



The Old Courthouse,  
Jaycroft Road,  
Burnham on Sea,  
TA8 1LE

8<sup>th</sup> April 2025

To: All Members of the Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **TOWN COUNCIL** to be held on **14<sup>th</sup> April 2025** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm

A handwritten signature in black ink, appearing to be "K Noble", written on a light blue background.

Katherine Noble  
Town Clerk

***Please contact the Town Council reception (01278 788088) if you need further information on this agenda.***

### **Members of the Burnham and Highbridge Town Council**

Councillor R. Baker  
Councillor P. Clayton  
Councillor J. Flurry  
Councillor A. Hendry  
Councillor A. Matthews  
Councillor L. Millard  
Councillor M. Murphy  
Councillor S. Perry (Chair)  
Councillor B. Vickers

Councillor S. Barber  
Councillor M. Facey  
Councillor G. Gudka  
Councillor R. Keen  
Councillor B. Metcalfe  
Councillor P. Mills  
Councillor K. Pearce  
Councillor C. Searing  
Councillor P. Wynn

## **Public participation**

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting. Public participation shall be restricted to the public participation session, unless directed otherwise by the Chair. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

## **Town Council Committee Meeting Agenda**

**14<sup>th</sup> April 2025**

- 456.0.T24 Apologies for absence**
- 457.0.T24 To receive any declarations of interest on items included on this agenda**
- 458.0.T24 To receive and approve the minutes of the Town Council meeting held on 4<sup>th</sup> March and the extraordinary meeting on 20<sup>th</sup> March 2025**
- 459.0.T24 Matters arising from previous minutes**
- 460.0.T24 To receive the Mayors report**
- 461.0.T24 To receive any reports from Somerset Councillors**  
To receive the written reports of the Somerset Ward Councillors
- 462.0.T24 To receive minutes of previous committee meetings**  
*Draft minutes have been circulated by email & added to the website*  
Planning Committee - 12<sup>th</sup> March 2025 and 2<sup>nd</sup> April 2025  
Finance & Governance – 24<sup>th</sup> March 2025  
Assets & Amenities – 25<sup>th</sup> March 2025
- 463.0.T24 To receive list of payments up to 2<sup>nd</sup> April**
- 464.0.T24 To approve the bank reconciliation for March 2025**
- 465.0.T24 To receive reports from town councillor representatives appointed to outside bodies**  
To receive written reports from town council representatives on outside bodies
- 466.0.T24 To receive Working Group update reports**



**Burnham-on-Sea  
& Highbridge**  
**TOWN COUNCIL**

To receive written reports from Town Council representatives on working groups

- Devolution

**467.0.T24 To consider response to correspondence received**

467.1 To consider letter from the Somerset Royal British Legion regarding sponsorship of the Somerset Festival of Remembrance 2025 which is being held on Saturday 1st November 2025 at Wells Cathedral

467.2 To consider a response to the public consultation regarding the proposed addition on a SEN unit at Burnham-on-Sea Infant School

**468.0.T24 To consider the CCTV provision report**

**469.0.T24 To consider report regarding Temporary Traffic Regulation Order application for 2025 events**

**470.0.T24 To consider the request to release funds from earmarked reserves for provision of senior events**

**471.0.T24 To review the Strategic Plan**

**472.0.T24 To receive the 2023-24 debtors report and approve write offs**

**473.0.T24 Date of next meeting**

The next meeting of the Town Council is scheduled for 19<sup>th</sup> May 2025 at 7 pm.



**Minutes of a meeting of the Town Council held on 4<sup>th</sup> March 2025 in  
the Council Chamber, The Old Courthouse, Jaycroft Road,  
Burnham-on-Sea at 7 pm**

**Present:** Councillors S. Perry (Chair), P. Clayton, M. Facey, J. Flurry, G. Gudka, A. Hendry, R. Keen, A. Matthews, B. Metcalfe, L. Millard, P. Mills, M. Murphy, K. Pearce, C. Searing, B. Vickers,

**In attendance:** E. Dutton (Deputy Town Clerk) and two members of the public.

**Public Participation:** A member of the public stated that the drains in South Street needs cleaning.

**433.0 T25 Apologies for absence**

Apologies were received from Councillor Wynn and the Town Clerk.

**434.0 T25 To receive any declarations of interest on items included on this agenda**

Councillor Clayton declared an interest in agenda item 446.1.

**435.0 T25 To receive and approve the minutes of the Town Council meeting held on 20<sup>th</sup> January and 11<sup>th</sup> February 2025**

The minutes of the previous meetings of the Town Council, held on 20<sup>th</sup> January and 11<sup>th</sup> February 2025, were presented by the Mayor.

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

**436.0 T25 Matters arising from previous minutes**

There were no matters arising

**437.0 T25 To receive Mayors report**

The Mayor read out the following report; "I attended a meeting at Highbridge Station on Tuesday 28<sup>th</sup> January with representatives from Somerset Council and GWR, to discuss access and signage issues. Also in attendance were Councillors Millard, Vickers, Keen, a representative of Our Highbridge and an aide to our MP. Wheelchair users were able to show rail and council employees the difficulties they face when trying to use the station.

The purpose of the meeting was to share information about Highbridge Station, to find a way forward to improve accessibility and to improve signage and information for people with mobility issues and young families with pushchairs.



This was a very constructive meeting, with an acknowledgement from all sides on the difficulties faced by those with mobility issues. There were some practical suggestions for accessing funding from GWR to improve signage in the short-term and a commitment from the Somerset Council representative to explore improvements to the roads leading from the station and from one side of the station to the other. A bid was submitted to the GWR community fund by Our Highbridge later that week.

Further meetings are to be held soon to ensure that improvements are implemented.

Congratulations to all those involved in raising this important issue.

On Tuesday 28<sup>th</sup> January, I met with our new Neighbourhood Sergeant J. Atkinson, to discuss the crime statistics that had been presented to the Town Council meeting earlier that month. Also in attendance were Cllrs Millard, Matthews and Searing.

Sgt Atkinson explained that the Home Office has recently re-classified some elements of crimes; for example, harassment with violence covers incidents such as text messages that are sent which threaten violence or cause distress, as well as incidents involving physical violence.

Sgt Atkinson agreed to make proposed changes to how the data was presented to the Town Council so that councillors would have a better understanding of the levels and types of incidents occurring in our towns.

We were pleased to hear Sgt Atkinson's aim for her Beat Team to become more visible and to build positive relationships with the community and businesses in both towns. She is hoping that the Beat Team can start to embed themselves back into the community and that they were looking for local hubs from which they can work.

We raised with her the experiences of some residents, regarding anti-social behaviour, and the impact of travellers and illegal encampments. Sgt Atkinson told us that she would be willing to attend future meetings with residents on these subjects.

On Friday 7<sup>th</sup> February, a meeting was held with Cllr Richard Wilkins, Somerset Council Lead Member for Transport and Waste Services and Steve Deakin, Manager for Parking Services at Somerset Council. In attendance were myself, Town Councillors Millard, Searing and Hendry and County Councillor Cook-Woodman.

The purpose of the meeting was to raise the issue of mobile homes being permanently parked on the Esplanade. The group took a walk along the seafront to assess the scale of the problem.

Cllr. Wilkins and Mr. Deakin were advised by councillors that this was a cause for concern amongst residents and councillors. It was noted that some of the mobile homes had been there for months.

Currently, there are no regulations to prevent overnight parking on the Esplanade. There was a discussion about the possible solutions to this problem.

Mr. Deakin agreed to write a proposal for the Town Council to consider which would address this problem. Any proposals would also be subject to consultation with the public before implementation.

I chaired a meeting on Friday 14<sup>th</sup> February, which brought together residents, councillors, police and a representative of our MP.

There was a wide-ranging discussion on topics such as: building a bund at Cassis Close; the establishment of further Neighbourhood Watch Groups in Burnham; the Somerset Council priority list for an immediate response to illegal encampments; and communications from the police in time of crisis.

The meeting was a useful forum for bringing all interested parties together. A further meeting has been arranged for the end of April".

**438.0 T25 To receive report from the Police**

No report was received.

**439.0 T25 To receive any reports from Somerset Councillors**

No queries were raised on the report.

**440.0 T25 To receive minutes of previous committee meetings**

Assets & Amenities – 10<sup>th</sup> February 2025

No questions were raised.

Finance & Governance – 10<sup>th</sup> February 2025

No questions were raised.

Planning Committee - 29<sup>th</sup> January 2025 and 19<sup>th</sup> February 2025

No questions were raised.

**441.0 T25 To receive list of payments up to 21<sup>st</sup> February 2025**

The attached list of payments was received and noted.

**442.0 T25 To receive Town Council Accounts for month of January 2025**

The accounts for January were received and no queries raised.

**443.0 T25 To approve the bank reconciliation for January 2025**

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

**444.0 T24 To receive reports from town councillor representatives appointed to outside bodies**

The circulated reports were noted.

**445.0 T25 To receive Working Group update reports**

- Devolution – Minutes of the last meeting had been circulated.
- No questions were raised.

**446.0 T.25 To consider response to correspondence received**

**446.1 To consider a response to the Fire Service consultation on automatic fire alarms**

**Resolved** that councillors should individually respond to the consultation.

**446.2 To nominate a Councillor to act as a representative on the Active Travel Steering Group for the Burnham LCN area**

**Resolved** Councillor Gudka was nominated as the Council's representative.

**446.3 To consider participating in the 10<sup>th</sup> Great British Spring Clean between 21st March – 6<sup>th</sup> April**

**Resolved** that Councillors Millard and Perry would meet to agree a date to participate, then circulate to all Councillors and the Deputy Town Clerk.

**446.4 To consider a response to the Somerset Council survey on A38 improvement scheme**

**Resolved** that the Council send a letter, Councillor Perry will prepare a response that would be circulated to all Councillors for comment before submission.

**446.5 To consider a response to the Somerset Council consultation on proposed changes to travel assistance for SEND learners as part of Somerset Council's Post-16 Local Transport Policy**

**Resolved** that councillors should individually respond to the consultation.



**447.0.T24 To agree the committee meeting schedule for the 2025-2026 civic year**

**Resolved** that the meeting schedule attached, is approved.

**448.0.T24 To consider the recommendation from the Finance and Governance Committee to use the vehicle replacement earmarked reserves for the purchase of a new council van**

**Resolved** the Council approved the Finance and Governance recommendation to use £31,640 from the vehicle replacement earmarked reserves for the purchase of a new van.

**449.0.T24 To consider a recommendation from the Devolution Working Group to take on the management and maintenance of the Office at Apex Park**

**Resolved** the Council approved the Working Group's recommendation to take on the management and maintenance of the office at Apex Park.

**450.0.T24 To consider quotations for a council vehicle**

A lengthy discussion took place.

**Resolved** that the quotation from Company G for a Ford Ranger van, leased for 24 months is approved at a cost of £19,120.62 and £1,880.00 for additional requirements, to be taken as a prepayment from the Estates Vehicle Replacement.

**451.0.T25 Date of next meeting**

**Resolved:** The next meeting of the Town Council is scheduled for 14<sup>th</sup> April 2025 at 7 pm



DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
08/01/2025	Event Power Engineering	501529	Christmas lights 2024	£18,500.00	£3,700.00	£22,200.00 pd 12/02/25
10/01/2025	Screwfix	2001280431	repair materials - Rangers	£68.84	£13.78	£82.62 pd 12/02/25
17/01/2025	Screwfix	2001449113	wood stain fence - TC	£24.98	£5.00	£29.98 pd 12/02/25
17/01/2025	Biffa	308M15291	waste collection credit note	-£374.33	-£74.87	-£449.20 do not pay
24/01/2025	Proper Job	Z0009T03-1564086	work gloves	£8.33	£1.67	£10.00 pd 12/02/25
31/01/2025	Proper Job	Z0009T03-1565455	cabin hook	£1.46	£0.29	£1.75 pd 12/02/25
31/01/2025	Proper Job	Z0009T03-1565537	plug	£1.87	£0.38	£2.25 pd 12/02/25
31/01/2025	Biffa	308C05651	waste collection - PT	£162.20	£32.44	£194.64 do not pay
31/01/2025	Screwfix	2001804534	wood stain fence - TC	£67.46	£13.50	£80.96 pd 12/02/25
31/01/2025	Business Waste	P1598471	waste collection - TC & Cem	£5.28	£1.06	£6.34 pd 12/02/25
31/01/2025	Business Waste	P1598473	waste collection - Cem	£5.50	£1.10	£6.60 pd 12/02/25
31/01/2025	Iris	INV-ISL-0792381	payroll processing	£118.24	£23.65	£141.89 pd 12/02/25
01/02/2025	Business Waste	P1600612	waste collection - TC & Cem	£93.76	£18.76	£112.52 pd 12/02/25
01/02/2025	Business Waste	P1600754	waste collection - Cem	£35.00	£7.00	£42.00 pd 12/02/25
03/02/2025	Proper Job	Z0009T03-1566065	4 x storage boxes	£41.13	£8.23	£49.36 pd 12/02/25
04/02/2025	Biffa	308CM15291	waste collection credit note	-£24.80	-£4.96	-£29.76 do not pay
04/02/2024	JR Food Service	256456	ice-creams & water - PT	£182.32	£36.46	£218.78 pd 12/02/25
06/02/2025	Amazon	GB5A8XTABEY	garden pegs x 150 (Growing Group)	£17.88	£3.59	£21.47 pd 12/02/25
06/02/2025	Amazon	GB5AC91ABEY	garden stakes x 50 (Growing Group)	£20.79	£4.16	£24.95 pd 12/02/25
19/05/2022	Bridgwater Mowers	82881	oil and strimmer head	£131.32	£26.26	£157.58
31/01/2025	Business Waste	P1613158	waste collection - Cem	£3.74	£0.75	£4.49
05/02/2025	CRS	0305/04506437	timber Cemeteries	£193.74	£38.75	£232.49
06/02/2025	Ricoh	102621314	photocopier - PT	£109.46	£21.89	£131.35
07/02/2025	Somerset Council	848242	job advert Estates Manager	£65.00	£13.00	£78.00
10/02/2025	Mynett Electrical Ltd	127866	electrical repairs	£191.44	£38.29	£229.73
11/02/2025	Proper Job	Z0009T02-584901	batteries	£5.30	£1.06	£6.36
12/02/2025	SALC	1603	CLlr training - Clr Pearce			£30.00
12/02/2025	Teleshore	46050	Banding machine	£368.00	£73.60	£441.60
12/02/2025	Microshade	20487	IT services	£775.50	£155.10	£930.60

12/02/2025 CRS	0305/04525555	stakes for memorial testing/tarmac	£36.90	£7.38	£44.28
13/02/2025 Tim Champ	13.02.25	Tim's singalong - Princess			£100.00
14/02/2025 Bridgwater Mowers		97424 ride on mower	£3,974.17	£794.83	£4,769.00
17/02/2025 Lyreco		73186438 office desks & stationery cupboard	£661.23	£132.25	£793.48
18/02/2025 Spot On Supplies		31672762 cleaning products - PT	£81.51	£16.30	£97.81
19/02/2025 ITEC		1074981 photocopier services	£26.87	£5.37	£32.24
20/02/2025 Amazon	GB5ECM2ABEY	ethernet cable	£23.14	£4.63	£27.77
20/02/2025 Amazon	GB5011DCDCC271	cable ties	£7.79	£1.56	£9.35
21/02/2025 Bravo		1077 technician - Feb 2025 - PT	£1,376.00	£275.20	£1,651.20
Somerset Council		Feb-25 pension payment			£8,368.18
					<u>£40,882.66</u>

# Burnham on Sea & Highbridge Town Council

## Timetable of Meetings 2025/26

THE AGENDA FOR EACH MEETING WILL STATE THE TIME AND VENUE FOR EACH MEETING. MOST MEETINGS ARE AT 7PM AND HELD AT THE TOWN COUNCIL OFFICES, JAYCROFT ROAD, BURNHAM ON SEA.

---

MONTH	DAY	DATE	COMMITTEE
<b>APRIL</b>			
	Monday	28th	Finance & Governance
<b>MAY</b>			
	Tuesday	6th	Assets and Amenities
	Wednesday	14th	Planning
	Thursday	15th	Annual Towns Meeting
	Monday	19th	Town Council
<b>JUNE</b>			
	Wednesday	4th	Planning
	Monday	9th	Finance & Governance
	Wednesday	25th	Planning
	Monday	23rd	Town Council
<b>JULY</b>			
	Tuesday	1st	Assets and Amenities
	Wednesday	16th	Planning
	Monday	21st	Finance & Governance
<b>AUGUST</b>			
	Wednesday	6th	Planning
	Monday	11th	Town Council
	Wednesday	27th	Planning
	Tuesday	19th	Assets and Amenities
<b>SEPTEMBER</b>			
	Monday	1st	Finance & Governance
	Wednesday	17th	Planning
	Monday	22nd	Town Council
<b>OCTOBER</b>			
	Wednesday	8th	Planning
	Monday	13th	Finance & Governance
	Wednesday	29th	Planning
	Tuesday	21st	Assets and Amenities
<b>NOVEMBER</b>			
	Monday	3rd	Town Council
	Wednesday	19 <sup>th</sup>	Planning
	Monday	24th	Finance & Governance
<b>DECEMBER</b>			
	Wednesday	10th	Planning
	Monday	22nd	Finance & Governance
	Monday	15th	Town Council
	Tuesday	16th	Assets and Amenities
<b>JANUARY</b>			
	Monday	12th	Finance & Governance
	Wednesday	14th	Planning

# Burnham on Sea & Highbridge Town Council

## Timetable of Meetings 2025/26

THE AGENDA FOR EACH MEETING WILL STATE THE TIME AND VENUE FOR EACH MEETING. MOST MEETINGS ARE AT 7PM AND HELD AT THE TOWN COUNCIL OFFICES, JAYCROFT ROAD, BURNHAM ON SEA.

---

	Monday	19th	Town Council
<b>FEBRUARY</b>			
	Wednesday	4th	Planning
	Monday	9th	Finance & Governance
	Tuesday	17th	Assets and Amenities
	Wednesday	25th	Planning
<b>MARCH</b>			
	Monday	2nd	Town Council
	Wednesday	18th	Planning
	Monday	23rd	Finance & Governance
<b>APRIL</b>			
	Wednesday	8th	Planning
	Monday	13th	Town Council
	Tuesday	21st	Assets and Amenities
	Wednesday	29th	Planning



**Minutes of the extraordinary meeting of the Town Council held on  
20<sup>th</sup> March 2025 in the Council Chamber, The Old Courthouse,  
Jaycroft Road, Burnham-on-Sea at 6 pm**

**Present:** Councillors S. Perry (Chair), P. Clayton, M. Facey, J. Flurry, G. Gudka, R. Keen, A. Matthews, L. Millard, K. Pearce, C. Searing, B. Vickers

**In attendance:** K. Noble (Town Clerk) and one member of the public.

**Public Participation:** There were no representations made.

**452.0.T25 Apologies for absence**

Apologies were received from Councillors Barber, Hendry, Metcalfe, Mills, Murphy and Wynn

**453.0.T25 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

**454.0.T25 To consider the public conveniences cleaning tender submissions report and award the 2 year contact**

(Councillor Gudka joined the meeting at the start of this item)

The circulated report was reviewed and a query raised was answered.

**Resolved** that the two year contract for cleaning of the public conveniences is awarded to company 1, subject to satisfactory references, provision of all required health and safety documentation and confirmation of waste licenses.

**Resolved** that the Town Council seeks legal assistance for preparing the contract, at a maximum cost of £1,500 + VAT.

**455.0.T25 Date of next meeting**

**Resolved:** The next meeting of the Town Council is scheduled for 14<sup>th</sup> April 2025 at 7 pm

## **Mayor's Report April 2025**

### Highbridge Festival of the Arts

I was very pleased to be asked to officially open the 77<sup>th</sup> Highbridge Festival of the Arts. This ran over the course of two weeks at the Princess Theatre and St John's Church. I attended classes held for Speech and Drama, Dance and School Choirs. It was a pleasure to see so many young people competing in the Festival; their performances were truly up-lifting. Congratulations to all the volunteers who work so hard throughout the year to organise this important event and to the teachers and young people for their all their hard work preparing for the Festival.

### Annual Civic Awards

The Town Council's presentation of Civic Awards was held on Tuesday, 18<sup>th</sup> March at the Princess Theatre. I was very pleased to welcome the High Sheriff of Somerset, Rob Beckley, and Cllr Mike Best, Chair of Somerset Council to our awards ceremony. Awards were made to: Mary Nicholson, "An individual who has gone above and beyond in helping other people"; Scott Rundle, "Help and support within the community"; and to the Friends of Burnham Beach, "Community Group Award for services to residents of Burnham-on-Sea and Highbridge."

This was a wonderful occasion to honour the outstanding contributions of individuals and groups who selflessly give their time to help improve the lives of others in our community.

Thank you to the Town Council staff and those working at the theatre for organising such a great evening.

### Launch of new Hovercraft at BARB – 22<sup>nd</sup> March

I was very honoured to be asked to speak at the launch of two new hovercraft at BARB on 22<sup>nd</sup> March. This was a momentous occasion for this local charity, which does such impressive work to keep our coastline safe.

The naming of the two new hovercraft, "The Spirit of Lelaina III" and "The Light of Elizabeth III", was undertaken by the mother and sister of Lelaina Hall, who tragically died in 2002 after becoming stuck in mud at Berrow Beach. It was a moving ceremony, with a blessing from Rev Cheryl Hawkins.

The purchase of the new hovercraft (with a third to join BARB later in the year) was made possible due to a very generous legacy.

Congratulations to all those associated with BARB for organising this event and for all their commitment to serving others throughout the year.

Cllr Sharon Perry, Mayor



**Minutes of a meeting of the Planning Committee held on 12<sup>th</sup> March 2025 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors P. Clayton, J. Flurry, K. Pearce, B. Vickers, P. Wynn

**In attendance:** E Dutton, Deputy Town Clerk and 1 member of the public

**Public Participation:** There were no representations made

Councillor Vickers chaired the meeting in the absence of Councillor Hendry.

**282.0.P24 To receive apologies for absence**

Apologies were received from Councillors Hendry and Metcalfe.

**283.0.P24 To receive any declarations of interest on items included on this agenda**

There were no declarations of interest.

**284.0.P24 To receive and approve the minutes of the Planning meeting held on 19<sup>th</sup> February 2025**

The minutes of the previous meeting of the Planning Committee, held on 19<sup>th</sup> February 2025, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on 19<sup>th</sup> February 2025 were approved as an accurate record and signed by the Chairman.

**285.0.P24 Matters arising from previous minutes**

There were no matters arising.

**286.0.P24 To consider response to correspondence received**

No correspondence was received.

**287.1.P24 Planning application number: 11/25/00004/FHY**

**Proposal:** To demolish existing conservatory to front elevation. Erect new portico over existing front door to front elevation. Demolish existing flat roof portico to side entrance. Build a two-storey extension to side elevation to area of previous portico. Alterations to roof to accommodate new two storey extension and raising low roof level to existing front bedroom walk in wardrobe

**Location:** 92B Berrow Road, Burnham-on-Sea

**Resolved** to support this application.



**287.2.P24 Planning application number: 11/25/00007/FHY**

**Proposal:** Change of use of to residential property and raising the roof height by 1.2m including a loft conversion

**Location:** The Old Pumping Station, Worston Lane, Burnham-on-Sea

**Resolved** to support this application.

**287.3.P24 Planning application number: 11/25/00017/FHY**

**Proposal:** Installation of 2 externally illuminated fascia signs, 1 tenant directory sign, and 1 internally applied vinyl graphic sign

**Location:** Unit 4, Works 22, Bennett Road, Highbridge

**Resolved** to support this application.

**287.4.P24 Planning application number: 11/25/00018/FHY**

**Proposal:** Erection of a single storey rear extension

**Location:** 50 St Marys Road, Burnham-on-Sea

**Resolved** to support this application.

**287.5.P24 Planning application number: 11/25/00019/EAM**

**Proposal:** Part change of use of ground floor use class sui generis to 6 house of multiple occupancy (HMO) use class C4 & use class E

**Location:** The Old Pier Tavern, Pier Street, Burnham-on-Sea

**Resolved** to object to this application on the grounds that there are a large number of neighbouring commercial premises therefore it is not suitable for residential use. The committee would like to see more time and effort put into keeping the premises as a public house or retail establishment.

**287.6.P24 Planning application number: 11/25/00020/EF**

**Proposal:** Variation of Condition 4 of Planning Permission 11/22/00030 (Reserved matters application seeking approval of the layout, scale, appearance & landscaping of 248 residential units, community uses/local shop, associated open space & infrastructure.) To amend the flood resilience measures

**Location:** Land to the east of, Isleport Lane, Highbridge

**Resolved** to support this application.

**287.7.P24 Planning application number: 11/25/00021/FHY**

**Proposal:** Installation of 1 illuminated aluminium sign on front elevation

**Location:** Police Station, Burnham Road, Burnham-on-Sea

**Resolved** to support this application.

**287.8.P24 Planning application number: 11/25/00023/FHY**

**Proposal:** Single storey extension to front elevation. Single storey extension to rear elevation, new pitch roof on existing extension

**Location:** 44 Love Lane, Burnham-on-Sea

**Resolved** to support this application.

**288.0.P24 To note the following applications:**

11/25/00008/FHY - 47 Conway Crescent, Burnham-on-Sea

Application for Lawful Development Certificate for a proposed use - replace porch and convert part of garage to ancillary utility

11/25/00013/FHY - 21 St Johns Road, Burnham-on-Sea

Certificate of Lawfulness for the proposed single storey rear extension

These applications were noted.

**289.0.P24 Date of next meeting**

The next meeting of the Committee is scheduled for 2nd April 2025 at 7 pm.



**Minutes of a meeting of the Planning Committee held on 2<sup>nd</sup> April 2025 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors P. Clayton, J. Flurry, A. Hendry (Chair), K. Pearce, B. Vickers

**In attendance:** E Dutton, Deputy Town Clerk

**Public Participation:** There were no representations made

**290.0.P24 To receive apologies for absence**

Apologies were received from Councillor Wynn.

**291.0.P24 To receive any declarations of interest on items included on this agenda**

There were no declarations of interest.

**292.0.P24 To receive and approve the minutes of the Planning meeting held on 12<sup>th</sup> March 2025**

The minutes of the previous meeting of the Planning Committee, held on 12<sup>th</sup> March 2025, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on 12<sup>th</sup> March 2025 were approved as an accurate record and signed by the Chairman.

**293.0.P24 Matters arising from previous minutes**

There were no matters arising.

**294.0.P24 To consider response to correspondence received**

No correspondence was received.

**295.1.P24 Planning application number:11/25/00006/STP**

**Proposal:** Erection of 1 dwelling to the side of 1 South Avenue

**Location:** 1 South Avenue, Highbridge

**Resolved** to support this application.

**295.2.P24 Planning application number: 11/25/00015/LE**

**Proposal:** Change of use of first floor from restaurant/managers accommodation to holiday let and 4 bed house in multiple occupation (HMO)

**Location:** 75 High Street, Burnham-on-Sea

**Resolved** to object to this application on the grounds that there are a large number of neighbouring commercial premises therefore it is not suitable for residential use.

**295.3.P24 Planning application number: 11/25/00016/FHY**

**Proposal:** Single Storey extension to front elevation to replace existing conservatory

**Location:** 8 Brightstowe Road, Burnham-on-Sea

**Resolved** to support this application.

**295.4.P24 Planning application number: 11/25/00022/LE**

**Proposal:** Variation of Condition 2 of Planning Permission 11/19/00103 (APP/V3310/W/20/3250964) (Change of use and extension of existing garage to form a dwelling) to amend the approved plans list

**Location:** 12 Church Street, Highbridge

**Resolved** to support this application.

**295.5.P24 Planning application number: 11/25/00028/STP**

**Proposal:** Installation of an ATM on front elevation

**Location:** Burnham Shopping Centre, 8-8A High Street, Burnham-on-Sea

**Resolved** to support this application.

**295.6.P24 Planning application number: 11/25/00032/STP**

**Proposal:** Installation of 1no. Internally illuminated fascia sign, 1 fascia sign and 1 projecting sign

**Location:** Burnham Shopping Centre, 8-8A High Street, Burnham-on-Sea

**Resolved** to support this application.

**295.7.P24 Planning application number: 11/25/00029/FHY**

**Proposal:** Erection of a single storey front extension

**Location:** 16 Atlantic Crescent, Burnham-on-Sea

**Resolved** to support this application

**295.8.P25 Planning application number:** 11/25/00037/FHY

**Proposal:** Single storey rear extension

**Location:** 31 Golf Links Road, Burnham-on-Sea

**Resolved** to support this application.

**296.0.P24 To note the following applications:**

11/25/00026/SR - Burnham Holiday Village, Marine Drive, Burnham-on-Sea

Fell group of 9 Willow, fell 9 Willow trees marked with pink dot on main stem, fell 1 Willow leaving stump just above ground level, fell 1 English Elm leaving stump just above ground level, fell 1 White Willow leaving stump just above ground level, fell 2 Wild Cherry leaving stump just above ground level, fell 1 White Willow, fell 1 Hybrid Poplar leaving stump just above ground level and fell 1 White Willow leaving stump just above ground level. Repollard 1 White Willow back to previous pruning points. Pollard 1 White Willow to 4m above ground level.

11/25/00027/FHY - 5 Sheridan Road, Burnham-on-Sea

Certificate of Lawfulness for the proposed single storey rear extension.

11/25/00034/FHY – 11 Hillsborough Gardens, Burnham-on-Sea

Application to determine if prior approval is required for a proposed erection of a single storey extension, extending 6.00m from the rear (SE) elevation

These applications were noted.

**297.0.P24 Date of next meeting**

The next meeting of the Committee is scheduled for 23<sup>rd</sup> April 2025 at 7pm.



**Minutes of a meeting of the Finance and Governance Committee  
held on 24<sup>th</sup> March 2025 in the Council Chamber, The Old  
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors G. Gudka (Chair), P. Clayton, M. Facey, R. Keen, A. Matthews, M. Murphy, K. Pearce, C. Searing

**In attendance:** K. Noble (Town Clerk), N. Brookes (RFO) and two members of the public.

**Public Participation:** There were no representations made.

**312.0.F24 To receive apologies for absence**

There were no apologies received.

**313.0.F24 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

**314.0.F24 To receive and approve the minutes of the Finance and Governance Committee meeting held on 10<sup>th</sup> February 2025**

The minutes of the previous meeting of the Finance and Governance Committee, held on 10<sup>th</sup> February 2025, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on 10<sup>th</sup> February 2025, were approved as an accurate record and signed by the Chairman.

**315.0.F24 Matters arising from previous minutes**

There were no matters arising.

**316.0.F24 To receive for information minutes of sub-committees**

There were no matters to be raised.

**317.0.F24 To receive the Chair's report**

Items would be covered during the meeting.

**318.0.F24 To receive the list of payments up to 28<sup>th</sup> February 2025**

The list of payments attached to these minutes were noted and no queries were raised.

Signed by Chair.....

date.....

**319.0.F24 To note the income and expenditure and earmarked reserves reports up to 19<sup>th</sup> March 2025**

The Town Clerk advised that she had negotiated a reduction in the CCTV payment to £10,000 due to some cameras not working for part of the year.

There were no queries raised and the reports were noted.

**320.0.F24 To approve the bank reconciliation for February 2025**

**Resolved** the bank reconciliation was approved and signed by the Chairman.

**321.0.F24 To receive verbal update from the Responsible Finance Officer**

The RFO had requested refunds from the energy providers for overcharges, which have been received.

**322.0.F24 To receive verbal update of the contracts list**

Several contracts are currently being reviewed. The RFO is also reviewing the notice periods for the contracts. The Committee will be updated at the next meeting of 2025/26 contracts to be reviewed.

**323.0.F24 To receive an update on aged debtors**

BEES have now cleared their account. The Theatre Manager is meeting with Re:ACT this month.

Following Councillors Gudka and Clayton meeting with the owners of the Cabaret Café, only 2 payments had been received. Invoicing is up to date until the end of February, as sales figures were not received for March. The RFO will continue to pursue the payments. It was suggested that provision be made in the end of year accounts for non-payment.

**324.0.F24 To note grants 2024/25 update report**

The report was noted and the RFO thanked for producing the report.

**325.0.F24 To receive feedback from Q3 internal check undertaken by Councillors Facey and Matthews**

Councillors Matthews and Facey confirmed that the check went well and no issues were raised.

**326.0.F24 To review the updated Financial Risk Management Policy**

Updates had been highlighted on the circulated document.

**Resolved** that the updated Financial Risk Management Policy is approved.



**327.0.F24 To consider gas and electricity quotations and award contract for Council buildings**

The report was discussed and it was noted that 100% renewables were not available. It was recommended to secure longer contracts due to energy prices continuing to rise.

**Resolved** that the quotation from Crown Gas & Power for a 48 month contract for gas supplies at the Old Courthouse and Princess Theatre and Arts Centre is accepted at an approximate costs of £11,582.24 per annum.

**Resolved** that the quotation from Ecotricity for a 36 month contract for the supply of electricity at the Princess Theatre and Arts Centre is accepted at a cost of approximately £16,106.23 per annum.

**Resolved** that the quotation from Ecotricity for a 36 month contract for the supply of electricity at the Old Courthouse and market stall is accepted at a cost of approximately £10,757.29 per annum.

**328.0.F24 To review and approve the Asset Register**

**Resolved** that the updated Asset Register is approved.

**329.0.F24 To consider a date for the next round of grants**

**Resolved** that the next round of grants will be considered at the June Committee meeting.

**330.0.F24 To consider an early grant application from Burnham Heritage Group**

**Resolved** that the request for £650 towards the publication of booklet linked to the VE Day 80<sup>th</sup> Anniversary was approved.

**331.0.F24 To consider the Devolution Working Group's recommendation to accept the proposed heads of terms for the public conveniences**

The Committee were advised that the contract and lease would not be in place by 1<sup>st</sup> April and the risk was noted.

**Resolved** that the Heads of Terms are agreed, subject to an amendment to the Apex Park use of the office.

**332.0.F24 To consider quotations and agree to purchase a water bowser**

**Resolved** that quotation C is approved at a cost of £5,543 plus £3000 for additional requirements to be taken from the estates vehicle replacement budget.

**333.0.F24 Date of next meeting**

The next meeting of the Finance and Governance Committee will be held on 28<sup>th</sup> April 2025 at 7pm.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
28/02/2025	S C M		Duty Officer payroll - Feb 25			£255.58 pd 28/02/25
18/02/2025	Green Machine	38838	Cleaning Princess - Feb 2025	£796.53	£159.31	£955.84 pd 06/03/25
24/02/2025	PPL PRS Ltd	01733196SIN2965189	PRS - shows Princess	£546.02	£109.20	£655.22 pd 06/03/25
25/02/2025	BDPS	3	settlement Aladdin - PT			£8,583.70 pd 06/03/25
05/03/2024	Global Vans	24217	Holding deposit for new van			£630.00 pd 07/03/25
14/03/2025	Mrs V A Hardy		refund for ticket error overpayment			£135.00 pd 14/03/25
11/02/2025	Screwfix	2002035385	watering can	£15.82	£3.17	£18.99
27/02/2025	BOS Baptist Church	25-011	Annual Towns Meeting - 15th May			£71.50
27/02/2025	James Birkett - Film Tank	2196	promotion filming Princess	£2,350.00	£470.00	£2,820.00
28/02/2025	Amazon	GB5GER7ABEY	compost & feed - Growing Group	£99.50	£19.91	£119.41
28/02/2025	Biffa	308C10855	waste collection-PT	£285.15	£57.03	£342.18
28/02/2025	Iris	INV-ISL-0819160	payroll services	£124.08	£24.82	£148.90
28/02/2025	Brian Humphreys	28.02.25	art sales Feb 2025			£406.60
28/02/2025	Business Waste	P1635788	waste collection - Cemeteries	£24.86	£4.97	£29.83
28/02/2025	Business Waste	P1635820	waste collection - TC & Cem	£86.46	£17.30	£103.76
01/03/2025	Sansum Solutions	INV-13068	cleaning TC - Mar 25	£289.94	£57.99	£347.93
01/03/2025	Amazon	GB51TFKYABEI	whiteboard	£30.34	£6.07	£36.41
01/03/2025	Business Waste	P1630274	waste collection - Cem	£57.75	£11.55	£69.30
01/03/2025	Business Waste	P1631702	waste collection - TC & Cem	£116.21	£23.23	£139.44
03/03/2025	Amazon	GB5GR19ABEY	ethernet cable	£14.41	£2.88	£17.29
03/03/2025	Amazon	GB50007HSXC651	Iphone charger	£4.99	£1.00	£5.99
03/03/2025	Amazon	GB500F1BW91GZI	floral foam blocks- crafts	£16.64	£3.34	£19.98
03/03/2025	Lyreco	73281870	stamps, sundries, stationery	£80.74	£7.65	£88.39
04/03/2025	Microshade	20491	computer & monitor - Estates Manager	£938.50	£187.70	£1,126.20
04/03/2025	Spansec	270406	annual maintenance fire & emergency lighting	£497.09	£99.42	£596.51
04/03/2025	Amazon	1PYL-JKJQ-4T6M	pearl bead stickers - crafts	£4.37	£0.87	£5.24
04/03/2025	Amazon	GB5HF8BABEY	headset, mouse mat, pen holder	£41.47	£8.31	£49.78
04/03/2025	The Fleetwood Mac Songbook	INV0094	Fleetwood Mac settlement			£2,962.37

05/03/2025 Amazon	GB5GUN6ABEY	paper, pearls, sticks, glue - crafts	£28.46	£5.70	£34.16
05/03/2025 JH Groundwater Ltd	442	water quality survey Brent Rd Cemetery	£785.00	£157.00	£942.00
06/03/2025 James Hallam	542337732	cyber insurance renewal			£1,884.28
07/03/2025 Somerset Council	30103454	dog bin empty Jan 25-Mar 25	£74.36	£14.87	£89.23
07/03/2025 James Hallam	19580776	Jaycroft rd increased valuation insurance			£6.49
10/03/2025 JH Groundwater Ltd	443	water quality lab test Brent Rd Cemetery	£260.00	£52.00	£312.00
10/03/2025 Solutions on Stage	INV-2702	REME works	£1,874.00	£374.80	£2,248.80
10/03/2025 Solutions on Stage	INV-2703	EICR & MechR inspection & report	£1,361.00	£272.20	£1,633.20
11/03/2025 Amazon	GB5005902YS371	lockable key cabinet- Estates Office	£28.99	£5.80	£34.79
12/03/2025 Microshade	20547	IT services	£820.50	£164.10	£984.60
12/03/2025 Made to Measure Productions	1280	settlement Sleeping Beauty			£3,412.40
12/03/2025 Bravo	1093	technician call out stage hire	£96.00	£19.20	£115.20
13/03/2025 Parfitt	13.03.25	grave digging Jan - Mar 2025			£1,430.00
13/03/2025 Bravo	1097	CD player hire	£92.00	£18.40	£110.40
13/03/2025 Bravo	1096	new CD player	£158.76	£31.75	£190.51
19/03/2025 Delta River Blues Band	19.03.25	Delta River Blues Band for Civic Awards			£250.00

£34,419.40



**Minutes of a meeting of the Assets & Amenities Committee held on  
25<sup>th</sup> March 2025 in the Council Chamber, The Old Courthouse,  
Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors P. Clayton (Chairman), M. Facey, J. Flurry, C. Searing, B. Metcalfe

**In attendance:** E. Dutton (Deputy Town Clerk), J. Hook (Theatre Manager) and four members of the public

**Public Participation:**

A member of the public spoke to request the Committee consider holding a Continental Market on the Esplanade in August which consists of around 20-25 traders with international products of 50% food, 30% fresh food like cheeses and 20% crafts.

Another member of the public spoke requesting support for setting up a local community radio station that fulfils bringing everyone together for small businesses and local interests.

**77.A24 Apologies for absence**

Apologies were received from Councillors Wynn, Millard, Gudka and Murphy.

**78.A24 To receive any declarations of interest on items included on this agenda**

There were no declarations of interests.

**79.A24 To receive and approve the minutes of the Assets & Amenities meeting held on 17<sup>th</sup> December 2024**

The minutes of the previous meeting of the Assets & Amenities Committee meeting held on 17<sup>th</sup> December 2024, were presented by the Chairman.

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

**80.A24 Matters arising from previous minutes**

There were no matters arising.

**81.A24 To note the most recent committee income and expenditure report**

No queries were raised and the report was noted.

**82.A.24 To note the most recent footfall report**

The report was noted.

**83.A.24 To receive Town Rangers report**

The report was noted.

**84.A25 To consider response to correspondence received**

**84.1 To consider a resident's request to create a media hub for a community radio station**

Members liked the idea in principle, but to consider it further, the Committee would like to see a business plan and for the resident to talk to other local groups and the Princess Theatre Manager.

**84.2 To consider participating in Somerset Day 2025**

**Resolved** that the Committee agreed to participate in Somerset Day by flying the Somerset Day Flag over the weekend the 10<sup>th</sup> and 11th May 2025.

**84.3 To consider request to hold a Continental Market on the Esplanade 29<sup>th</sup> – 31<sup>st</sup> August 2025**

A discussion took place and Councillors agreed they would initially support a September date for a market, to extend the towns season and support the local trade. The Committee asked the market operator to consider returning with revised dates.

(2 members of the public left at this juncture)

**85.A24 To consider renewal of annual contract for Town Centre Footfall Counters for 25/26**

**Resolved** that it was agreed to not renew the contract and investigate alternatives.

**86.A.24 To consider waste services quotations and award contract for The Old Courthouse and The Princess Theatre**

**Resolved** that the quotation from Company C for food waste bins is approved at a cost of £380.00 plus VAT to be split between The Old Courthouse Cleaning and The Princess waste collection budgets.

**87.A24 Princess Theatre**

**87.1 To receive Theatre Managers update report**

The Theatre Manager gave an overview of the report.

Participation groups have been increasing, the Kurling Group has become popular and are considering extending with another day.

Contemporary Creative Textiles will be holding an exhibition of their work.

Many of the shows are selling out and revenue has increased.

Highbridge Festival was a very well organised event with many people attending. Participants dancing on the stage were aged 3 -78, which was lovely to see.

**87.2 Tenders received for technical services provision**

**Resolved** that the Committee agree to award the contract for 1 year to company A, subject to the provision of health and safety documents and public liability confirmation.

**88.A24 Cemeteries**

**88.1 To receive cemeteries update report**

The cemeteries report was noted.

**89.A24 Allotments**

**89.1 To receive allotments update report**

The allotments report was noted.

**90.A24 Date of next meeting**

The next meeting of the Committee is scheduled for 6<sup>th</sup> May 2025 at 7 pm.

## Financial Implications

The cost of the bins are:

Company	Food Waste	Other Costs	Contract	Total Annual Cost
A	140L £9.42 each per fortnight	Bin Rental - 0.10p per day per bin £71.20 PA	1 year rolling contract	£523.36 + VAT
B	240L £9.99 each per fortnight  (Smallest they do)	Bin Rental - 0.10p per day per bin rental Plus Duty of care - 0.10p per day duty of care per site £140.80	1 year rolling contract	£620.32 + VAT
C	140L £5 each per fortnight	Bin Rental - 0.10p per day per bin rental Plus Duty of care - 0.10p per day duty of care per site £140.00	1 year rolling contract	£380 + VAT

## Recommendation

The recommendation is for Company C to be awarded the contract, as it is the cheapest overall, and it provides everything that the Council requires.



DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
07/02/2025	V Jones	6520	replace washer toilets - Princess			£83.90	pd 28/03/25
19/02/2025	Enerveo	900047504	painting of columns Esplanade	£5,027.99	£1,005.60	£6,033.59	pd 28/03/25
28/02/2025	V Jones	6529	replace flush handle toilets - Princess			£39.30	pd 28/03/25
04/03/2025	Screwfix	2002580340	work boots			£47.99	pd 28/03/25
04/03/2025	V Jones	6532	unblock kitchen waste pipe - Princess			£163.70	pd 28/03/25
06/03/2025	V Jones	6535	repairs toilets - Princess			£381.90	pd 28/03/25
07/03/2025	Screwfix	2002674584	PPE	£83.79	£7.17	£90.96	pd 28/03/25
12/03/2025	GB Promotions	12.03.25	New Jersey Boys settlement			£2,820.56	pd 28/03/25
12/03/2025	Double Brace	SI-2814	Website updates - Princess	£600.00	£120.00	£720.00	pd 28/03/25
12/03/2025	GT Building Services	016353	heating annual service - The Old Court House	£245.00	£49.00	£294.00	pd 28/03/25
13/03/2025	JR Food service	273053	icecreams - PT	£280.75	£56.15	£336.90	pd 28/03/25
14/03/2025	Initial	60506702	cleaning contract - sanitary bins PT & TC	£1,711.56	£342.32	£2,053.88	pd 28/03/25
17/03/2025	Steve Parker Services	1603	new pump unit purchase & install - Cemeteries	£1,514.00	£302.80	£1,816.80	pd 28/03/25
17/03/2025	Steve Parker Services	1604	electrical works Brent rd Cem	£535.00	£107.00	£642.00	pd 28/03/25
18/03/2025	DP Sweets & Confectionery	0029496	sweets - PT	£233.86	£46.77	£280.63	pd 28/03/25
18/03/2025	ITEC	1084186	photocopier services	£46.60	£9.32	£55.92	pd 28/03/25
18/03/2025	Spot On Supplies	31674082	bin bags & hand towels - PT	£123.00	£24.60	£147.60	pd 28/03/25
19/03/2025	Bravo	1098	technician - Mar 2025 - PT	£1,376.00	£275.20	£1,651.20	pd 28/03/25
19/03/2025	Proper Job	Z0018T03-415285	tea & coffee			£12.66	pd 28/03/25
19/03/2025	Green Machine	39304	cleaning - PT March 2025	£796.53	£159.31	£955.84	pd 28/03/25
20/03/2025	South West Councils	70828	HR consultants	£3,489.10	£697.82	£4,186.92	pd 28/03/25
20/03/2025	Burnham-on-Sea.com	BS1795	job advert - Duty Officer			£40.00	pd 28/03/25
20/03/2025	Café Aroma	20.03.25	catering Civic Awards			£422.55	pd 28/03/25
20/03/2025	Somerset Council	30104704	CCTV- joint funding			£10,000.00	pd 28/03/25
21/03/2025	Somerset Council	848332	job advert - Estates Operatives	£65.00	£13.00	£78.00	pd 28/03/25
23/03/2025	Amazon	GB5MQ2TABEY	fridge	£148.33	£29.67	£178.00	pd 28/03/25
24/03/2025	Amazon	GB5MWGFABEY	key safe	£14.99	£3.00	£17.99	pd 28/03/25
25/03/2025	Online Tank Store Ltd	61471	water bowser	£4,535.00	£907.00	£5,442.00	pd 28/03/25
	Somerset Council	Mar-25	pension payment			£8,659.30	pd 28/03/25
						<u>£47,654.09</u>	

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
	Burnham Heritage Association		grants 2025-26			£650.00
10/09/2024	Blueshift	4000-5126	domain name renewal - TC	£24.99	£5.00	£29.99
13/03/2025	Cool It Refrigeration	INV-39640	fan motor repair bottle cooler - PT	£148.50	£29.70	£178.20
22/03/2025	WODS	SI-1972	Matilda settlement			£2,583.25
25/03/2025	Proper Job	Z0009T02-594836	padlock	£2.92	£0.58	£3.50
25/03/2025	Otis	25016499/U1	contractual maintenance - lift PT	£132.75	£26.55	£159.30
26/03/2025	Proximity Futures Ltd	3884	football monitors	£158.00	£31.60	£189.60
26/03/2025	Bravo	1117	PVC Dance Floor Tape	£11.26	£2.25	£13.51
26/03/2025	Amazon	GB5NY9TABEY	padlock - PT	£22.32	£4.46	£26.78
27/03/2025	Amazon	GB5O427ABEY	flashdrive - PT	£14.66	£2.93	£17.59
27/03/2025	Lena Lenman	27.03.25	Hundred Watt Club settlement			£1,777.41
27/03/2025	Amazon	GB5O8LRABEY	In/Out board	£75.83	£15.17	£91.00
27/03/2025	Tungate Group	219639	tickets for Princess	£111.96	£2.40	£114.36
28/03/2025	Amazon	1XWF-QKRV-CPDW	lockable filing cabinet x 3	£249.97	£50.00	£299.97
28/03/2025	Somerset Council	30104963	By election costs 06/02/25			£6,316.00
28/03/2025	Screwfix	2003194098	PPE	£116.16	£23.25	£139.41
31/03/2025	Purnells	129384	Princess Theatre Whats on Brochure May - Aug 25	£455.00	£24.00	£479.00
31/03/2025	Biffa	308C16175	waste collection - PT	£228.05	£45.61	£273.66
31/03/2025	Conn Artists Theatre Company Ltd	24	Far From The Madding crowd settlement			£1,358.17
31/03/2025	Surrey Hill Solicitors	11579	contract draft for cleaning Pcons	£636.00	£127.30	£763.20
31/03/2025	Business Waste	P1661824	waste collection - Cemeteries	£34.32	£6.87	£41.19
31/03/2025	Business Waste	P1661910	waste collection - cemeteries & TC	£62.92	£12.57	£75.49
01/04/2025	Double Brace	SI-2833	annual website hosting fee - PT	£250.00	£50.00	£300.00
01/04/2025	Sansum	INV-13156	cleaning - April - TC	£303.40	£60.68	£364.08
01/04/2025	Worknest	SINV082167	Health & Safety 2025-26 subscription	£2,368.49	£473.70	£2,842.19
01/04/2025	Business Waste	P1650074	waste collection - cemeteries	£38.50	£7.70	£46.20
01/04/2025	Business Waste	P1650233	waste collection - cemeteries & TC	£122.39	£24.47	£146.86
01/04/2025	Iris	INV-ISL-0866405	payroll services March 25	£183.48	£36.70	£220.18

01/04/2025 Rialtas	SM31224	Omega accounts system support & maintenance 25-26	£1,294.00	£258.80	£1,552.80
01/04/2025 Rialtas	SM31225	Cemeteries support & maintenance 25-26	£617.00	£123.40	£740.40
01/04/2025 Rialtas	SM31226	Bookings support & maintenance 25-26	£472.00	£94.40	£566.40
01/04/2025 Rialtas	SM31227	MTD support & maintenance 25-26	£116.00	£23.20	£139.20
02/04/2025 SALC	1709	SALC & NALC affiliation fee 25-26			£3,027.38
				<u>£25,526.27</u>	

Date:01/04/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 14:31

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 2 - NatWest 2 account – Princess**

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 2 Account - Princess	31/03/2025		44,538.24
			<u>44,538.24</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			44,538.24
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			44,538.24
		<b>Balance per Cash Book is :-</b>	<b>44,538.24</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Date:07/04/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time:09:30

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 1 - Natwest Current Account

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Current Account	31/03/2025		380,436.55
			<u>380,436.55</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			380,436.55
<u>Unpresented Receipts (Plus)</u>			
31/03/2025 interest		21,157.47	
			<u>21,157.47</u>
			401,594.02
		Balance per Cash Book is :-	401,594.02
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:01/04/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 14:35

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 5 - Princess Float

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Princess Float	31/03/2025		4.17
			<u>4.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4.17
		Balance per Cash Book is :-	4.17
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:07/04/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time:09:27

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 4 - Nationwide Saver

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Saver	31/03/2025		505,910.81
			<u>505,910.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			505,910.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			505,910.81
		Balance per Cash Book is :-	505,910.81
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



Date:07/04/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time:09:27

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 4 - Nationwide Saver

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Saver	31/03/2025		505,910.81
			<u>505,910.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			505,910.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			505,910.81
		Balance per Cash Book is :-	505,910.81
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:07/04/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time:09:21

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 6 - CCLA Public Sector Deposit

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit	31/03/2025		500,000.00
			<u>500,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			500,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			500,000.00
		Balance per Cash Book is :-	500,000.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Date:01/04/2025

Burnham &amp; Highbridge Town Council Current Year

Page 1

Time: 14:42

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 7 - Government Procurement Card

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Government Procurement Card	31/03/2025		-708.04
			<u>-708.04</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-708.04
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-708.04
		Balance per Cash Book is :-	-708.04
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## Statement of Account

Miss Nicole M Brookes  
The Old Courthouse  
Jaycroft Road  
Burnham-on-Sea  
Somerset  
TA8 1LE

5 April 2025

Account name: **BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL**  
Account number: **[REDACTED]-001**  
Statement period: **28/02/2025 to 31/03/2025**

### Account summary

Total valuation as at 31 March 2025 **£500,000.00**  
Total valuation as at last statement at 28 February 2025 **£500,000.00**

### Holdings as at 31 March 2025

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> [REDACTED]	500,000.0000	£1.00	£500,000.00
			<b>Total value</b>
			<b>£500,000.00</b>

The average Fund yield for this period was 4.50% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Mar 2025	02/04/2025	Paid to Nominated Bank Details	£1,910.90	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL



Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

- 3 APR 2025

Summary for 31 Mar 2024 - 31 Mar 2025

Start Balance	505,910.81
Total In	21,157.47
Total Out	-21,157.47
End Balance	505,910.81

Private & Confidential  
Attn of Nicole Brookes  
Burnham-on-Sea & Highbridge Town Council  
The Old Courthouse  
Jaycroft Road  
Burnham-on-Sea  
United Kingdom  
TA8 1LE

Client Name Burnham-on-Sea & Highbridge Town Council  
Account Type Business 95 Day Saver Issue 11 - Annual

Account Number [REDACTED]  
Statement Number 10  
Currency Sterling  
Interest Rate as at 31 Mar 2025 3.95%

Date	Description	Details	Payments	Receipts	Balance
31 Mar 2024	Start Balance				505,910.81
31 Mar 2025	Interest Credited	For the period 01 Apr 2024 to 31 Mar 2025		21,157.47	527,068.28
	Bank Interest Transfer		21,157.47		505,910.81
31 Mar 2025	End Balance				505,910.81

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)  
Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services Compensation Scheme and the protection that it provides.

Interest paid during the period 1 April 2024 to 31 March 2025 £ 21,157.47

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.



## Transactions from 31-MAR-2025 to 31-MAR-2025

<b>Account name or alias</b> BOS HB Main Current Ac	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 1232.25		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

Date	Type	Transaction details	Debit	Credit	Balance
<b>Closing balance</b>					<b>1,000.00</b>
31-Mar-2025		TO 54374901	-3,211.28		1,000.00
31-Mar-2025	D/D	EE LIMITED, Q04582128607146403	-153.54		4,211.28
31-Mar-2025	CHG	28FEB A/C 56092431	-35.62		4,364.82
31-Mar-2025	DPC	MACBETH FUNERAL SE, AINGER 1/4/2025, VIA ONLINE - PYMT		1,195.00	4,400.44
31-Mar-2025	DPC	BLANDFORD MR & JM, BC613 BLANDFORD, VIA MOBILE - LVP		70.00	3,205.44
31-Mar-2025	DPC	HIGHBRIDGE FEST, PR101, VIA MOBILE - PYMT		2,065.44	3,135.44
31-Mar-2025	BAC	HOCKING SANDRA, ALL 16A&B, FP 29/03 /25 1014, FP25088O00368252		70.00	1,070.00
<b>Opening balance</b>					<b>1,000.00</b>
<b>Totals</b>			<b>-3,400.44</b>	<b>3,400.44</b>	



## Transactions from 31-MAR-2025 to 31-MAR-2025

<b>Account name or alias</b> Linked Account	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 401579.77		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

The interest rate is 1.25% gross 1.26% AER.  
This is based on the balance of 31st of March 2025.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					379,436.55
31-Mar-2025		FROM 56092431		3,211.28	379,436.55
31-Mar-2025	INT	31MAR GRS 54374901		514.29	376,225.27
Opening balance					375,710.98
Totals			0.00	3,725.57	

SUMMARY FOR BURNHAM-ON-SEA AND  
HIGHBRIDGE TOWN

BARCLAYCARD COMMERCIAL  
PO BOX 4000  
SAFFRON ROAD  
WIGSTON, LE18 9EN

Company reference: [REDACTED]  
Statement date: 28 March 2025  
Page number: 1 of 4  
Monthly spend limit: £2,000.00

Tel: 0800 008 008  
Outside UK: +44 1604 269452  
ROI: 1800 849 123  
Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Date of previous statement: 28 February 2025  
Previous balance: £444.02  
Payment received: £444.02 CR  
Total of charges and adjustments: £0.00  
Total of new spending: £708.04  
New balance: £708.04  
Payment due by: 11 April 2025

Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account [REDACTED], at branch [REDACTED] will be debited with the amount of the new balance on or immediately after 11 April 2025."

Allocation of payments

If you do not pay off the full amount outstanding by the payment due date, we will allocate any partial payments to the outstanding balance in the following order: Default fees, Interest, Service Charges, Fees, Transactions and Cash.  
The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

Payments, charges and adjustments

	BALANCE FROM PREVIOUS STATEMENT	444.02
14 Mar 2025	DIRECT DEBIT PAYMENT THANK YOU	444.02 CR
Total of payment, charges and adjustments		£0.00

New balances by individual cardholder

Name	Card number	Monthly spend limit	Balance
N M BROOKES	[REDACTED]	500	352.12
K S NOBLE	[REDACTED]	500	355.92
Total cardholder expenditure			£708.04
New balance			£708.04

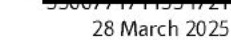
MS BROOKES  
BURNHAM-ON-SEA AND HIGHBRIDGE TOWN  
THE OLD COURTHOUSE  
JAYCROFT ROAD  
BURNHAM-ON-SEA  
TA8 1LE



STATEMENT FOR N M BROOKES

BARCLAYCARD COMMERCIAL  
PO BOX 4000  
SAFFRON ROAD  
WIGSTON LE18 9EN

Tel: 0800 008 008  
Outside UK: +44 1604 269452  
ROI: 1800 849 123  
Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Company reference:   
Card number:   
Statement date: 28 March 2025  
Page number: 3 of 4  
Monthly spend limit: £500.00

Date	Description	Amount
3 Mar 2025	TROPHIES PLUS MEDALS LEICESTER ENG	33.95
040315122625	MISCELLANEOUS AND RETAIL STORES	
3 Mar 2025	ST JOHN AMBULANCE SHEFFIELD	234.00
050385481475	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
5 Mar 2025	FACEBK *C7U4MLU5W2 Dublin IRL	1.31
060315265675	ADVERTISING SERVICES	
20 Mar 2025	Intuit Ltd Mailchimp London GBR	76.86
200317979675	CONTINUITY/SUBSCRIPTION MERCHANTS	
27 Mar 2025	FACEBK *2NRBCMY5W2 fb.me/ads IRL	3.00
280315265675	ADVERTISING SERVICES	
27 Mar 2025	FACEBK *M48JUMU5W2 fb.me/ads IRL	3.00
280315265675	ADVERTISING SERVICES	
6 new purchases / cash advances. Total of spending.		£352.12



MS N M BROOKES  
BURNHAM-ON-SEA AND HIGHBRIDGE TOWN  
THE OLD COURTHOUSE  
JAYCROFT ROAD  
BURNHAM-ON-SEA  
TA8 1LE

STATEMENT FOR K S NOBLE

BARCLAYCARD COMMERCIAL  
PO BOX 4000  
SAFFRON ROAD  
WIGSTON LE18 9EN

Tel: 0800 008 008  
Outside UK: +44 1604 269452  
ROI: 1800 849 123  
Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Company reference:   
Card number:   
Statement date: 28 March 2025  
Page number: 4 of 4  
Monthly spend limit: £500.00

Date	Description	Amount
10 Mar 2025	ST JOHN AMBULANCE SHEFFIELD	234.00
120385481475	CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	
18 Mar 2025	LIDL GB BURNHAM ON SEA BURNHAM ON SE UNITED KINGDOM <sup>Ⓜ</sup>	23.82
190305272475	GROCERY STORES, SUPERMARKETS	
18 Mar 2025	TESCO STORES 2158 BURNHAM-ON-SE UNITED KINGDOM <sup>Ⓜ</sup>	98.10
190305272465	GROCERY STORES, SUPERMARKETS	
3 new purchases / cash advances. Total of spending.		£355.92



MS K S NOBLE  
BURNHAM-ON-SEA AND HIGHBRIDGE TOWN  
THE OLD COURTHOUSE  
JAYCROFT ROAD  
BURNHAM-ON-SEA  
TA8 1LE

Date:01/04/2025

Burnham & Highbridge Town Council Current Year

Page 1

Time: 14:38

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 3 - Cashplus Pre-paid card

User: NICOLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cashplus Pre-Paid Card	31/03/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



Transactions from 31-MAR-2025 to 31-MAR-2025

<b>Account name or alias</b> BOS No 2 Ac	<b>Account number</b> [REDACTED]	<b>Sort code</b> [REDACTED]	<b>Account currency</b> GBP
<b>Debit or credit</b> Any	<b>Current cleared balance</b> 50426.24		

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					44,538.24
31-Mar-2025	D/D	CARD TXNS 240325, 48510361	-54.00		44,538.24
31-Mar-2025	CHG	28FEB A/C 87132346	-32.99		44,592.24
31-Mar-2025	BAC	CARD TXNS 260325, 48581061		18.00	44,625.23
31-Mar-2025	BAC	CARD TXNS 260325, 48510771		436.00	44,607.23
Opening balance					44,171.23
Totals			-86.99	454.00	

## Reports from councillors on Outside Bodies

### **Stage 1 Somerset Local Plan meeting held 25.02.25 Cllr Millard**

This was the fourth meeting held by Somerset across the county. It was aiming to give every parish an opportunity to state their priorities for development in the county. The plan will not be in place until 2028. This is just the beginning of the process.

The meeting started with a very useful PowerPoint that I have asked to be sent to all parishes. It gave some helpful data from the census alongside other documents.

We then split into groups to discuss our concerns.

We were asked to identify our favourite places in the county. Then we started to discuss infrastructure, transport, green / blue (water) spaces, types of housing and where we feel new housing should be sited. There was an interesting discussion around should new houses be placed where infrastructure already exists or spread throughout the county adding infrastructure along the way. We also recognised the impact of Gravity and Hinkley Point.

The consensus of our group was to spread the new development in a proportionate way using a percentage of the population as a guide.

It was interesting that all tables mentioned the importance of connectivity/ transport, sustainable housing, protecting green / blue spaces and getting the balance right between developments and maintaining all the beautiful areas within the county. There was also some discussion about not building on flood plains!

Overall the meeting met its aims, everyone contributed to the discussion. These meetings will be collated and points raised shared with all parishes.

The point was made that all Neighbourhood Plans should reflect the Somerset Local Plan. We will need to decide whether we review our Neighbourhood Plan now and then review again in 2028 or wait until 2028.

### **Minutes of Burnham and Highbridge Green Team meeting held 10.03.25**

Apologies: Lynda Wookey, Ben Metcalf

Minutes of last meeting- noted

Matters arising- none

#### **Finance report- Ganesh**

We have now received £1,000 from the Somerset Wildlife Trust. This will be 'officially' presented to us at the launch of the Action Plan on March 15<sup>th</sup> at Morland Hub. Lesley will write a letter of thanks to both Mark and Natalie for all their hard work on our behalf.

The request for resources for the Eat Festival stand was agreed to a total of £250. We will buy 2 pull up banners and 1 table top noticeboard.

## **PR (Facebook / Press Release)**

In Lynda's absence, Lesley reminded everyone to 'join' our Facebook group. We will now start using this as our showcase for the group's work. Please will all linked groups upload photos, information and notices?

**Review new action plans** for the team.

The new Vision and Aims was agreed. See attached.

## **Energy**

Lesley shared Lynda's notes for the meeting.

Raising awareness:

- New Facebook Group set up and all members of the group invited to join. This will be a forum for sharing information, asking for partners, seeking collaboration.
- Burnham and Weston Home Energy Saving leaflets have been shared with the Repair Café. Angi will continue to provide leaflets.
- STILL TO DO- meet with TKASA to establish opportunity to work with their students. Contact has been made and the Principal is going to send a date to meet with students, a designated teacher and himself.

To access independent advice

- Residents- Thermal Imaging camera (Repair Café) and the Burnham and Weston Home Energy Saving Programme (Angi)
- Community and building- Green Wedmore Showcase 21.03.25 Lesley, Biddy and Lynda to attend. Community Council for Somerset (CCS) Decarbonising Somerset programme for community buildings-Lynda will share details as soon as they come through.
- Business Premises- South West Manufacturing Advisory Service project 'Make it net zero' are interested in working with us. Make links to Chamber and Traders Association.

Improve energy security

- Lesley and Lynda to meet with Green Wedmore's Solar partner to explore possible partnership.
- Explore working with students at Exeter University ways of organising a project plan.
- Decarb Somerset as above.

I have attached Lynda's full notes as they contain links and greater detail for those who are interested.

Angi gave us a report on the Burnham and Weston Home Energy Saving Programme. The figures cover from April 1<sup>st</sup> 24 to date.

- 102 completed visits (124 referrals)
- 85 were over 60 years
- 73 homeowners
- 14 private tenants
- 15 social tenants

Services given include: 40 small appliances given, 5 switched providers, 9 large appliances provided, 7 were referred for insulation and 3 for new boilers.

Easy measures taken: LED bulbs 309, radiator reflectors 171, TV standby sockets 43, E strip door excluders 83, under door draft excluders 95.

### Ecology

#### Brue Green Pathways

- Big celebration event March 15<sup>th</sup> at Morland Hub 10 – 4pm. This will include the launch of our Climate Action Plan. There will be lots of activities during the day including the Watch Youth Group sharing freshwater invertebrates, foraging workshop. Everyone welcome to drop in at any time during the day. There might even be sandwiches and cake!!
- Wednesday 12<sup>th</sup> March Talk by an RHS Gardiner. St Johns church 6pm.
- Bat count 16<sup>th</sup> May
- There are great plans for future development after SWT leaves at the end of March 25.

#### Climate Action

- The Plan will be launched at the Morland Hub 15<sup>th</sup> March. We will also publicise it at the Eat Festival

#### Growing Group

- Marine Cove flower beds now prepared for planting.
- TC has now adopted most flower beds and employed an Estates Manager to supervise their maintenance.
- The group continue to work with the TC to maintain the esplanade flower beds and encourage sustainable planting.
- Cllr Ben Metcalf has worked with Nigel to provide a Google Map. Nigel has now populated the map with all the flower beds in the TC list. This map will provide the possibility of mapping green areas as they come into the TC responsibility.

#### Tree Strategy- Nadja and Richard

- Pilot scheme started in St Johns church Highbridge. This is the first of our community tree nurseries. We are now going to develop this idea through the town. We will apply to Woodland Creation (Somerset Council) for funds to support this project. We can apply for up to £1,000. Nadja and Ruth will take this forward.
- The tree strategy will aim to plant more trees throughout the towns over a period of 5 years. Once the TC knows which green areas they are going to be maintaining we can look to work in partnership to plant more trees and shrubs.

### Transport

- Somerset Walking and Cycling Plan- Ganesh explained that this has still not been published. He is working on getting a voice at the delivery stage of the plan. Funding will need to be accessed. He will be attending a meeting as a Town Councillor but has also requested that the Green team are included as stakeholders in an upcoming meeting by SASP to look at some Sport England funding. Lynda will be attending on our behalf.
- Bus User Group- we are celebrating that our voice has been heard. The 21/ 21A service will be run in the evening until 11pm for 1 year. We must ensure that this service is used so that we will keep it! The Slinky bus is also going to be digitalised and the Pier St bus stop will become a stage for the town. All this has now prompted

the Bus User Group to start promoting our bus services and this will be a focus for press releases and the stall at the Eat Festival.

- We have not been successful in decarbonising the TC fleet. Recent negotiations to encourage the council to buy electric were unsuccessful largely to the fact that the electric version of the van needed could not tow the weight of the water bowser. It was still a disappointing response. We will continue to make our views felt.

#### Sustainability

- Repair Cafes continue to be successful in both towns. The thermal camera is now being deployed. Burnham and Weston Energy are going to train their energy adviser so that they can help people interpret the results and look for ways of meeting needs.
- Biddy recently attended a CAG event that was really helpful. She has made contact with some very useful people. 'A good thing' is a not for profit organisation that will support charities in acquiring any of their needs working with local businesses. Our groups can work through us to access their help. Angi also gave us the details of a printer who will help – <https://www.givingprint.org>
- Biddy / Liz continue to look for premises for a 'Library of things'.

#### Eat Festival

We have 6 tables booked. Repair Cafe, Plastic Free, Bus User Group, Brue Green Pathway, Growing Group, Climate Adaptation/ Green Team/ Energy. We need to confirm what each table will be focusing on. At present I have asked for inside stalls so that we don't have to worry about gazebos! I will confirm whether we have to find tables as soon as I hear from Bev and Sarah.

Date of next meeting: Tuesday 29<sup>th</sup> March 6.30pm Biddy's house.

### **Bay Centre held 11.03.25 from Cllr Searing**

Several matters were discussed, including minutes of previous meeting and update on matters arising.

The Chair gave his report which included informing the committee that the Bay Centre had been given some excellent free PC's to be used by the groups, and also that the Home Education Group, after consulting the Monday Club, would also be working in the garden area to help maintain this to a satisfactory standard.

The Somerset Time For Youth had been asked to empty the contents of the garden shed so it could be used by the other two groups. I was asked to ask Julia from the Monday Club to remind them as she knew the organiser.

A financial update was then given with no problems to report.

A discussion on what tasks the handyman had completed also took place. He had been concentrating on the brambles in the ball court. I brought up the problem with the unevenness of the area from the fire door to the garden area, which could be a hazard to some members of the Monday club with limited mobility. The handyman would be asked to see if anything could be done to improve this.

I also raised the problem of out of date food items being left in the kitchen fridge. The secretary was asked to write to all groups to remind them of the rules.



A discussion on the 60th anniversary event then took place. A donation of £200 had been given towards this. It was agreed that I would do the buffet and refreshments as I had the necessary experience and also much of the equipment required. This would also reduce costs. Other members of the committee would organise the entertainment and see to the invitations.

A discussion and update on the traveller issues also took place. I would circulate the action points from the meeting once the Mayor had completed them and try to get someone from Somerset Council to attend the next meeting scheduled for the 25th April.

The next meeting - the AGM was then arranged for 6th May.

### **The King Alfred's Community Breakfast held 21.03.25 from Cllr Perry**

Sir Ashley Fox, MP, spoke of his commitment to working with the communities of Burnham and Highbridge. He outlined some of the issues with which he has been involved since his election last year. He reiterated his commitment to working with the council to securing funding for improvements for Burnham and Highbridge, should such monies become available later this year.

There was also a presentation from Caroline King, a trustee of the Waffle Hub, who outlined many of the services that could be accessed from their base. She emphasised the importance of collaboration between the different agencies gathered in the room to improve the pressing issues of isolation and need for support of many residents.

Other speakers at the breakfast included Bernard Raines of the Rotary Club, Amy Marsh (speaking for the Burnham Community Centre), Lisa Clark of The Space in Cheddar and Victoria Boorman, Connect Somerset Champion.

There was then an opportunity for attendees to work together to discuss one of the following aims: reducing food poverty; improving opportunities for early years; and mental health support provision for young people.

The emphasis was on bringing the work of the three groups together and to start implementing change.

The TKASA Careers Advisor is also seeking volunteers to help Year 10s with their interview skills. They will be holding mock interviews on Friday, July 11. If anyone is interested, please contact their careers advisor, Nina Sinclair, at the school.

The next meeting of the Community Breakfast will be held on Friday May 23<sup>rd</sup>. An alternative venue to the school is being sought for this meeting.

# Local Community Network

**Burnham LCN meeting notes – Tuesday the 25<sup>th</sup> of March 2025 that was held at Manor Hall, Lympsham.**

**Attendees:**

Cllr Kevin Bray  
Jim Murrey  
Cllr Mike Murphy  
Alan Sharp  
Sally Diaz  
Sally Ferguson  
Cllr Lesley Millard  
Cllr Martin Chatterton  
Ruth Coull  
Syed Shah

**Apologies:**

Cllr Peter Clayton  
Richard Young  
Cllr Bob Filmer  
Cllr Robin Leveridge  
Cllr Simon Langley

Date	Action	Completed by
Ongoing	The need for continued collaboration with local businesses and community members.	Everyone
TBC	Invite a leader of micro providers to a future meeting	Link officer
Ongoing	Consider having a health and wellbeing focus in another meeting	Everyone
Ongoing	Each parish to research their area to find all business within the parish and bring the information to the next meeting	Everyone

## Police Priority Updates

**Burnham:**

- Focus on retail thefts, with proactive operations and recent arrests of prolific offenders.

- Addressing issues related to Gypsy Romani traveller groups, with robust measures in place.
- Tackling anti-social behaviour (ASB) among youths, especially with the approach of summer.

#### **Highbridge:**

- Targeting the supply and use of controlled drugs, with proactive operations and community engagement.
- Addressing ASB, particularly involving youths from Bridgewater.
- Focusing on drink/drug driving, with increased operations to curb the issue.

#### **Northwest Team:**

- Addressing rural crimes, working with Farm Watch and rural affairs.
- Tackling fraud, especially among the elderly, with outreach and education efforts.
- Focusing on drink/drug driving in rural areas, with planned operations.
- Addressing parking issues around schools, ensuring children's safety.

The police emphasized the importance of community engagement and the need for better communication and coordination with local communities and agencies

**Active Travel Presentation:** Ruth from Our Highbridge CIC discussed the importance of active travel and transport, emphasizing the need for better bus services, walking routes, and cycling routes. Syed, the public liaison officer for the Dunball roundabout scheme, highlighted ongoing projects to improve road safety and accessibility for buses and cyclists.

#### **Our Highbridge – Active Transport**

Ruth from Our Highbridge CIC discussed the importance of active travel and transport, emphasizing the need for better bus services, walking routes, and cycling routes. She highlighted the challenges faced by the community, including limited bus services, the impact of motorway traffic, and the need for better connectivity to hospitals, workplaces, and social activities. Ruth mentioned the efforts to improve bus services, the involvement with various organizations like the Seven Side Community Rail Partnership, and the importance of connecting rural and semi-rural communities through better transport options. She also shared survey results showing the difficulties young people face with unreliable bus services, which affect their ability to attend school and social activities

**Local Cycling and Walking Infrastructure Plan (LCWIP):** Cllr Ganesh Gudka provided an update on the Local Cycling and Walking Infrastructure Plan (LCWIP) for Burnham and Highbridge. The plan aims to enhance active travel by identifying key commuter routes for walking and cycling. The focus is on everyday walking and cycling rather than leisure routes. The plan includes constructing cycle tracks, creating signposted cycleways, reducing speeds, and implementing school streets. The next step is to work with Somerset to prioritize

and implement these improvements. Ganesh emphasized the importance of linking the plan with bus routes and ensuring sustainable commuting options for the community

### **Cross-LCN Active Travel rep**

The Cross-LCN Active Travel Steering Group is a collaborative initiative designed to support Local Community Networks (LCNs) and the communities they represent in promoting and improving walking and wheeling within council areas. The group consists of representatives from each LCN area, as well as non-LCN members such as councillors, officers of Somerset Council, and local organizations that support the aims of the steering group

Burnham LCN asked if there could be someone who would represent Burnham LCN at the steering group. Cllr Ganesh Gudka expressed his interest in representing Burnham LCN on the Cross-LCN Active Travel Steering Group, and the nomination was unanimously approved by the attendees

### **Active travel discussion**

Focusing on the following questions, the meeting discussed issues and solutions of active travel for our residents:

Question 1) What does active travel mean in terms of your parish and its needs?

Question 2) In what areas would active travel be difficult to achieve and is there an alternative to using routes adjacent to highways, like creating more public footpath rights of way

Question 3) What are the main barriers you face when trying to engage in active travel, such as walking or cycling?

Question 4) How do you think these barriers can be addressed to make active travel more accessible for everyone?

The discussions section covered various topics, including the importance of active travel and transport, the challenges faced by the community, and the need for better connectivity and services. Ruth from Our Highbridge CIC emphasized the need for better bus services, walking routes, and cycling routes, highlighting the difficulties young people face with unreliable bus services. Syed, the public liaison officer for the Dunball roundabout scheme, discussed ongoing projects to improve road safety and accessibility for buses and cyclists<sup>1</sup>. Ganesh Gudka presented the Local Cycling and Walking Infrastructure Plan (LCWIP) for Burnham and Highbridge, outlining key commuter routes for walking and cycling and potential improvements<sup>1</sup>. Alan from the Highways Working Group emphasized the need for better communication and consultation regarding road closures and maintenance. Jane Knowles explained School Streets are initiatives aimed at creating safer and healthier environments around schools by temporarily restricting motorized traffic during school drop-off and pick-up times. This helps reduce road danger, improve air quality, and encourage active travel such as walking and cycling

## **Working Group Updates:**

### **Young people's working group**

Lesley Millard provided an update on the Children's Young People and Families Group. The group is currently mapping provision throughout the LCN area, including agency work and community group work. They are exploring ways to engage with young people and gather their views on what they would like to see happening in their environment. The focus group is considering merging into the Community Breakfast initiative to avoid duplication of meetings. The Community Breakfast initiative focuses on poverty, food poverty, early years, and mental health. The group aims to continue emphasizing the difficulties small rural villages have in meeting the needs of their young people, but within the Community Breakfast initiative. Lesley suggested that the focus group finishes after the AGM, where young people will be invited to attend to discuss issues important for them. The working group will reconvene within the Community Breakfast initiative and report back to the LCN incrementally.

### **Highways working group**

Alan from the Highways Working Group discussed the need for better communication and consultation regarding road closures and maintenance. He emphasized the importance of informing parish councils and local communities about upcoming road closures and ensuring that they have the necessary information to plan accordingly. Alan also highlighted the challenges faced by rural areas in terms of road safety and maintenance, and the need for better coordination between different agencies and stakeholders to address these issues

## **Action Table**

Date	Action	Completed by
25/03/25	Cross-LCN Representative to share Burnham LCN concerns at next meeting	Cllr Ganesh Gudka
25/03/25	Parish representatives to attend Highways working group on the 24 <sup>th</sup> April	All Parish Representatives
25/03/25	Young people's working group to convene and plan Young people led-discussion at AGM	Members of Young People's working group
25/03/25	Centre Great to share newsletter for Dunball roundabout	Syed Shar

## **Date of Next meetings:**

Burnham LCN (AGM) – 17<sup>th</sup> June 2025, 6:30pm – 8:30pm Pawlett Sports Pavilion

Highways working group – 24<sup>th</sup> April 2025, 14:00 – 16:00, Woolavington Village Hall

Young Peoples working group – 11<sup>th</sup> April 2025, 11:30 – 12:30 Via Teams link

### **Better Bos Meeting Notes held 03.04.25**

I mentioned in my last report that Better BoS is using detailed interviews to create personas to help test new initiatives. 2 personas will be created from interviews done so far. More interviewees are needed to create a wider range of inputs. The group hopes to be at town events to get feedback and recruit more interviewees

The footfall data that is easily available is not very detailed. Noting that the Assets and Amenities Committee has asked for a new provider to be sought, a representative of Better BoS has made suggestions on the data that would be useful to ask for, which I will pass to the office.

The initiative for a Business Incubator has progressed to a more detailed proposition and business model. We are now more clear that the incubator would be targeted to support new businesses that need a low risk space and other support to transition from homes to high street premises and remote workers who could benefit from a space where they can meet and collaborate with others. The proposition will be tested with businesses and workers before coming to council.

We are still working on a more detailed plan for the positioning of the signage before coming to council to ask for permissions. Work has been delayed somewhat due to other commitments for individuals leading the project but we hope to restart soon.

### **Burnham Community Centre held 10.04.25**

Community meals project. Regarded as successful. Serving around 70 meals each week and successfully reaching the socially isolated.

Development plan continues. Including work on signage, decoration and cost reduction. The new heating system is ready to go live and solar panels should be contracted shortly.

On 11<sup>th</sup> May the centre will hold an event to officially open the local history archive. This will coincide with the celebration of the 40<sup>th</sup> anniversary of the Local History Society.

The centre will help with the funeral of Ken Hindle on 24<sup>th</sup> April. Those not involved in the private service following the funeral will be invited back to the centre for refreshments.

## Devolution Working Group

### Minutes of the meeting held on 5<sup>th</sup> March 2025 at 6pm, at The Old Courthouse, Jaycroft Road, Burnham-on-Sea

**Present:** Cllrs Clayton, Facey (Chair), Gudka, Matthews, Millard, Perry, Vickers and the Town Clerk

#### 1. Apologies for absence

There were no apologies for absence.

#### 2. To consider response from Somerset Council regarding public conveniences heads of terms and agree any recommendations to the Finance and Governance Committee

(Councillors Clayton and Gudka joined the meeting during this item and before the vote)

The Town Clerk advised on all the proposed changes and response to other questions raised.

The issue relating to the water bills at the Esplanade toilets required further discussion with Somerset Council.

**Resolved** that the Working Group recommends to the Finance and Governance Committee to accept the proposed heads of terms for the public conveniences.

It was agreed that the Town Clerk should engage with a Solicitor to review the contract once received.

#### 3. Update on public conveniences cleaning tender

The tender notice had been published on the Council's website and Contract Finder. Several companies have expressed an interest and some site visits had been arranged. The deadline for tender submissions is Midday on Monday 10<sup>th</sup> March 2025. Councillor Clayton agreed to attend the opening of the tender documents.

#### 4. General progress update

The order for the hanging baskets had been placed. In consultation with the Growing Group, plants have also been ordered for Marine Cove. The Estates Manager is reviewing the quotation for the rest of the plants for the towns and the order will be placed by the end of the week.

A query was raised regarding progress of the hanging basket sponsorship. It was confirmed that the signs are being looked into and the costings are currently being confirmed. Better BOS are putting forward some suggestions.



The Masons have confirmed they will pay for and carry out the planting of the High Street planters. The Town Council will need to arrange for the watering. Our Highbridge will plant and maintain the tubs outside of Alpha House.

**Agenda items for next meeting**

To be agreed by Town Clerk in consultation with the Chairman.

**5. Date of next meeting**

To be confirmed.

DRAFT

Signed by Chair.....

Date.....



17/02/2025

The Royal British Legion  
c/o Dunkirk Memorial House  
Minehead Rd,  
Bishops Lydeard,  
Taunton TA4 3BT

Tel: 07972 768077

Dear Armed Forces Covenant Partner,

### SOMERSET FESTIVAL OF REMEMBRANCE - SPONSORSHIP

I am writing to invite your organisation to sponsor a very special event, the **Somerset Festival of Remembrance**, which will commemorate the 80th anniversary of the end of World War II next year. This significant event will take place on **Saturday, 1st November 2025**, from **7:00 - 9:30 PM** at the magnificent **Wells Cathedral**, in collaboration with the **Somerset Royal British Legion (RBL)**.

The festival will honour the bravery and sacrifice of those from Somerset who gave their lives during the war, and will feature the **Somerset Book of Honour**, recognizing their invaluable contribution. The event will also include performances by the **Central Band of the Royal British Legion** and the **Yeovilton Military Wives Choir**, making it a poignant and inspiring evening for all who attend. With the stunning setting of Wells Cathedral, and with participation by a wide range of contributors, including serving personnel, veterans, cadets and civic dignitaries, this event should provide an impressive focus for Somerset's Remembrance activities at a time when the very last veterans might be available.

As an organisation that values community and remembrance, we would be honoured to have your support for this important event. The scale of sponsorship is negotiable, but we expect there to be at least three levels available, each providing a unique opportunity for your organisation to be a part of this prestigious commemoration:

- **Bronze Sponsorship (£250)**  
Includes 1 prime seat ticket and small logo placement in the event programme.
- **Silver Sponsorship (£500)**  
Includes 2 prime seat tickets and prominent logo placement in the event programme.
- **Gold Sponsorship (£1,000)**  
Includes 4 prime seat tickets and premium logo placement in the event programme.

By becoming a sponsor, your organisation will not only contribute to the remembrance of Somerset's fallen heroes, but also gain exposure to a wide audience, showcasing your support for the community and for those who have served our nation. Your sponsorship will help ensure the success of this event and allow us to honour those who sacrificed so much for our freedom.

**Patron: His Majesty the King**

Registered address: Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA | 020 3207 2253 | [rbl.org.uk](http://rbl.org.uk)  
Registered charity number: 219279

We would be delighted to discuss sponsorship opportunities further and tailor a package that aligns with your organisation's values and goals. If you are interested, or have any questions, please do not hesitate to direct your team to contact me at [somerset.chair@RBL.community](mailto:somerset.chair@RBL.community) or on 07972 768077.

Thank you for considering this opportunity to support the Somerset Festival of Remembrance 2025. We look forward to the possibility of partnering with you for this momentous occasion.

Yours sincerely,



**Mike Allison**  
Somerset Chair  
Royal British Legion

**Patron: His Majesty the King**

Registered address: Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA | 020 3207 2253 | [rbl.org.uk](http://rbl.org.uk)  
Registered charity number: 219279

## Introduction

The Trust Board of The Priory Learning Trust (TPLT), in agreement with Somerset Council and with the full support of the leadership team in the school is proposing the addition of a 9 place Special Education Needs (SEN) unit, with a designation for Speech, Language and Communication needs.

The proposal has met the criteria for a significant change to an academy and therefore a public consultation must be held on this proposal.

This document helps to explain the background to the proposal and the next steps of this process:

- What is being proposed
- Why is it being proposed
- Details of how the decision will be made
- How to submit a response

The Trustees are proposing to make a significant change to Burnham On Sea Infant School following the Making Significant Changes to an Open Academy Guidance (2024) issued by the Department for Education. This statutory proposal document contains all the relevant information to allow interested parties to decide whether to support the proposed change. The Priory Learning Trust Board must follow a statutory process for making prescribed alterations to schools. The publication of this statutory proposal and notices forms part of that process.

## What is proposed?

The Local Authority have approached the school proposing a remodelling of existing teaching spaces on school site to create an SEN special unit capacity within the local community. The facility would use existing space, available due to falling rolls locally, to create a dedicated 9 place SEN unit within the heart of the school. Capital works required would be funded by High Needs Place Capital allocation, with places then funded through high needs block funding. Changes would support the Local Authority to meet their statutory functions around sufficiency of places for SEN provision. The unit will be designated to support children with Speech, Language and Communication needs.

If the proposed change of an addition of an SEN unit goes ahead, admissions for places will be commissioned by the Local Authority through the high needs place planning process. Attending the school will not give children any additional priority for a place in the SEN unit.

## Why is it being proposed?

Burnham On Sea Infant School values the importance of inclusion and supporting the needs of all children from the community in which we serve. This aligns with the Trust's values of Student's First and ensuring a great education for every child.

Adding an SEN unit to the school will have a number of benefits:

- Dedicated SEN provision for children within the community that they live to support their individual needs
- Careful mapped and sequenced curriculum plans raising educational standards and outcomes for all

- A trust wide focus on development of speech, language and communication needs through this unit and the trust's existing resource base at Castle Batch Primary School to ensure good practice and quality professional development for staff
- Access to qualified teachers and support staff all of whom are trained to understand the learning journey for every child.
- Access to school facilities for the SEN unit children through use of classrooms, library, school hall and a hot meal offered at lunchtime.
- Improved learning environment by access to appropriate funding

### **How will the decision be made?**

The four week consultation period commences on 4th April 2025 and closes at noon on 6th May 2025. A Public Notice has been issued on the school website, around the school and in the local area.

The following stakeholders will also be directly notified;

- Parents and carers of pupils attending the school
- Parents and carers of pupils within the Trust
- Staff and Trustees of the school
- Neighbouring schools
- Local, District and County Councillors
- Local Member of Parliament
- Cabinet Member responsible for Children and Families
- Any other known local stakeholders

At the conclusion of the consultation period the Trustees of The Priory Learning Trust will consider all the responses to the consultation and (subject to any necessary consents being obtained) decide whether to proceed with the proposal by making a formal application for a significant change to add an SEN unit. The Regional Director for Education will then decide on behalf of the Secretary of State for Education whether proposals are in line with the needs of the local area.

### **How to submit a response**

Responses can be made on-line via the following link and must be received by noon on 6th May 2025 : <https://forms.gle/36iD3cVyKA5ynFZJA>

Should you require a paper/word copy of the consultation form or this consultation notice please contact:

[Office@bosi.theplt.org.uk](mailto:Office@bosi.theplt.org.uk)




---

**Report for councillors:** Burnham-on-Sea and Highbridge  
CCTV provision

**Issued to:** Town Council – 14<sup>th</sup> April 2025

---

## **1. Purpose of Report**

To consider updated costings for the provision of CCTV monitoring services.

## **2. Background**

In April 2024, the Council considered a report on the future provision of the CCTV monitoring service provided by Somerset Council. The cost was advised at being £22,386.27 for the first year (2024/25) and then increasing in line with RPI each year after.

The Town Council resolved to commit to a three year agreement, with the Town Clerk delegated to negotiate with Somerset Council for the 2024/25 contribution to be within the allocated budget. The Council required that all cameras be working at the start of the contract.

As several cameras had not been working until late in 2024, Somerset Council agreed to reduce the Town Council's contribution to £10,000. Several of the cameras have now been upgraded by the Town Council.

During this year's contribution negotiations, Somerset Council advised the Town Clerk that in 2025/26 there will be a standard annual charge for all Town and Parish Councils of £2,798 per camera. There are 12 working cameras within Burnham-on-Sea and Highbridge, therefore the cost would be £33,576.

The additional cost has been challenged, however Somerset Council are not willing to reduce the cost per camera. However, the Council should be aware the 3 year service level agreement has still not been signed, as Somerset Council never responded to the amendments requested. This had been chased several times.

## **3. Financial Implications**

The Town Council allocated £25,000 in the 2025/26 budget for CCTV provision. There was an underspend of £5,000 2024/25, which has been earmarked. If the earmarked funds are used, there would still be an overspend of £3,576 for the service provision in 2025/26.

## **4. Recommendation**

That the Council considers using the CCTV earmarked reserves towards the cost of the CCTV monitoring provision for 2025/26 and agrees to the budget overspend of £3,576. The Town Council should insist on the Service Level Agreement being implemented and will not pay for any services until such date as the document is signed.

---

**Report for councillors:** To consider Temporary Traffic Regulation Order (TTRO) application for 2025 events

**Issued to:** Town Council – 14<sup>th</sup> April 2025

---

### **1. Purpose of Report**

To consider applying for a joint Temporary Traffic Regulation Order (TTRO) for scheduled events in 2025.

### **2. Background**

Somerset Council have confirmed that there will be a charge for event road closures, at a cost of £645 per event. The Town Council will have to apply for a TTRO for the fireworks event in November.

Somerset Council have agreed that the Town Council can work together with other local organisations to submit a joint application for events planned in 2025, as long as the application is submitted by 31<sup>st</sup> March 2025. No amendments can be made to the order once sealed. By submitting a joint application there would only be one charge of £645 for all the events covered in the TTRO.

The Deputy Town Clerk attended a meeting with representatives from Burnham Chamber of Trade and Our Highbridge to discuss the events that could be covered by the joint TTRO. The events to be included are the Fireworks Display, the Christmas lights switch-on events in Burnham-on-Sea and Highbridge, Burnham High Street Car Show, BOS Fest and BARB Annual Rescue Services.

The EAT Festival has already received a TTRO and Carnival cannot be included in a joint application. The Remembrance Parade will be covered by a different process and will remain free of charge.

The Burnham Chamber of Trade and Our Highbridge are likely to apply to the Council for grants to cover this cost of the TTRO for the Christmas lights events. The Committee have already budgeted to cover the cost of the road closure for the fireworks event.

### **3. Recommendation**

That the Committee agree to submit a joint TTRO application with Burnham Chamber of Trade, Our Highbridge, Burnham Retail Group and BOS Fest and agree to allocate £645 from the events budget to cover the road closure application costs.



---

**Report for councillors:** Release of earmarked reserves towards continuation of senior events

**Issued to:** Council - 14<sup>th</sup> April 2025

---

## **1. Purpose of Report**

To request funds to be released from earmarked reserves (EMR) for the continuation of the Seniors Events at The Princess Theatre & Arts Centre for the next 3 months.

## **2. Background**

Since June 2024, The Princess Theatre has hosted monthly events for those over 65 years of age in our community. These events were partially funded with assistance from the Hinckley Point Community fund. The funds were only for use up to the end of March 2025.

The Theatre Manager had applied for a further grant from The Somerset Community Foundation and unfortunately the application was not successful. However, the application has been referred for another grant that may be possible, but we will not know the outcome until the end of May 2025.

These have been extremely popular events, with many being fully subscribed. Some events were so popular, they now have their own regular sessions at the Theatre. To ensure continuity for the regular attendees, we are requesting that funds be released from EMR 370, until we hear if we have been successful with the new grant.

## **3. Financial implications**

There are sufficient funds in EMR 370 to cover the proposed costs.

## **4. Recommendation**

That the Council agree to approve the funds being released from EMR 370, up to a maximum of £750, for the continuation of Seniors Events at The Princess Theatre & Arts Centre for the next 3 months.





## **Burnham-on-Sea and Highbridge Town Council Strategic Plan 2023-2027**



## **Introduction**

This Strategic plan takes as its starting point documents produced by the Town Council in recent years. The Neighbourhood Plan was adopted in 2018. The Burnham Evolution Bid was partially successful and contains ideas that can be taken forward this year by the Burnham High St Task Force Group utilising the £50,000 put aside for this purpose by Sedgemoor DC. The Highbridge Regeneration Bid to the Levelling Up Fund, written by Sedgemoor District Council, was sadly unsuccessful in 2022 but was part of the wider Regeneration Framework for the development of Highbridge which was adopted by Sedgemoor DC as a planning document and will be taken up by Somerset Council.

In addition, it takes note of relevant SDC documents such as the Local Plan and supporting background material where these are relevant to the two towns. However, it is not intended that this plan should be limited to what is in these documents but represents a 4-year programme of actions to be taken by the Town Council, which as well as taking forward ideas in these documents, also include others which have been discussed.

Local Government is undergoing change as we move towards a unitary authority, the new Somerset Council. It is still not clear how this will impact on the work of the Town Council. This Town Council will continue to put itself at the heart of our community and respond to the needs of our residents. We will continue to focus our work around the Vision and Mission Statement.

## **Vision**

**‘At the heart of our community’**

### **Mission Statement:**

We will:

- Celebrate our uniqueness.
- Optimise the economic performance of our towns
- Create a sense of place: a place where people want to live and choose to spend their time.
- Maximise the potential of existing assets and resources.
- Become a vibrant coastal destination.
- Promote a more sustainable and greener lifestyle for all



Reviewed and updated at Council on 30<sup>th</sup> October 2023 & 27<sup>th</sup> February 2024, 20<sup>th</sup> January 2025

## **Strategic Aims for 2023-27**

**We will aim to:**

**1. Develop an efficient, transparent council at the heart of our community representing the needs of our residents and improving access to services**

Success criteria:

- The staff team and councillors have the right IT and other tools to work effectively
- There is improved communication across the council and towns
- Committee structures and meeting diaries are appropriate to the council's priorities
- The public are able to raise concerns with councillors in suitable forums
- Information about the council and its activities is available both online and in print to maximise reach
- Good governance, fiscal responsibility and the habits of a good employer are embedded in the council
- The council is positively engaged in LCNs in the new Unitary authority

**2. Develop the cultural and economic well-being of our towns by drawing on the Highbridge Regeneration Plan and involving other stakeholders such as Bette BOS.**

Success criteria:

- The increased number of local residents are using local businesses day to day
- The towns are connected to sources of employment and business opportunity
- Open public spaces in the town centres provide a place for people to enjoy
- Community facilities and events are used to their maximum potential
- There is good public and active transport connections which allow people to reach places for work and leisure
- The town centres continue to be full of independent shops where people spend money in local businesses
- A Strategic Plan is in place for the development of the Princess Theatre and surrounding area
- Princess St is a cultural and civic hub attracting residents and visitors alike

### **3. Create a greener and sustainable future for our towns by working with interested stakeholders**

Success criteria:

The Council has:

- Enabled the community to work towards a net-zero target for 2030
- Ensured its operations are on the route to becoming net zero by 2030
- A plan to help adapt to the worst impacts of climate changes
- Encouraged a healthy life-style that makes the most of natural assets
- The community benefits from locally sourced food and renewable energy
- There is increased biodiversity in our green and blue (water) spaces
- The sea front has several activities and attractions to make it a destination for visitors

### **4. Enhance the well-being of our residents**

Success criteria:

- Both towns provide a wide variety of opportunities for sport, leisure and cultural activities for all ages
- There is a well-informed directory of support groups available in the towns both on-line and in print.
- Community groups are encouraged to identify need and find creative ways to support people

Strategic Aim 1: To develop an efficient, transparent council at the heart of our community, representing the needs of our residents and improving access to services.

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
Review the IT systems including: <ul style="list-style-type: none"> <li>• Better website platform</li> <li>• Web access for meeting papers</li> <li>• Improve email/ Office systems</li> <li>• Bring your own device policy for councilors</li> </ul>	Cllr Baker/ Town Clerk/ Deputy Town Clerk	By the end of Year 1 (April 2024)	Some improvements have been made to the website.  Microsoft 35 was installed at the end of January 25 and is working well.  Councillors have a shared portal for accessing meeting papers.  Ongoing
Improve communication of meetings and consultations: <ul style="list-style-type: none"> <li>• Better website platform</li> <li>• Find best practice and explore further use of social media to promote the Town Council</li> <li>• Review the visibility and use of noticeboards</li> <li>• Distribute information to the library and community hubs</li> <li>• Councillor drop-in sessions to be set</li> </ul>	Chair/ Town Clerk/ Cllr Perry	By the end of Year 2 (April 2025)	Ongoing

<p>up twice a year</p> <ul style="list-style-type: none"> <li>• Ensure residents know the pathways for raising their concerns</li> <li>• Explore ways of increasing community use of our website</li> </ul>			
<p>Ensure the financial reporting system is delivering transparency and control. Continuously review procurement practices to ensure value for money as per audit regulations</p>	<p>Chair of Finance/ RFO/ Town Clerk</p>	<p>By the end of Year 1 then continuously until the end of Year 4</p>	<p>Relaunch of the accounting system for 2024/25 ensures the accounts are easier for councilors and the public to understand.</p> <p>More financial information is provided at Council and Committee meetings.</p> <p>Improved financial processes have been established.</p> <p>Ongoing.</p>
<p>To reconfigure the Old Courthouse to become effective and useful building for all that use it for now and in the future</p>	<p>Town Clerk/Assets and Amenities</p>	<p>Plan April 2025 Changes April 2026</p>	<p>Ongoing.</p>

Review committee structures annually and have a rolling programme of policy review to ensure the fiscal duties of the council are fulfilled	Town Council	Annually	Core governance documents are reviewed annually and considered at Council in May. ongoing annually. Other policies are being updated on a rolling programme.
---	--------------	----------	--

Achieve the Local Council Award run by NALC. Apply for Quality then Gold.	Chair of Council and Town Clerk	Achieve the Quality by Year 3 and be working towards Gold by Year 4.	Criteria has been updated recently. Still aiming to apply for quality status in 25/26.
To continue to work with LCNs	Council Representative and Council		Ongoing We now have representation on the Highways Task Group and the Youth Focus Group. Both groups are working effectively to network and share knowledge and experience

Strategic Aim 2: To develop the cultural and economic well-being of our towns by drawing on the Highbridge Regeneration Plan including other stakeholders such as Better Bos

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>Develop a sustainable business plan for the Princess Theatre.</p> <ul style="list-style-type: none"> <li>• Use the independent advisors report to explore options available</li> <li>• Consult with the community on future plans</li> <li>• Present a report to the Town Council with fully costed recommendations for the future of the theatre.</li> </ul>	Asset & Amenities Committee/ Officers		<p>Business Plan is currently being prepared by the Theatre Manager.</p> <p>Ongoing.</p>
<p>Improve our Burnham town Centre and as a Town Council we will be</p> <ul style="list-style-type: none"> <li>• Explore car parking provision</li> <li>• Pedestrianisation Improve the space available for pedestrians</li> <li>• Stimulate the High St growth</li> </ul>	Working group continuing to work collaboratively with Better BoS which also includes residents and business groups.	Working group to develop plans and take action through years 2-4	<p>The working group received a workshop from the High Street Taskforce which delivered information and background and supported the formation of Better BoS as a placemaking partnership.</p> <p>Development of plans is ongoing.</p>





<p>be used as a nursery school/family unit.</p> <ul style="list-style-type: none"> <li>• Support Our Highbridge by giving them advice as they work with Somerset Council on possibility of taking over the lease of St John Ambulance building</li> <li>• Continue to support Highbridge Community Hall by giving advice</li> <li>• Support the use of the Millennium Green for community use - adverts on our website</li> <li>• Review the feasibility study for repurpose of the old station building</li> <li>• Continue to work with GWR to encourage signage to direct passengers to the east platform and better access for the disabled</li> </ul>	<p>Town Council</p> <p>Town Council</p> <p>Town Council</p> <p>Town Council, Somerset Council, Network Rail and GWR</p>	<p>Work to be completed during Year 2-4</p> <p>Work to be completed during Year 2-4</p> <p>Year 2</p> <p>Work to be completed during Year 2-4</p>	
<p>Councillors will continue with the walkabouts on Poplar and Moorlands Estates</p>	<p>Highbridge Councillors</p>		<p>Ongoing</p>
<p>To put in process to develop and review Neighbourhood Plan</p>	<p>Town Council/Community Group</p>	<p>To be arranged</p>	

Strategic Aim 3: Create a greener and sustainable future for our towns

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>To work towards a net zero carbon for 2030</p> <ul style="list-style-type: none"> <li>To continue to review the TC working practices and contracts to reflect this aim</li> </ul>	Town Clerk/ Officers/F&G Committee/Assets and Amenities Committee	1-4	
<p>Create a plan to adapt to climate change</p> <ul style="list-style-type: none"> <li>Town Council to work to build climate resilience for both towns</li> </ul>	Town Clerk/ Officers/Council	By Year 4	
<p>Encourage a healthy lifestyle that makes the most of natural assets</p> <ul style="list-style-type: none"> <li>Ensure all the towns green spaces are well maintained and encourage residents to make full use of them</li> <li>Encourage greater wildlife diversity in our green and blue spaces</li> <li>To prioritise and implement actions suggested by LCWIP</li> </ul>	<p>Town Clerk and Officers/ Assets and Amenities Committee</p> <p>Town Clerk/Officers/Growing Group</p> <p>Working Group</p>	By Year 3	<p>Growing Group has been very effective in planting and maintaining the esplanade flower beds with sustainable planting. They have also prepared Marine Cove gardens ready for planting.</p> <p>Cllr Gudka will now represent the TC and LCN is discussions about the implementation of the LCWIP.</p>
<p>Encourage the provision of locally sourced food and renewable energy</p> <ul style="list-style-type: none"> <li>Encourage local producers to give their excess food to the</li> </ul>		By Year 4	<p>Forge Rhyne Allotments give their excess food to the foodbank.</p>

<p>community</p> <ul style="list-style-type: none"> <li>• Provide information about renewable energy on the website and signpost people to providers</li> </ul>	Town Clerk and Officers	By Year 3	
<p>Explore ways of ensuring that the seafront has a variety of activities and attractions to attract visitors</p> <ul style="list-style-type: none"> <li>• Continue to plant sustainable plants to give all year round displays</li> <li>• Explore ways of making the seafront more attractive with a variety of activities, including events such as the fireworks</li> </ul>	<p>Town Clerk and Officers/ Assets and Amenities</p> <p>Committee/ Growing Group</p> <p>Assets and Amenities Committee</p>	Year 1-4	Growing Group continues to maintain these flower beds.

Strategic Aim 4: To enhance the well-being of our residents.

Action	Lead Councillor/ Officer/ Committee	Timescale Year 1/2/3/4	Review of action taken
<p>The Town Council will use the devolution of services to take control of green spaces, play parks and local environment</p> <p>Will ensure the environment around Burnham and Highbridge is clean, welcoming and a pleasure to walk around</p>	Town Council		<p>The TC is in the process of taking responsibility for the flower beds throughout the 2 towns.</p> <p>The TC is taking part in the Great British Spring Clean</p>
<p>To ensure that well-being is kept in mind whilst delivering the Climate and Ecology Action Plan.</p> <ul style="list-style-type: none"> <li>• Use the energy strand to support residents to reduce their energy use.</li> <li>• Use the Sustainability strand to encourage reuse, reduce, recycle and repair</li> <li>• Use the Transport strand to encourage active transport choice (walking, cycling)</li> <li>• Use the Ecology strand to enhance, protect and encourage the active use of our green and blue (water) spaces.</li> </ul>	Climate and Ecology Working Group	Years 1-4	<p>This is now being driven by the Burnham and Highbridge Green Team CIO.</p>

Maintain a cost of living support tool on the website. Publicise this on all media platforms. Ensure people at the Information Centres for Somerset Council are aware of it and support its use. Use the Energy Information Hubs to give individual face to face support	Cllrs Baker and Vickers/ Officers	Review by April 25	Information provided on website and updated on an ongoing basis.  Burnham and Weston Energy are continuing to provide individual support to residents to reduce their energy bills.
Create a working group to Identify all support groups in the town, then create a directory. Publicise via social media/ website/ print then circulate to community areas. Also work with Sport Groups to show where they operate and what they offer. Publicise as above. Create a Town Handbook to contain all above information. Encourage new groups to grow and develop by supporting through grant applications.	Working Group (to be decided) and Cllr Metcalfe	By April 26	
To produce an emergency plan to assist residents during emergencies and to consider further plans e.g. flood plan	Town Clerk/ Officers/Councillors	Year 3	

## Appendix

These were actions that were originally identified in the originally Strategic Plan and have now been completed.

<b>Strategic Aim 1:</b>	
<b>Action</b>	<b>What the Council have done</b>
Review the IT systems including: <ul style="list-style-type: none"> <li>Web access for meeting papers</li> </ul>	A VSM Portal is being used for Councillors access to meeting papers. Meeting papers are published on the website.
Continue Drop-in sessions before each Town Council meeting	Due to poor attendance, it was agreed at Council in May 2024 to cancel the drop-in sessions.
Improve communication of meetings and consultations:	Information regarding Council activities and events are being distributed to more outlets e.g. Morland Hub, The Waffle Hub, Tesco's etc.  The Council's Facebook page was relaunched in February 24.
Investigate moving the Town Council offices to the old SS& L building in Princess St. Create a report to bring to TC with recommendations. Improve current accommodation for staff in the short term. Review accessibility of all Town Council buildings for the public.	Council agreed in April 2024 not to pursue the purchase of the former SS&L building due to the costs.
Review committee structures annually and have a rolling programme of policy review to ensure the fiscal duties of the council are fulfilled	Changes to the Committee structure were approved by Council in May 2024.
<b>Strategic Aim 2:</b>	
Develop a sustainable business plan for the Princess Theatre. <ul style="list-style-type: none"> <li>Use the independent advisors report to explore options available</li> <li>Consult with the community on future plans</li> </ul> Present a report to the Town Council with fully costed recommendations for the future of the theatre.	New Theatre Manager recruited in September.  Working Group now established and setting out an Action Plan.
Resolve the play park situation and then explore	Permission for the play area to be installed on the sea front was not granted by Somerset

other ideas to enhance the sea front. Present a report to TC with recommendations that are costed. Seek funding to complete the project.	Council. The project is now closed.
Reform the working group to develop plans for Burnham Centre using the High St Taskforce initiative Report to be presented to TC with recommendations for further action. Funding to be sought where necessary.	Town Board has been established and were rebranded as Better BOS. They have set their Terms of Reference and are working on an Action Plan. Better BOS are applying to be established as a CIC.
Reform Highbridge Regeneration Group to rework the levelling up bid plans. Group to include stakeholders. <ul style="list-style-type: none"> <li>Highbridge Station travel plan- ensure pedestrian access from the Brue Farm estate. Cycle link from Highbridge to Burnham.</li> <li>Bank St car park- gather data to enable exploration of car park charging regime and use of space.</li> <li>Review alternative sources of funding or a renewal bid.</li> </ul>	Terms of Reference and membership was agreed in November 24. A meeting has taken place with GWR to pursue the development of the station premises and travel plan. The new working group is now established with many representatives from the community involved. They are in the process of creating a 3-year Action Plan. Nick Tait is providing support from Somerset Council. The Action Plan will go to the Town Council for ratification by July 24. The Working Group has now completed the Action Plan and will be bringing to the September meeting of the Town Council.
<b>Strategic Aim 4:</b>	
Develop the provision of green and blue spaces for public use.	Already in another section Group, Town Council, Somerset Council
To ensure that well-being is kept in mind whilst delivering the Climate and Ecology Action Plan. Use the energy strand to support residents to reduce their energy use. Use the Sustainability strand to encourage reuse, reduce, recycle and repair Use the Transport strand to encourage active transport choice (walking, cycling) Use the Ecology strand to enhance, protect and encourage the active use of our green and blue (water) spaces.	The CE Working Group has taken the following action: <ul style="list-style-type: none"> <li>Weston Solar Energy are completing energy audits on private and community buildings.</li> <li>We now have 2 Repair Cafes, one in each town.</li> <li>Some businesses have signed up for the City to Sea Refill Scheme to reduce single use plastic.</li> <li>The Bus Users Group has now met with the new Leadership Team at First Bus and Cllr Mike Rigby of Somerset Council. They have established a communication link with the Operations Manager of Buses of Somerset.</li> <li>Somerset Wildlife Trust and Our Highbridge continue to develop ideas to enhance the Brue Green Pathway.</li> <li>The Growing Group is now working with Burnham in Bloom and Clean Surroundings to improve our planting scheme.</li> </ul> The Working Group is now seeking to become a CIC to open up opportunities for applying for grants. The Group will still deliver the Action Plan for the Town Council.



	<p>There are 4 Town Councillors involved in the group.</p> <p>The Working Group has now applied to become a CIO. We are awaiting the response.</p>
--	--



---

**Report for councillors:**                      **2023/24 Debtors**

**Issued to:**                                      **Town Council – 14<sup>th</sup> April 2025**

---

### **1. Purpose of Report**

To present to Council Debtors of £446.23 in respect of the accounting year 2023-24 to be written off.

### **2. Background**

After an investigation by the RFO and Theatre Manager it has become apparent that the net figure of £446.23 in the closing balance for the Debtors presented in the year end accounts for 2023-24 is incorrect. As this forms part of the opening balances for this years accounts this figure will need to be addressed before the accounts for this year end are prepared. New booking practices and protocols set up by the Theatre Manager will significantly reduce any future occurrence of an error of this kind.

### **3. Recommendation**

To write off £446.23 of the Debtors stated in 2023-24 accounts before the accounts are prepared for 2024-25.