Car Parks Main. inc gullies      |                   | 1,002.46          |
| Car Parks Patrol & Enforcement   |                   |                   |
| Grit Bin Maintenance             |                   |                   |
| Bins and Benches                 | 329.17            | 344.17            |
| Public Conv. Cleaning Contract   |                   | 7,568.00          |
| Public Conven. Rates & Utilities |                   | 717.37            |
| Public Conveniences Main.        |                   | 2,618.22          |
| Maces Display Box CLOSED         |                   |                   |
| Station Leases CLOSED            |                   |                   |
| Play Area Equipment              |                   |                   |
| Mayor's Regalia - Refurb.        |                   | 800.00            |
| New Website Development          |                   | 899.00            |
| Gateways Signs                   |                   | 650.00            |
| Speed Indicator Devices          |                   | 1,000.00          |
| Additional Recreation Land       |                   | 2,829.00          |
| CIL Receipt - Nov 2024           | 42,449.06         |                   |
| Mayor's Robes                    |                   | 2,650.00          |
| Hire of car parking spaces       | 2,000.00          |                   |
| VAT                              | 6,639.56          | 6,661.38          |
|                                  | <b>192,411.60</b> | <b>142,371.82</b> |

Axbridge Town Council  
STATEMENT OF ACCOUNTS

|                          | RECEIPTS          | PAYMENTS          |
|--------------------------|-------------------|-------------------|
| Closing Balances:        |                   |                   |
| Balances in Bank Account |                   | 108,918.84        |
| Cash in Hand             |                   |                   |
| <b>TOTAL</b>             | <b>251,290.66</b> | <b>251,290.66</b> |

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

Axbridge Town Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name and Role (RFO/Chair of Finance etc)

|          |  |  |   |
|----------|--|--|---|
|          | <b>Bank Reconciliation at 31/03/2025</b><br><br>Cash in Hand 01/04/2024<br><br><b>ADD</b><br>Receipts 01/04/2024 - 31/03/2025<br><br><b>SUBTRACT</b><br>Payments 01/04/2024 - 31/03/2025   |  | 58,879.08<br><br><br>192,411.60<br><br>251,290.68<br><br>142,371.82 |
| <b>A</b> | <b>Cash in Hand 31/03/2025</b><br>(per Cash Book)  |  | <b>108,918.84</b>   |
|          | Cash in hand per Bank Statements<br><br>Petty Cash 31/03/2025 0.00<br>Lloyds Community Account 31/03/2025 16,990.95<br>Lloyds Community Instant Access / 31/03/2025 24,753.12<br>Lloyds Investment Account 31/03/2025 16,231.25<br>Unity Instant Access Account 31/03/2025 50,473.52<br>Unity Current Account T1 31/03/2025 470.00 |  | <br><br><br><br><br><br>108,918.84                                  |
|          | Less unrepresented payments  |  | 108,918.84  |
|          | Plus unrepresented receipts  |  |   |
| <b>B</b> | <b>Adjusted Bank Balance</b>   |  | <b>108,918.84</b>   |
|          | <b>A = B Checks out OK</b>   |  |   |

## Agenda Item 10.3

| Agenda Item 10.3<br>DRAFT Annual List - Direct Debits and Standing Order |                                   |   |           |              |
|--|-----------------------------------|---|-----------|--------------|
| Type of Payment  | To                                | For                                       | Amount    | Frequency    |
| DIRDEBIT   | Information Commissioners Office  | GDPR Data Protection Renewal              | £47.00    | Annual       |
| DIRDEBIT   | Microsoft Office                  | Microsoft Office - Annual Renewal         | £104.99   | Annual       |
| DIRDEBIT   | Water2Business                    | Water and Sewerage - Changing Rooms       | £49.50    | Monthly      |
| DIRDEBIT   | Water2Business                    | Sewerage - Moorland Street Car Park       | £11.09    | Monthly      |
| DIRDEBIT   | Water2Business                    | Sewerage - Town Car Park                  | £11.09    | Monthly      |
| DIRDEBIT   | Water2Business                    | Water and Sewerage - Public Conveniences  | £38.50    | Monthly      |
| DIRDEBIT   | SSE Southern Electric             | Electricity - Changing Rooms              | £95.00    | Bi- Monthly  |
| DIRDEBIT   | SSE Southern Electric             | Electricity - Public Conveniences         | £48.00    | Bi-Monthly   |
| DIRDEBIT   | SSE Southern Electric             | Electricity - Town Car Park               | £13.99    | Monthly      |
| DIRDEBIT   | Npower                            | Electricity - Moorland St Car Park        | £17.94    | Monthly      |
| DIRDEBIT   | Public Works Loan Board           | Loan Repayment - Town Car Park            | £5,201.03 | Twice a year |
| DIRDEBIT   | Public Works Loan Board           | Loan Repayment - Moorland St Car Park     | £2,828.72 | Twice a year |
| DIRDEBIT   | BT                                | Broadband                                 | £26.06    | Monthly      |
| DIRDEBIT   | Zoom (taken by DC)                | Video Conferencing                        | £12.99    | Monthly      |
| DIRDEBIT   | Vodafone                          | Telephone - Clerk contract                | 19        | Monthly      |
| DIRDEBIT   | O2                                | Telephone - Assistant Clerk               | £7.99     | Monthly      |
| DIRDEBIT   | Somerset Council                  | Business Rates - Moorland Street Car Park | £120.00   | Monthly      |
| DIRDEBIT   | Somerset Council                  | Business Rates - Town Car Park            | £104.00   | Monthly      |
| DIRDEBIT   | Somerset Council                  | Business Rates - Council Office           | £71.00    | Monthly      |
| STORDER  | Axbridge Parochial Church Council | Office rent                               | £600.00   | Quarterly    |

## Agenda Item 10.9 Monthly Financial Report

| Agenda Item 10.9a Payments for Ratification (R) and Authorisation April 2025 |                         |   |   |                   |
|--|-------------------------|---|---|-------------------|
| Voucher No.  | Date                    | Supplier  | Description                                     | Total (£)         |
|  |                         | Mr Brinson  | Fitting gate to field                           | £150.00           |
| 22   | 09.04.2025              | ElanCity UK                                       | Speed Indicator Devices                         | £5,498.66         |
| 21   | 08.04.2025              | Graham Page                                       | Civic Expenses                                  | £83.30            |
| 14 - 18  | 07.05.2025              | Payroll – April 2025                              | Staff salaries and assoc. Payroll organisations | £4,655.28         |
| 13   | 07.04.2025              | Somerset Council                                  | Recreation field - Underlease                   | £165.00           |
| 12   | 07.04.2025              | The Wessex Learning Trust                         | Photocopying                                    | £11.33            |
| 11   | 07.04.2025              | Carole Kent Traditional Signwriters               | Signwriting Town Hall Boards                    | £52.88            |
| 10   | 07.04.2025              | Carole Kent Traditional Signwriters               | Signwriting Town Hall Boards                    | £52.88            |
| 9  | 07.04.2025              | PC Rescue   | Computer Maintenance and Repair                 | £120.00           |
| 8  | 07.04.2025              | Somerset Association of Local Councils            | Training  | £45.00            |
| 7  | 07.04.2025              | Somerset Association of Local Councils            | Subscriptions                                   | £838.46           |
| 6  | 07.04.2025              | Somerset Council                                  | Dog Bin   | £206.40           |
| 5  | 07.04.2025              | Somerset Council                                  | Allotment Land Rent                             | £150.00           |
| 4  | 07.04.2025              | W C Maunders Ltd                                  | New field maintenance                           | £35.00            |
| 3  | 07.04.2025              | Chris Groves Associates                           | Tree Works                                      | £1,188.00         |
| 2  | 07.04.2025              | PATA UK   | Payroll - monthly service                       | £40.43            |
| 1  | 07.04.2025              | Mr A Laken  | Town Maintenance Contract work                  | £270.00           |
| 406  | 31.03.2025              | Unity Bank (R)                                    | Bank Charges                                    | £6.00             |
| 403  | 31.03.2025              | Robert Anderson (R)                               | Civic Service expenses                          | £40.00            |
| 396  | 18.03.2025              | Lloyds Bank (R)                                   | Bank Charges                                    | £4.75             |
| 395  | 11.03.2025              | Amazon (R)  | Memorial bench                                  | £395.00           |
| 394  | 10.03.2025              | Amazon (R)  | Office supplies                                 | £38.97            |
| 392  | 03.03.2025              | Coop (R)  | Civic Service expenses                          | £5.65             |
| 388  | 03.03.2025              | Post Office (R)                                   | Civic Service expenses                          | £1.75             |
| 381-383, 19 ad 20  | 25/3/2025<br>07/04/2025 | Payroll – March 2025 (“R” of 20p error last time) | Staff salaries and assoc. Payroll organisations | £4,532.14         |
| <b>TOTAL</b>   |                         |   |   | <b>£18,586.88</b> |

Notes: **Spending Powers:** The Council has the General Power of Competence  
**Bank Reconciliation as at 31<sup>st</sup> March 2025** £108,918.84

**Agenda Item 10.9b Receipts March 2025**

| Voucher |            |                         |  |           |
|---------|------------|-------------------------|--|-----------|
| No      | Date       | Customer                | Description                                    | Total     |
| 83      | 31.03.2025 | Tenant – 9B             | Allotment rent                                 | £45.00    |
| 84      | 31.03.2025 | Unity Bank              | Bank Interest                                  | £315.79   |
| 85      | 31.03.2025 | Lloyds Bank - savings   | Bank Interest                                  | £29.63    |
| 82      | 26.03.2025 | Mr Green                | Donation - memorial bench                      | £329.17   |
| 81      | 21.03.2025 | Big Talk Secret Limited | Hire of recreation land and car parking spaces | £3,600.00 |
| 80      | 10.03.2025 | Lloyds Bank             | Bank Interest                                  | £28.28    |
| Total   |            |                         |  | £4,347.87 |

**Agenda Item 10.9c Direct Debit & Standing Order Payments - March 2025**

| Voucher |                       |  |         |       |         |
|---------|-----------------------|--|---------|-------|---------|
| No      | Supplier              | Description                              | Net     | VAT   | Total   |
| 405     | Zoom                  | Video Conferencing                       | £12.99  | £0.00 | £12.99  |
| 401     | Vodafone              | Telephone - Clerk contract               | £14.39  | £2.88 | £17.27  |
| 399     | BT                    | Broadband                                | £21.72  | £4.34 | £26.06  |
| 398     | Somerset Council      | Business Rates - Town Car Park           | £104.00 | £0.00 | £104.00 |
| 397     | SSE Southern Electric | Electricity - Town Car Park              | £13.32  | £0.67 | £13.99  |
| 393     | O2                    | Telephone - Assistant Clerk              | £6.66   | £1.33 | £7.99   |
| 391     | Water2Business        | Water and Sewerage - Changing Rooms      | £53.50  | £0.00 | £53.50  |
| 390     | Water2Business        | Water and Sewerage - Public Conveniences | £38.50  | £0.00 | £38.50  |
| TOTAL   |                       |  |         |       | £274.30 |

## Agenda Item 14.1



### **Axbridge Town Council Draft Minutes of the Personnel and Protocol Committee held on Monday 24 March 2025 in Axbridge Town Hall**

**Meeting commenced: 6.45pm** (later than planned)      **Meeting concluded: 7.23pm**

**Present:** Councillors Ham (Deputy Mayor – in the Chair), Browne and Taylor.

**Also in attendance:** Mrs Brice (Town Clerk)

#### **131.24 PS      Apologies for Absence**

In the absence of the Mayor, Councillor Ham (Deputy Mayor), chaired the meeting.

**RESOLVED:** that apologies from Councillor Page (personal commitment) be received and approved.

#### **132.24 PS      Declarations of Interest**

**Councillor Ham** – declared a personal interest in the locking of the public conveniences which was being undertaken by a family member (minute 131.24 refers)

#### **133.24 PS      Minutes of the Committee Meeting held on 24 February 2025**

**RESOLVED:** that the minutes of the Personnel and Protocol Committee meeting held on 24 February 2025 be approved as a correct record and signed by the Chairman.

#### **134.24 PS      Public Participation – none.**

#### **135.24 PS      Maces**

Councillor Ham had further considered the embellishment of the maces (such as gold leaf) and wondered whether this should be put on hold for the present time. The wooden maces, as they were, were quite striking. No embellishment would take place at the present time. The possibility of placing the maces on brackets in the office, or in a display box was discussed. The storage of the maces would be further discussed with the Mayor.

#### **136.24 PS      Mayor's Chain - Valuation**

Members had previously noted the quotes to value the chain. The Clerk had been asked to contact a local valuer to arrange for the valuation of the chain.

#### **137.24 PS      Mace Bearer's Hat**

Members considered a quote from the existing supplier of the robes, for a new tricorne hat with braiding, but wished to consider other options before deciding whether to have a new hat made. This would be further considered at the next meeting.

#### **138.24 PS      Civic Service Review**

The Civic Service on 2 March 2025 had been an enjoyable occasion with several letters of thanks received. A press release with a couple of photographs would be put on the website and shared on social media. Letters of thanks would be sent to all those providing the entertainment. The procedure would be altered to ensure the person presenting the awards was officially introduced and that prayers for the Council were included.

#### **139.24 PS      Honorary Officer vacancies**

The vacancy for the Mace Bearer would be further promoted on social media. Members were also happy for the vacancies at the Museum to be included on the town council website – with a link to their own website.

#### **140.24 PS      VE Day 80 – 8 May 2025**

The Sports and Social Community Association was finalising the details of this event.

#### **141.24 PS      Mayor's Banquet**

The Mayor's Banquet would be held on 26 April 2025 in the Oak House.

#### **142.24 PS      Mayor Making**

Invitations to Mayor Making on 12 May 2025 had been sent out.

#### **143.24 PS      First Aid and Defibrillator Training and Bleed Kits**

It was intended to arrange two first aid/defibrillator training sessions for councillors and other interested parties (perhaps Warm Spaces, Active Living, businesses in The Square etc). Councillor Ham would progress this and also further investigate the possibility of obtaining a bleed kit. The Men's Shed also intended to install a defibrillator on the external wall of the Old Station Building.

#### **144.24 PS      Appraisal Process and Documentation**

This matter would be considered at the next meeting.

#### **145.24 PS      Date of the next meeting**

**RESOLVED:** that the next meeting be held on 28 April 2025.

#### **146.24 PS      Exclusion of the Press and Public**

**RESOLVED:** that, in view of the confidential nature of the business about to be transacted (minutes 131.24 PS) which contains contractual information about an individual, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

#### **147.24 PS      Confidential Item - Locking of the Public Conveniences**

Following advice from Somerset Association of Local Councils regarding possible options, it had been agreed, at Council, that it would be appropriate to employ the individual to close the public conveniences facility. The payroll forms were being completed and a safeguarding/risk assessment policy was being drawn up.

-----  
Chairman

-----  
Date



## **Agenda Item 18**

### **Agenda Item 18 Correspondence 8 March – 8 April 2025**

(not mentioned elsewhere in the agenda papers)

#### **SC = Somerset Council**

#### **Outside Bodies**

- Avon and Somerset Constabulary – Crime Statistics for March and Bleed Kits
- Axbridge and District Museum Trust – Draft minutes of 18 March 2025
- Batscombe Quarry - Draft minutes Batts Combe Quarry community liaison meeting 6th February 2025
- Local Community Network – notes and presentation – 13 March 2025 meeting
- Somerset Community Foundation - newsletter
- Society of Local Council Clerks – artificial grass product, Summary of Branch meeting

#### **Planning**

- SC – Validation Checklist Publication 2025
- Mendip Hills - 212/25/00002 - Erection of 2 dwellings, Land to E of Manor Farm, Cross
- CPRE - campaign update including response to Planning Bill
- Resident – objection to planning application at Starrs Close (02/25/00008)
- Oneill Homer - The Grey Belt and Neighbourhood Plans: Planning Policy updates
- Zurich – new items added to schedule
- SC – weekly planning applications and decisions

#### **Admin and Finance**

- Somerset Council- Use of CIL
- Gallagher insurance
- PKF Littlejohn – External Audit paperwork
- Scribe – tip and training including “Creating a Strategic Plan”
- SLCC weekly digest including email guidance and Martyn’s Law
- Lloyds – Bank interest info
- Utility Bank – survey
- QSS – scams and other advice including Security Alert: New "VanHelsing" Ransomware Threat
- Parish Online newsletter
- Utility Aid
- Various – use of community stall at Farmer’s Market
- Insignis Cash – A trusted cash management platform for Parish/Town councils
- Filming Companies – arrangements
- Various – Open Spaces Contract
- Product/sales – A J Products, Cloudy IT and The Print Hive

#### **Leisure and Recreation**

- NHS Somerset - Somerset's Big Conversation
- New Cabling – National Grid
- SC Litter and Dog bins
- SEED (creative arts) newsletter
- Graphic Designer – “You are here” tourist board
- Somerset Playing Fields Association – competition and nominations for Chairman’s cup
- Complete Weed Control – weed control services
- What’s on Bristol including food and drink guide
- GB Sport and Leisure – Manager introduction
- PSS Ltd – logging of assets
- Product Information: Arien signs, Creative Play, Glasdon, Kompan, NNB, School Playgrounds, South West Play, Sutcliffe Play and WCCTV

#### **Highways**

- SC – Grassed areas in Axbridge, Highway Services; Temporary Road Closure: ttr0182596N - Webbington Road, Compton Bishop, SID application; Trees in Chestnut Avenue; Temporary Road

Closure: tto555276E - Easton Hill, Haybridge Hill To Easton Hill and Haybridge Hill, Wookey and St Cuthbert Out; Temporary Road Closure: tto557915N - Houlgate Way, Axbridge

- Bus Group – 126 bus timetable and campaigning for improvements
- First bus - survey
- Various – filming arrangements
- Resident – street lights in High Street/West Street fixed
- Resident - Request to Evaluate Lower Speed Limit and Install Pedestrian Crossing on A371
- Resident – Speed limit on slip road and Cross Lane
- Resident – Tree issue in private garden
- Resident – Grass verge in Town Car Park
- Tagmaster – help data to support infrastructure requests for active travel
- Parkonomy – cashless parking solution
- Product – Make me something special (wooden notice boards); Notice Board Company, Safety for Less,

### **Cemetery, Allotments and Open Spaces**

- Allotment tenants – various including a resignation of a plot
- Allotment tenant – works to plot 2B
- BRAMM – Cemetery of the Year competition
- Mendip Hills - Mendip Hills National Landscape Press Release - Important State of the Heritage report published for the Mendip Hills National Landscape

### **Environmental**

- SC –SORTED – Waste newsletter; SEEN Somerset Environment and Ecological News March 2025
- Centre for Sustainable Energy – newsletter and How well is the smart energy market serving consumers?
- Keep Britain Tidy campaign
- Somerset Wildlife Trust newsletters

### **PERSONNEL**

- Royal British Legion – VE Day bunting and preparations

### **General Correspondence**

- SC – News round up
- Great Collaboration – Climate Change Garden, Green and Healthy, Carbon Literacy, Decarbonising Community Buildings
- Dorset and Somerset Air Ambulance – Press release - 25 Years of Saving Lives
- Defibrillator supplies
- Somerset Art Works - Register for Somerset Open Studios 2025 and newsletter
- Herigate Laser Restorations (cleaning of war memorial)
- Somerset Sight - Volunteers Needed
- National Grid – Are you power cut prepared?
- National Archives - Take part in our archive sector survey.
- Fire Response consultation
- Resident – Bleed Kits
- Flood Wessex – Flood Warden newsletter
- South West England Prestige Awards 2024/25

**See over for diary dates**

## DIARY DATES

| Date                    | Meeting  | Time                       | Venue  |
|-------------------------|--|----------------------------|--|
| <b>COUNCIL MEETINGS</b> |  |                            |  |
| Monday 14 April         | Council  | 7.30pm                     | Axbridge Town Hall   |
| Tues 22 April (TBC)     | Leisure and Recreation<br>Cemetery, Allotments and Open Spaces |                            | The Lamb<br>Zoom   |
| Monday 28 April         | Personnel and Protocol<br>Planning and Licences<br>Highways    | 7.00pm<br>7.30pm<br>8.00pm | Axbridge Town Hall<br>Axbridge Town Hall<br>Axbridge Town Hall |
| TBC                     | Strategic Planning   | 7.30pm                     | 15 Hippiisley Drive  |
| Monday 5 May            | Admin and Finance  | 7.30pm                     | By Zoom  |
| Monday 12 May           | Annual Council and Mayor Making                                | 7.30pm<br>to 8pm           | Axbridge Town Hall   |
| Monday 19 May           | Planning and Licences (if needed)<br>Council                   | 6.45pm<br>7.30pm           | Axbridge Town Hall<br>Axbridge Town Hall                       |
|                         |  |                            |  |
|                         |  |                            |  |
| <b>Other events</b>     |  |                            |  |
| Tues 29 April           | LCN Climate and Nature Committee                               | 7.00pm                     | TBV  |