

Minutes of a meeting of the Town Council held on 25th June 2024 at the Morland Hub, Pearce Drive, Highbridge at 7 pm

Present: Councillors S. Perry (Mayor), R. Baker, S. Barber, P. Clayton, M. Facey, J. Flurry, G. Gudka, A. Hendry, R. Keen, A. Matthews, L. Millard, C. Searing, B. Vickers, P. Wynn

In attendance: K Noble (Town Clerk) and 6 members of the public.

Public Participation: There were no representations made.

287.0.T24 Apologies for absence

Apologies were received from Councillors Murphy and Metcalfe.

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

Councillor Keen declared an interest in item 311.0.T24 relating to the Morland Hub.

289.0.T24 Better BOS presentation

Three representatives from Better Bos gave a short presentation. The aims of the group are to improve the facilities, culture and built environment within the town centre and seafront of Burnham-on-Sea. Three projects being progressed; Creative Spaces, Community Business Incubator and Communitive Events and details were provided. The group want to improve communications with the Town Council.

Councillors were given the opportunity to raise questions which were answered.

(3 members of the public left the meeting at this juncture).

290.0.T24 To receive and approve the minutes of the Town Council meeting held on 13th May 2024

The minutes of the previous meeting of the Town Council, held on 13th May 2024, were presented by the Mayor.

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

291.0.T24 Matters arising from previous minutes

There were no matters arising.



292.0.T24 To receive and approve the minutes of the final Princess Committee meeting held on 4th April 2024

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

293.0.T24 To receive Mayors report

Councillor Perry read out the following statement;

“I was pleased to be invited to the opening of the Cabaret Café Bar at the Princess Theatre on 4th June. It’s great that there continues to be a café at the theatre and I wish Lisa and her team great success in their new venture.

The 6th June, D-Day, was a busy day for both myself and the Deputy Mayor, as we remembered the courage and sacrifice of all those involved in the D-Day landings, 80 years ago. The Town Crier made an official proclamation at 8.00 am, the time at which the invasion began. We were joined by representatives of the Royal British Legion and approximately 60 French visiting school children to mark this poignant moment.

At 9.00 am, the raising of a D Day flag was attended by myself in Burnham-on Sea, and by the Deputy Mayor in Highbridge. I then attended a short service at 11.00 at the Memorial Hospital, organised by the Royal British Legion.

The celebrations continued in the afternoon, at the Princess Theatre, with a fabulous concert by the Princess Community Choir, singing all the familiar wartime songs. Many thanks to the choir and the team at the theatre, including the café, for a wonderful afternoon. This event was the first in a series of events made possible by a grant from Hinkley Point. Details of future events are available on the theatre website and I am sure that they will prove popular.

The D Day commemorations concluded with the lighting of a commemorative beacon on the jetty at 9.15pm as I read the International Tribute. Given the weather conditions that evening, with a prevailing brisk and chilly wind, it was touch and go whether the beacon could be lit. Thanks to the perseverance and ingenuity of the Town Rangers, it was lit on time. Thanks also to the Burnham and Highbridge Town Band who played throughout the evening, despite the conditions, entertaining the crowd with their medley of music. Many thanks also to the councillors who attended as marshals.

On the same day, the Deputy Mayor was also busy, firstly opening the new facilities at Brent Knoll’s RSPCA centre. Councillor Keen also attended a special service of celebration for a new ministry, welcoming



Reverend Cheryl Hawkins to St Andrew's Church. I look forward to meeting her myself next week.

Earlier this month, the Deputy Mayor also attended a presentation at St Joseph's school on road safety which is to be discussed later in this meeting.

I was pleased to attend a fund-raising coffee morning at Abbeyfield Nursing Home on 7th June. This was to raise money for a local boy, Jack, who is currently receiving treatment for cancer. £450 was raised, an important contribution to his parents' appeal to raise funds for vital overseas treatment. Congratulations to the staff and residents for their efforts to support this cause.

On behalf of the Town Council, I would like to thank Somerset and Avon Police and Somerset Council for their swift response to the illegal encampment at Cassis Close on June 10th, ensuring that the site was quickly vacated and secured. Following the public meetings organised by the Town Council in the past year, it was pleasing to see improved communications between the Police, Councils and residents and the effective management of the situation.

Yesterday, the Burnham-on-Sea and Highbridge Fritslar Twinning Association left for their first visit to Fritslar for five years. I was pleased to be asked to see them off. I hope their visit will be a great success, rekindling friendships between our towns.

Finally, I have decided that my charity of the year will be the Burnham branch of the RNLI. I look forward to supporting them in their fund-raising efforts in the coming year".

294.0.T24 To receive report from the Police

No report was received. An Officer was hoping to attend.

295.0.T24 To receive any reports from Somerset Councillors

There were no questions raised on the circulated report.

296.0.T24 To receive minutes of previous committee meetings

Planning Committee - 15th May and 5th June

No questions were raised.

Assets & Amenities Committee - 28th May

No queries were raised.

Finance & Governance Committee - 3rd June

No queries were raised.



297.0.T24 To receive list of payments up to 12th June 2024

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

Payments made by Direct Debit/Standing Order 2024-2025 Burnham-on-Sea and Highbridge Town Council

Payee	Frequency	Description	Type	Amount
GLOBAL PAYMENTS	Monthly	PT Transaction Charges	D/D	Variable
CROWN GAS & POWER	Monthly	Gas TC - L002468	D/D	Variable
CROWN GAS & POWER	Monthly	Gas PT - L002474	D/D	Variable
DVLA-WV09XVL	Annually	Van Tax	D/D	335
EDF ENERGY CUST PLC	Monthly	Highbridge Clock - 1135100000	D/D	Variable
EE LIMITED	Monthly	Sim Cards	D/D	Variable
FLOTEK GROUP	Monthly	Phone system	D/D	Variable
FUEL CARD SERVICES	Monthly	Fuel	D/D	Variable
GOCARDLESS	Monthly	Design Hive Website - TC	D/D	114
GOCARDLESS	Monthly	Ticketsolve-Ticket Fees	D/D	Variable
SOMERSET COUNCIL	Monthly	Princess Rates - 1051384	D/D	798
SOMERSET COUNCIL	Monthly	TC Rates - 130825	D/D	953
SOMERSET COUNCIL	Monthly	Brent Road Rates - 130958	D/D	499
SOMERSET COUNCIL	Monthly	Burnham Road Rates - 1119501	D/D	202
SOMERSET COUNCIL	Monthly	Westfield Road Rates - 1119503	D/D	239
TIMETASTIC	Monthly	Employees Holidays App	D/D	Variable
TV LICENCE DDA	Annually	PT TV license	D/D	159
WATER2BUSINESS	Half Yearly	Highbridge Cem Water Rates - 0191263203	D/D	236.06
WATER2BUSINESS	Half Yearly	TC Office Water Rates - 11611529	D/D	168.92
WATER2BUSINESS	Half Yearly	Allotments Water Rates - 11677383	D/D	75.26
WATER2BUSINESS	Half Yearly	Brent Road Cem Water Rates - 11804429	D/D	132.22
WATER2BUSINESS	Half Yearly	PT Water Rates - 23840708	D/D	1213.47
WATER2BUSINESS	Half Yearly	Water Splash Feature - 11104249	D/D	121.51
XEROX	Quarterly	Photocopier lease	D/D	Variable
SALARIES	Monthly	Employee Payroll	D/D	Variable
PENSIONS	Monthly	Employee Pension	BACS	Variable
HMRC PAYE	Monthly	Employee PAYE	D/D	Variable
PREPAID CARD	Annually	Annual Account Fee	D/D	£69.00
CURRENT ACCOUNT	Monthly	Bank Charges	D/D	Variable
ACCOUNT NO 2	Monthly	Bank Charges	D/D	Variable
COMMUNITY COUNCIL	Yearly	Membership	S/O	40
PULSE HD	Monthly	Phone system	D/D	Variable
UTILITA	Monthly	Electricity - Cemeteries	D/D	Variable
UTILITA	Monthly	Electricity - PT	D/D	Variable
UTILITA	Monthly	Electricity - TC	D/D	Variable
UTILITA	Monthly	Electricity - Market stall	D/D	Variable
BARCLAYS	Monthly	Account fee	D/D	Variable

298.0.T24 To receive Town Council Accounts for month of May 2024

The accounts for May were received and no queries raised.

299.0.T24 To approve the bank reconciliation for May 2024

Signed by Chair..... Date.....



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

300.0.T24 To agree release of earmarked reserves

Resolved that the following allocations from earmarked reserves are approved;

£335.70 – EMR 344 SIDS

£387.92 – EMR 374 PMC Somerset Community Grant

301.0.T24 To approve list of Direct Debit/BACS/Standing Orders payees for the year

Queries raised were answered.

Resolved that the attached following list of Direct Debits, BACS and Standing Orders are approved for the year;

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

The Mayor reminded Councillors that if they attend any meetings a written report should be submitted to the following Council meeting.

No queries were raised regarding the report submitted by Councillor Millard.

It was confirmed that all organisations had been notified of the Councillors representatives.

303.0.T24 To receive Working Group update reports

- Climate and Ecology

The report had been circulated with the agenda. The group are still working towards setting up as a CIO.

- Highbridge Regeneration

The report had been circulated with the agenda. A lack of response from Somerset Council is causing some delays.

- Homelessness

A meeting is being arranged.

304.0.T24 To consider response to correspondence received

304.1 To consider supporting The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

Resolved that the Council sends a letter of support for the Bill.



304.2 To consider recommendation from the Planning Committee to the government consultation on Alcohol in Licenced Pavement Areas

Councillor Hendry gave an explanation to the Working Groups proposal.

A further suggestion was made to strongly agree with option one, to help smaller/local breweries.

Resolved that the proposed response recommended by the Planning Committee to support Option 2 was approved.

304.3 To consider a request from Marie Curie Charity to allow collection at the fireworks event

A lengthy discussion took place.

Resolved that the request is denied. The Council are supportive of the important work undertaken by the national charity; however, the Council would like the collection to be undertaken for local charities.

305.0T24 To receive Internal Audit year end report for 2023-24

This was overall a positive audit.

Resolved that the Internal Audit report is noted and that the recommendation will be actioned and progress monitored by Finance and Governance Committee.

306.0.T24 To be advised of the conclusion of audit relating to the objection to 2022/23 AGAR and to undertake action to revisit the 2024/25 forecast

The objection had not been upheld. It was recommended that the Council revisits its 2024/25 budget forecast as it is based on incorrect figures and answers 'no' to assertion 1 of the Annual Governance Statement for 2023/24.

The Chair of the Finance and Governance Committee explained that controls have been put in place and the budget was an estimate and the figures used to set the budget were not based on the overstated figure, but on a calculation using the half year's actual income. The debt write-offs had already been accounted for when estimating 2023/24 year end reserves, so were in effect already considered in the 2024/25 budget workings. Therefore there is no need to further review the 2024/25 budget.

Resolved that the Council note the report and no further action is required.



307.0.T24 To approve the Annual Governance Statement (s.1 of the Annual Governance and Accountability Return for 2023/24)

A briefing note had been circulated detailing the control measures in place.

The Chair of the Finance and Governance Committee reiterated the information provided under item 306.0.T24 and suggested therefore that the Council should answer yes to all boxes.

The Mayor read out each statement, which was then considered and voted on.

Resolved that Section 1 of the Annual Governance Statement for 2023/24 was completed and approved.

308.0.T24 To approve the Annual Accounting Statement for the year ending 31 March 2024 (s.2 Annual Governance and Accountability Return 2023/24)

The Chair of the Finance and Governance Committee confirmed the figures are consistent with the accounts reports.

Resolved that Section 2 of the Annual Governance Statement for 2023/24 was approved.

309.0.T24 To note the public rights and publication notice dates

It was noted that the notice of public rights and publication of unaudited annual governance and accountability return would be published on the website on 28th June with public rights commencing 1st July 2024 until 9th August 2024.

310.0.T24 To consider the purchase of Deputy Mayor's Pendant

The report and quotations were considered.

Resolved that the quotation from Company A for a pendant with a blue ribbon, is approved at a cost of £1,682, to be taken from general reserves.

311.0.T24 To consider recommendation from the Finance and Governance Committee to release CIL funds for the following

311.1 Burnham United Football Club - £1,630 for refurbishment of the Club House

Resolved that £1,630 of CIL funds are given to Burnham United Football Club for the refurbishment of the Club House.

(Councillor Keen left the meeting at this juncture)



311.2 Sedgemoor Community Partnership (Morland Community Hub) - £1,000 for a bat survey

Resolved that Sedgemoor Community Partnership are given £1,000 from CIL funds for a bat survey to be undertaken.

(Councillor Keen re-joined the meeting)

311.3 St John's Church - £2,000 towards preparatory drawings and survey

Resolved £2,000 of CIL funds are given to St John's Church towards preparatory drawings and survey.

311.4 Highbridge War Memorial Trust, Southwell House & Gardens - £2,000 for purchase of furniture

Resolved that £2,000 of CIL funds are given to Highbridge War Memorial Trust for the purchase of furniture.

312.0.T24 To appoint members onto the Burnham Local Community Network Highways Working Group

The LCN is forming a variety of focus groups.

Resolved that Councillors Facey and Clayton are appointed onto the Local Community Network Highways Working Group

313.0.T24 To agree to set up a Devolution Working Group, appoint membership and agree Terms of Reference

Resolved that a Working Group is set up and the Terms of Reference are approved. Membership of the Group will be the Finance & Resources Committee Chair, HR Sub-Committee Chair and Assets and Amenities Chair, Councillor Matthews, Councillor Millard, Councillor Perry and Councillor Vickers.

314.0.T24 To appoint a Task and Finish Group to apply for a Banking Hub

Resolved that a Task and Finish Group is set up and Councillors Millard and Perry are appointed to the Group.

315.0.T24 Motion by Councillor Keen - That the Council formally requests Somerset Council Highways Department to look at the installation of a pedestrian crossing point on the B3139 Oxford Street, Burnham-on-Sea, outside or near the St Joseph's School entrance and the Catholic Church

Councillor Keen gave an overview of the concerns and reasons for the motion.



Concerns were raised regarding expectations and the school need to be advised that it would be a very lengthy process.

Resolved that the Council formally requests Somerset Council Highways Department to look at the installation of a pedestrian crossing point on the B3139 Oxford Street, Burnham-on-Sea, outside or near the St Joseph's School entrance and the Catholic Church, to be accompanied by the data and letters from children of the school.

316.0.T24 Motion by Councillor Gudka – That the Town Council requests the Boundary Commission carry out a review of our electoral arrangements concurrently with that planned for Somerset Council, with a view to producing a more uniform and equitable pattern of representation – particularly in view of the significant increases in population planned in the Town Council Ward of Highbridge.

Councillor Gudka gave an overview of the proposal.

Resolved that the Town Council requests the Boundary Commission carry out a review of our electoral arrangements for Burnham-on-Sea, Highbridge and Burnham Without, concurrently with that planned for Somerset Council, with a view to producing a more uniform and equitable pattern of representation – particularly in view of the significant increases in population planned in the Town Council Ward of Highbridge.

317.0.T24 Date of next meeting

Resolved: The next meeting of the Town Council is scheduled for 5th August 2024 at 7 pm.

Payments made by Direct Debit/Standing Order 2024-2025
Burnham-on-Sea and Highbridge Town Council

Payee	Frequency	Description	Type	Amount	Notes
GLOBAL PAYMENTS	Monthly	PT Transaction Charges	D/D	Variable	
CROWN GAS & POWER	Monthly	Gas TC - L002468	D/D	Variable	
CROWN GAS & POWER	Monthly	Gas PT - L002474	D/D	Variable	
DVLA-WV09XVL	Annually	Van Tax	D/D	335	
EDF ENERGY CUST PLC	Monthly	Highbridge Clock - 1135100000	D/D	Variable	
EE LIMITED	Monthly	Sim Cards	D/D	Variable	
FLOTEK GROUP	Monthly	Phone system	D/D	Variable	
FUEL CARD SERVICES	Monthly	Fuel	D/D	Variable	
GOCARDLESS	Monthly	Design Hive Website - TC	D/D	114	
GOCARDLESS	Monthly	Ticketsolve-Ticket Fees	D/D	Variable	
SOMERSET COUNCIL	Monthly	Princess Rates - 1051384	D/D	798	
SOMERSET COUNCIL	Monthly	TC Rates - 130825	D/D	953	
SOMERSET COUNCIL	Monthly	Brent Road Rates - 130958	D/D	499	
SOMERSET COUNCIL	Monthly	Burnham Road Rates - 1119501	D/D	202	NEW started May 2024
SOMERSET COUNCIL	Monthly	Westfield Road Rates - 1119503	D/D	239	NEW started May 2024
TIMETASTIC	Monthly	Employees Holidays App	D/D	Variable	
TV LICENCE DDA	Annually	PT TV license	D/D	159	
WATER2BUSINESS	Half Yearly	Highbridge Cem Water Rates - 0191263203	D/D	236.06	
WATER2BUSINESS	Half Yearly	TC Office Water Rates - 11611529	D/D	168.92	
WATER2BUSINESS	Half Yearly	Allotments Water Rates - 11677383	D/D	75.26	
WATER2BUSINESS	Half Yearly	Brent Road Cem Water Rates - 11804429	D/D	132.22	
WATER2BUSINESS	Half Yearly	PT Water Rates - 23840708	D/D	1213.47	
WATER2BUSINESS	Half Yearly	Water Splash Feature - 11104249	D/D	121.51	
XEROX	Quarterly	Photocopier lease	D/D	Variable	
SALARIES	Monthly	Employee Payroll	D/D	Variable	
PENSIONS	Monthly	Employee Pension	BACS	Variable	
HMRC PAYE	Monthly	Employee PAYE	D/D	Variable	
PREPAID CARD	Annually	Annual Account Fee	D/D	£69.00	to be replaced by Government Procurement card
CURRENT ACCOUNT	Monthly	Bank Charges	D/D	Variable	
ACCOUNT NO 2	Monthly	Bank Charges	D/D	Variable	
COMMUNITY COUNCIL	Yearly	Membership	S/O	40	
PULSE HD	Monthly	Phone system	D/D	Variable	NEW start June 2024
UTILITA	Monthly	Electricity - Cemeteries	D/D	Variable	NEW start June 2024
UTILITA	Monthly	Electricity - PT	D/D	Variable	NEW start Aug 2024
UTILITA	Monthly	Electricity - TC	D/D	Variable	NEW start Aug 2024
UTILITA	Monthly	Electricity - Market stall	D/D	Variable	NEW start Nov 2024
BARCLAYS	Monthly	Account fee	D/D	Variable	NEW start Aug 2024