



## **Minutes Town Council**

<b>Subtitle</b>	Annual Town Council Meeting
<b>Date</b>	15/05/2023
<b>Time</b>	19:00 -
<b>Location</b>	Council Chamber, Old Courthouse, Jaycroft Rd, Burnham-on-Sea, TA8 1LE
<b>Chair</b>	
<b>Attendees</b>	Cllr Ross Baker, Cllr Sue Barber, Cllr Peter Clayton, Cllr Alasdair Elrick, Cllr Mike Facey, Cllr Julie Flurry, Cllr Ganesh Gudka, Cllr Roger Keen, Cllr Alan Matthews, Cllr Benjamin Metcalfe, Cllr Lesley Millard, Cllr Andrew Morgan, Cllr Sharon Perry, Katherine Noble Town Clerk, Cllr Barbara Vickers and Cllr James Warren
<b>Absentees</b>	Cllr Mike Murphy , Cllr Paul Wynn and Cllr Catherine Searing

### **00.0 Public Participation**

There were eight members of the public present and Somerset Councillor Hendry.

There were no registered speakers.

### **42.0.T23 Election of the Mayor for the ensuing year and to receive the declaration of acceptance**

**Resolved** that Councillor Millard was re-elected as Mayor. The declaration of acceptance of office was signed.

### **43.0.T23 To receive apologies for non-attendance**

Apologies were received from Councillors Searing and Wynn.

### **44.0.T23 To receive any declarations of interest on items included on this Agenda**

There were no declarations of interests.

### **45.0.T23 Election of Deputy Mayor for the ensuing year and to receive the declaration of acceptance of office**



**Resolved** that Councillor Perry be re-elected as Deputy Mayor. The declaration of acceptance of office was signed.

**46.0.T23 Election of Mayor's Representative for the ensuing year and to receive the declaration of acceptance of office**

**Resolved** that Councillor Keen be appointed as the Mayor's Representative. The acceptance form was signed.

**47.0.T23 To receive and approve the minutes of the Town Council meeting held on 6.3.23 (copy enclosed)**

The minutes of the previous Council meeting held on 6th March 2023 were present by the Mayor.

**Resolved** that the minutes be taken as read, confirmed and signed by the Mayor.

**48.0.T23 Matters arising from previous minutes**

There were no matters arising.

**49.0.T23 To receive the outgoing Mayor's report**

A detailed report was given at the Annual Towns Meeting. Actions from that meeting are being progressed. The Rangers are undertaking an audit of signs and will report any potholes they come across. Councillor Millard had met residents who raised concerns about anti-social behavior and is seeking to arrange for CCTV to be installed.

Councillor Millard thanked the Deputy Mayors, Councillors Perry and Vickers for their support over the past year and the Town Clerk and staff were also thanked for their help.

**50.0.T23 To receive report from the Police**

The report was noted.

**51.0.T23 To receive any reports from Somerset Councillors**

Somerset Councillor Clayton circulated a report. A copy will be published on the website.

**52.0.T23 To receive minutes of previous committee meetings**

*Draft minutes have been circulated by email & added to the website*

Finance and Resources Committee - 13th March and 24th April

Burial Board Committee - 15th March

Town Improvements Committee- 20th March

Planning Committee - 22nd March, 12th April and 3rd May

Princess Management - 11th May

The Chair of the Finance and Resources Committee gave an overview of the last two meetings and the grants awarded. There were no questions raised.

The Chair of the Burial Committee thanked the cemeteries staff for the work they do to keep the cemeteries in such good order. Long term plans are being considered. There were no questions raised.

The Vice-Chair of the Town Improvements Committee gave an overview of the main issues being dealt with by the Committee. There were no questions raised.

The Chair of the Planning Committee confirmed that a few issues were still outstanding. There were no questions raised.

The Chair of the Princess Management Committee reported that the Highbridge Festival of Arts was very successful, as was the screening of Winter on Fire. The Coronation screening was well attended. There were no questions raised.

**53.0.T23 To receive list of payments to 08.05.23**

The circulated list of payments to be made were noted.

**54.0.T23 To receive reports from town councillor representatives appointed to outside bodies**

Councillor Millard reported that the Fritzlar Reception was very successful and enjoyed by all.

Councillor Warren gave an update on the Community Association. The first stage of the roof repairs were starting and they would be fundraising for the next section of the roof.

Councillor Vickers attended a tea party on 9th May at Abbeyfields, which she thoroughly enjoyed.

**55.0.T23 To review and adopt the terms of reference for the Committees of the Council**

Councillor Gudka gave an overview of the main changes and the rationale behind them.

The document was considered page by page.

Amendments;

3.2.6 - add etc after display.

8.4 - in the sentence 10.3 should be replaced with 8.3.

**Resolved** that subject to the above amendments, the Committees Terms of Reference and Scheme of Delegation is adopted.

**56.0.T23 To appoint the Committees of the Council and membership for the civic year 2023/24**

Planning

Human Resources Sub Committee

Town Improvements

Finance and Resources

Princess Management Committee

Burials

**Resolved** that the Committees are agreed and Committee Membership is approved as follows;



<b>Committee</b>	<b>Members</b>
Finance and Resources Committee	Councillor Gudka Councillor Elrick Councillor Baker Councillor Perry Councillor Vickers Councillor Metcalfe Councillor Facey Councillor Clayton Councillor Matthews Councillor Searing Councillor Keen
HR Sub Committee	Councillor Perry Councillor Gudka Councillor Elrick Councillor Facey Councillor Clayton Councillor Keen Councillor Matthews
Town Improvements Committee	Councillor Warren Councillor Vickers Councillor Morgan Councillor Gudka Councillor Clayton Councillor Searing Councillor Facey Councillor Wynn
Princess Management Committee	Councillor Perry Councillor Warren Councillor Vickers Councillor Baker Councillor Clayton Councillor Keen Councillor Searing Councillor Flurry
Planning Committee	Councillor Elrick Councillor Baker Councillor Vickers Councillor Morgan Councillor Clayton Councillor Wynn



	Councillor Metcalfe Councillor Flurry
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**\*\*Resolved\*\*** that the Committee Chairs are elected as follows;

- Finance and Resources Committee - Councillor Gudka
- HR Sub Committee - Councillor Perry
- Town Improvement Committee - Councillor Warren
- Princess Management Committee - Councillor Perry
- Planning Committee - Councillor Elrick

**57.0.T23 To appoint members to outside bodies for the ensuing year**

<p><b>NALC Coastal Communities Network - 1</b>  <b>Highbridge Festival of Art - 2</b>  <b>Somerset Association of Local Councils 1 (with the clerk)</b>  <b>Town Twinning – Fritzlar (German) - The Mayor is Patron to the Society</b>  <b>Highbridge Community Hall Management Committee - 2</b>  <b>Sedgemoor Cycle Group - 2</b>  <b>BAY Centre - 2</b>  <b>Friends of the Princess Group - 1</b>  <b>Sedgemoor Community Partnership (Morland Hall) - 1</b>  <b>Sea Cadet Corps - 1</b>  <b>Air Training Corps - 1</b>  <b>Hinkley Point Community Forum - 1</b>  <b>Burnham Chamber of Trade - 1</b>  <b>Burnham &amp; Highbridge Abbeyfield Society - 1</b>  <b>67 Bus Forum - 1 (with the RFO)</b>  <b>Rural Services Network - 1</b>  <b>Seed Arts Panel 1</b>  <b>BiARS Management Committee - 1</b>  <b>Abbeyfield - 1</b>  <b>Highbridge Festival for Arts - 1</b></p>
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**Resolved** that the representative on outside bodies are appointed as follows and that each organisation is contacted to confirm that a representative is required and accepted.



<b>Body</b>	<b>No. of Representatives</b>	<b>Nomination</b>
NALC Coastal Community Network	1	Councillor Clayton
Highbridge Festival of Art	2	Councillors Vickers and Perry
Somerset Association of Local Councils	1 & Clerks	Councillor Gudka (Councillor Millard to deputise)
Town Twinning- Fritzlar Germany	1	Mayor – (Lesley Millard)
Highbridge Community Hall Management Committee	2	Councillors Morgan & Keen
Sedgemoor Cycle Group	2	Councillor Metcalfe
BAY Centre	2	Councillors Warren & Barber
Friends of Princess Group	1 + BDO	PMC Chair – Councillor Perry & Councillor Flurry
Sedgemoor Community Partnership (Morland Hall)	1	Councillor Morgan
Sea Cadet Corp	1	Councillor Matthews
Air Training Corp	1	Councillor Millard
Hinkley Point Community Forum	1	Councillor Gudka
Burnham Chamber of Trade	1	TIMPS Chair – Councillor Warren
Burnham & Highbridge Abbeyfield Society	1	Councillor Millard
67 Bus forum	1 (with RFO)	Councillor Barber
Rural Services Network	1	Councillor Millard
Seed Arts Panel	1 (& Princess Manager)	Councillor Keen
BiARS Management Committee	1	Councillor Barber



Burnham and Highbridge Community Association	1	Councillor Warren
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**58.0.T23 To consider and adopt the Strategic Plan 2023-2027**

The Mayor explained that Members had been working on the plan for some time and had sought residents views. This is a working, flexible document that will be reviewed regularly.

**Resolved** that the Strategic Plan is adopted.

**59.0.T23 To review and adopt amended Complaints Procedure**

The updated procedure was considered.

**Resolved** that the Complaints Procedure is adopted.

**60.0.T23 To consider the sanction recommendations received from Somerset Council's Standards Hearing held on 2nd May 2023 in relation to a breach of the Code of Conduct by Councillor Murphy and agree actions to be taken**

The Mayor said " the Code Of Conduct is a very important document that enables councillors and staff to work together in mutual respect. We have a duty of care to all our staff and must make it very clear that we do not condone any breaches of the code".

Councillor Gudka stated the Liberal Democrat party will be undertaking an internal review and when asked, confirmed the findings would be made public.

Several Councillors commented on how the inappropriate and disrespectful behavior was not condoned and there would be no tolerance for such behaviour.

Support has been given and will continue to be given to the member of staff.

Members were asked to consider the sanction recommendations from the Standards Sub- Committee and agree any amendments.





**Resolved** the following sanctions are approved;

1. The Town Council issue a formal censure to Councillor Murphy

2. The Town Council arranges training , in consultation with the Monitoring Officer, for Councillor Murphy by a reputable trainer, to include:

- Equalities
- Member/Officer relationships
- Professional boundaries
- Interpersonal relationships

The training to be completed within a period of three months and the completion to be reported to Somerset Council.

3. That Councillor Murphy issues a genuine written apology to the Complainant for his conduct as found by the Sub-Committee as soon as possible.

4. Councillor Murphy is excluded from the Council's offices, with the exceptions of meeting rooms as necessary for attending Council meetings, until he has undertaken the training.

5. Councillor Murphy is removed from any committees/sub-committees/working groups until he has completed the training recommended.

(Somerset Councillor Hendry left the meeting at this juncture)

**61.0.T23 To review and adopt the updated Financial Regulations**

Councillor Gudka gave an overview of the changes.

**Resolved** that the updated Financial Regulations are adopted.

**62.0.T23 To review and adopt the updated Standing Orders**



The Standing Orders were being updated to the current NALC model.

**Resolved** that the updated Standing Orders are approved.

- 63.0.T23 To consider response to the Department of Levelling up, Housing and Communities consultation on the introduction of a use class for short term lets and associated permitted development rights**  
[Link to consultation documents](#)

**Resolved** that the item is deferred to the Planning Committee for consideration and the Committee are delegated to respond on behalf of the Council.

- 64.0.T23 To consider response to the The Environment Agency's consultation on proposed change to Hinkley Point C's water discharge activity permit**  
[Link to consultation details](#)

**Resolved** that Councillors Millard, Warren and Metcalf are delegated to respond on behalf of the Council.

(Two members of the public left the meeting at this juncture)

- 65.0.T23 Date of next Meeting - 27th June 2023**

The next meeting will take place on 27th June 2023 at the Morland Hub, Highbridge.