

Minutes of a meeting of the Town Council held on 27th February 2024 at the Morland Hub, Pearce Drive, Highbridge, TA9 3FU at 7 pm

Present: Councillors L. Millard (Chair), P. Clayton, G. Gudka, R. Keen, A. Mathews, B. Metcalfe, M. Murphy, C. Searing, J. Warren,

In attendance: K. Noble (Town Clerk) and four members of the public.

Public Participation:

A member of the public spoke in relation to the Burnham Radio Station, which provided a worldwide service with over 300 staff. Unfortunately, the station closed in 2000 and the land sold. It was agreed that the developer would pay for a memorial on the site. The resident asked for the Council's assistance in trying to get the commemorative memorial installed.

Another member of the public also stated that a Blue Plaque marking the site was produced but not installed.

The matter will be considered at the next Town Improvements meeting.

216.0.T24 Apologies for absence

Apologies were received from Councillors Baker, Barber, Elrick, Facey, Flurry, Hendry, Perry, Vickers and Wynn.

217.0.T24 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

218.0.T24 To receive and approve the minutes of the Town Council meeting held on 30th January 2024

The minutes of the previous meeting of the Town Council, held on 30th January 2024, were presented by the Mayor.

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

219.0.T24 Matters arising from previous minutes

There were no matters arising.

220.0.T24 To receive Mayor's report

The Mayor read out the following report "We are now planning our Civic Award Ceremony on 20th March. This will take place in St Andrews Church and afterwards at the Burnham Community Centre. It has been a pleasure working with Reverend Sharon on this event.



I was pleased to attend the art exhibition by Sally Light at St John's Church in Highbridge. It was a fascinating mix of audio, poetry and fabric art. It is lovely to have art so accessible to our community.

I also gave a talk at the U3A in Burnham. I have been a member for several years and it was interesting being on the other side of the room. I was asked to speak about the role of the Mayor and what it had meant to me. It was a good opportunity to correct any misunderstandings and share my enthusiasm for our two towns.

The Deputy Mayor and myself led a follow-up meeting at the Bay Centre. The purpose of the meeting was to revisit the issues raised by the incursion of travellers onto the site last year. At the meeting in October both Somerset Council and the Police agreed to explore ways of shortening the response time, particularly on a weekend. I am pleased to say that they have achieved that and if travellers arrive on a Friday night the Out-of-Office team will send a notice to the Police which can be served that day. It was clear that residents and business owners in the area are still shaken by events from last year. We agreed to write to the Police to ask for a meeting to discuss the event and how we could enable our residents to feel more protected.

I continue to attend the LCN Focus Group for Youth. We are currently auditing provision for young people in this area. We are also exploring ways of reaching out to engage the young people in the discussion about future provision.

I have continued to support the work of the Climate and Ecology Working Group which is summarised later".

221.0.T24 To receive report from the Police

No report was provided.

222.0.T24 To receive any reports from Somerset Councillors

No questions were raised in regards to the reports circulated with agenda.

223.0.T24 To receive minutes of previous committee meetings

Planning Committee Meeting 31st January

Councillor Clayton confirmed that an objection was made at the last meeting. No questions were raised.

Finance & Resources Committee Meeting 5th February

Councillor Gudka gave an overview of the items discussed at the meeting. No questions were raised.



Princess Management Committee Meeting 8th February

Councillor Warren gave an overview of issues raised and confirmed the Cafe lease would not be extended and Hellends Kitchen will be leaving at the end of May.

224.0.T24 To receive list of payments up to 8th February 2024

The attached list of payments was received and noted and no queries raised.

225.0.T24 To receive Town Council Accounts for month of January 2024

The accounts for January were received and no queries raised.

226.0.T24 To approve the bank reconciliation for January 2024

Resolved that the bank reconciliation was approved and signed by the Mayor.

227.0.T24 To receive reports from town councillor representatives appointed to outside bodies

Councillor Millard had attended a meeting of the Morland Hub Trustees.

228.0.T24 To receive Working Group update reports

- Better BOS – The survey of the town centre had been completed and will be analysed before publishing. Work on long term future plans is ongoing and the group will be working with other local groups regarding the towns experiences/events.
- Climate and Ecology – The next Eco Festival is provisionally booked to be held on June 1st in Apex Park. The group are continuing to follow the process for becoming a CIC.

A meeting to draft a Climate Adaptation Action Plan with Somerset Wildlife Trust was held. It will now go out for public consultation before being brought to the council for ratification and to sit alongside the Climate Action Plan.

The Bus User Group is holding a meeting with representatives from First Bus to review progress against targets set last year. They have also run an online survey to find out how students were being affected by poor bus provision. This will then be collated and they will organise a meeting of Weston College, Bridgwater College and First Bus. The young people will be invited to put their case.

The Growing Group has been working in partnership with Burnham and Highbridge in Bloom. The Group are waiting to hear if the application for a grant from EDF has been successful. Regular hands on sessions for any local gardeners to come and help prepare the flower beds are regularly being held. Dave Perrett has acquired



funding to plant the two flower beds in Millennium Square Highbridge. The group has been supported by Clean Surroundings.

The Repair Cafes are now looking to work alongside 'On Your Bike'. The group would come along and offer a free repair service. The Repair Café Group have also obtained funding from Burnham and Weston Solar Energy CIC to buy a Thermal Imaging Camera. This will be available for the use of residents and will be accompanied by one of the group to help. This will complement the Library Service.

- Highbridge Regeneration – At a recent meeting, the group started to work on creating their Action Plan. Once the Action Plan is in a Draft form, it will be brought to the Town Council for ratification.

Various groups who share our vision for Highbridge have been identified and the group will be exploring ways of working together. We met 'On Your Bike', a CIC and Limited Company that has centres in Bridgwater and Taunton. They are looking to expand in our direction. They provide workshops that support people to repair their bikes and a course where young people learn how to repair and look after their bike and then they can take the bike home. They run workshops in schools and have community tool boards so that residents can access tools to look after their bike. They have many donated bikes and sell them to fund their activities. They have contacts for setting up a bike hire shop and would love to work in our schools and grant funding is being looked into. This clearly links to the Transport Strand of the Climate and Ecology Plan as we encourage active transport.

The Severnside Partnership are also working with the group to explore ways of enhancing Highbridge Station. There are lots of ideas including artwork, gardens and improved signage and maps.

The group hope to organise a walk around Highbridge to really look at what is happening now and identify ways of improving the Town.

- Office Accommodation – The survey report on the former SS&L building has now been received and will be reviewed at a meeting of the group tomorrow.
- Homelessness – No report was available.

229.0.T24 To receive the 2022-23 debtors report and approve write-offs

Councillor Gudka gave an overview of the report and confirmed that the RFO had undertaken a thorough investigation of each debtor and provided evidence that money was not owed to the Council.

This will show as a cost in the 2023/24 accounts, but was accounted for during the budget/precept setting process.



Resolved that the recommendation to write off £33,514.84 of debtors stated in 2022/23 accounts is approved.

230.0.T24 To consider disbanding the Town Improvements Committee from May 2024

Whilst reviewing the committee terms of reference, the Working Group considered if each committee was effectively working and reviewed reports and minutes from meetings held. Councillor Gudka gave some background information as to why this proposal was being put forward.

Each Councillor was given the opportunity to express their views.

Resolved that as from May 2024, the Town Improvements Committee will be disbanded.

231.0.T24 To agree Committee meeting schedule for April - June 2024

Resolved that the schedule for April – June 2024 is approved, except for the Princess Management meeting on 28th May which will be rescheduled.

232.0.T24 To agree the formal response to the objection to the Annual Governance and Accountability Return (AGAR) 2022/23

Councillor Gudka gave an overview of the report. The important points were that the precept/budget setting timetable doesn't allow for month 12 accounts to be available and reserves would have been used to reduce a larger precept increase.

Resolved the circulated response was approved for submitting to the External Auditor.

233.0.T24 To review the 2023-2027 Strategic Plan

Resolved that amended Strategic Plan is approved.

234.0.T24 To review the Allotment Tenancy Agreement

Resolved that the Allotment Tenancy Agreement is approved.

235.0.T24 To review and adopt the Planning Pre-Application Discussion Policy

Resolved the Planning Pre-Application Discussion Policy is approved and adopted.

236.0.T24 To consider a request from a resident of Brue Farm regarding installation of a defibrillator

It was noted that agreements would not be in place to be able to apply for the defibrillator funding as suggested.



**Burnham-on-Sea
& Highbridge**

TOWN COUNCIL

Resolved that the Council purchases a defibrillator using CIL funds, subject to permissions being received at a suitable location near Brue Farm.

237.0.T24 Date of next meeting

Resolved: The next meeting of the Town Council is scheduled for 2nd April 2024 at 7 pm and will be held at the Morland Hub.

| DATE OF INVOICE | SUPPLIER | INVOICE NUMBER | DESCRIPTION | NET | VAT | GROSS |
|-----------------|----------------------------|--------------------|---|------------|-----------|------------|
| 31/01/2024 | Biffa | 308C42634 | Waste collection - Princess Theatre | £259.54 | £51.91 | £311.45 |
| 20/01/2024 | Bravo | 756 | Technician - Princess Jan 2024 | £1,125.00 | £225.00 | £1,350.00 |
| 05/02/2024 | Bravo | 762 | Technician Voodoo Room | £162.00 | £32.40 | £194.40 |
| 01/02/2024 | Bridgwater Mowers | 091592 | 2 x Strimmers - Cemeteries | £815.83 | £163.17 | £979.00 |
| 01/02/2024 | Bridgwater Mowers | 019593 | 1 x Stihl RM mower - Cemeteries | £658.33 | £131.67 | £790.00 |
| 01/02/2024 | Business Waste | P1319373 | Paper waste - TC | £22.00 | £4.40 | £26.40 |
| 31/01/2024 | ITEC | 953756 | photocopier services | £22.72 | £4.54 | £27.26 |
| 31/01/2024 | KJ Cleaning Servies | PrincessT007 | Cleaning - PT | | | £480.00 |
| 31/01/2024 | Lyreco | 0018_6723727488 | stationery & sundries | £108.46 | £12.67 | £121.13 |
| 31/01/2024 | Lyreco | CN 0018_6723731647 | stapler | -£131.98 | -£26.40 | -£158.38 |
| 14/01/2024 | MJ Church | B13697-505974 | Waste services - cemeteries | £20.74 | £4.15 | £24.89 |
| 14/01/2024 | MJ Church | B13697-505975 | Waste services - cemeteries | £26.52 | £5.30 | £31.82 |
| 14/01/2024 | MJ Church | B13697-505976 | Waste services - cemeteries | £31.96 | £6.39 | £38.35 |
| 31/01/2024 | MJ Church | B13697-509336 | Waste services - cemeteries | £27.20 | £5.44 | £32.64 |
| 31/01/2024 | MJ Church | B13697-509337 | Waste services - cemeteries | £35.70 | £7.14 | £42.84 |
| 31/01/2024 | MJ Church | B13697-509338 | Waste services - cemeteries | £40.12 | £8.02 | £48.14 |
| 22/11/2023 | Mynett Electrical | 127527 | Princess Theatre - emergency lighting repairs | £594.40 | £118.88 | £713.28 |
| 25/01/2024 | Proper Job | Z0009T02-485978 | sweets - Princess Theatre | £32.69 | £6.53 | £39.22 |
| 26/01/2024 | Robert Fay | 26.01.24 | Art sales settlement - Princess theatre | | | £296.40 |
| 01/06/2023 | Sansum Solutions | INV-9700 | Cleaning - TC June 2023 | £260.16 | £52.03 | £312.19 |
| 01/02/2024 | Sansum Solutions | INV-10976 | Cleaning - TC | £280.16 | £56.03 | £336.19 |
| 18/01/2024 | Screwfix | 1455664480 | dorgard closures | £184.98 | £37.00 | £221.98 |
| 24/01/2024 | Showman (Live) Touring Ltd | 190736 | settlement - Showman Live - Princess | | | £775.44 |
| 22/01/2024 | Solutions on Stage | INV-2021 | Electrical installation Condition Report - Princess | £1,321.00 | £264.20 | £1,585.20 |
| 29/01/2024 | Solutions on Stage | INV-2031 | RaKINS inspection & report - Princess | £499.00 | £99.80 | £598.80 |
| 22/01/2024 | Somerset Council | 30046985 | dog bin collection | £69.68 | £13.94 | £83.62 |
| 29/01/2024 | Somerset Council | 30047309 | annual hedge cutting Highbridge Cemetery | £273.00 | £54.60 | £327.60 |
| 25/01/2024 | TWC | 75 | window cleaning - Princess | | | £48.50 |
| 25/02/2024 | TWC | 77 | window cleaning - Princess | | | £28.50 |
| 07/02/2024 | BHK Car & Van | 5329 | Service - Rangers van | £208.33 | £41.67 | £250.00 |
| 06/02/2024 | Event Power Engineering | 501152 | Christmas Lights Installation | £16,650.00 | £3,330.00 | £19,980.00 |
| 05/02/2024 | Iris | INV-ISL-0396304 | payroll services | £112.61 | £22.52 | £135.13 |
| 08/02/2024 | Microshade | 18904 | IT Services | £931.51 | £186.30 | £1,117.81 |
| 01/02/2024 | Proper Job | Z0009T02-487764 | silicon & utility blades | £7.23 | £1.45 | £8.68 |
| 05/02/2024 | Proper Job | Z0009T02-488923 | paint/paintbrushes - Cemeteries toilet maintenance | £28.72 | £5.75 | £34.47 |
| 06/02/2024 | Toolstation | XWW562402523 | work boots Rangers - PPE | £33.53 | -£0.29 | £33.24 |
| 08/02/2024 | Faye Barnes | 08.02.24 | Art sales settlement - Princess theatre | | | £125.40 |

Cashbook payments

The Mens Shed

Grant approved at F&R Committee on 23rd January

£375.00

£31,766.59