



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

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

31<sup>st</sup> December 2025

To: All Members of the Town Council

**YOU ARE HEREBY SUMMONED TO ATTEND** an extraordinary meeting of the **TOWN COUNCIL** to be held on **8<sup>th</sup> January 2026** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **6.00 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 5:45pm

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 M. Facey (Mayor)  
Councillor G. Gudka  
Councillor R. Keen  
Councillor B. Metcalfe  
Councillor P. Mills  
Councillor K. Pearce  
Councillor C. Searing  
Councillor B. Vickers

Councillor P. Clayton  
Councillor J. Flurry  
Councillor A. Hendry  
Councillor A. Matthews  
Councillor L. Millard  
Councillor M. Murphy  
Councillor S. Perry  
Councillor N. Tolley  
Councillor P. Wynn (Deputy Mayor)

## **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.

## **Extraordinary Town Council Meeting Agenda**

**8<sup>th</sup> January 2026**

- 604.0.T25 Apologies for absence**
- 605.0.T25 To receive any declarations of interest on items included on this agenda**
- 606.0.T25 To receive and approve the minutes of the Town Council meeting held on 15<sup>th</sup> December 2025**
- 607.0.T25 To agree a response to the Local Government Boundary Commission consultation on proposed new division boundaries for Somerset Council**

[Somerset | LGBCE](#)

**Minutes of a meeting of the Town Council held on 15<sup>th</sup> December 2025 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

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

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

**Public Participation:**

There was no public representation.

**579.0.T25 Apologies for absence**

Apologies were received from the Town Clerk and Councillors Flurry, Metcalfe, Wynn, Tolley and Vickers.

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

There were no declarations of interest.

**581.0.T25 To receive and approve the minutes of the Town Council meeting held on 10<sup>th</sup> November 2025 and the extraordinary Town Council meeting held on 3<sup>rd</sup> December**

The minutes of the previous meetings of the Town Council, held on the 10<sup>th</sup> November 2025 and the extraordinary meeting held on the 3<sup>rd</sup> December 2025, were presented by the Mayor.

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

**582.0.T25 Matters arising from previous minutes**

Councillor Millard confirmed that the Highbridge Railway Bridge has had a temporary covering, but the Council need to keep pushing Somerset Council to resolve who is responsible.

569.1 - A query was raised regarding whether the play equipment has been placed on the open market. It was confirmed that the equipment has not yet been put on the open market.

559 - Members noted that the trial period for The Somerset NHS Foundation Memorial Hospital is scheduled to commence in April.



Clarification is awaited on the exact start date and the duration of the trial. A response from the NHS Foundation is pending.

569.5 – A query was raised as to whether the Town Clerk had contacted Somerset Council regarding concerns highlighted in the Health Checks report. The author of the report has not yet been identified. The LCN Co-ordinator is pursuing this matter and will escalate it to the Planning Manager, as previous emails have not received a reply.

**583.0.T25 To receive Mayor's report**

The Mayor's report had been circulated with the agenda and was noted.

**584.0.T25 To receive report from the Police**

The Police were thanked for the analysis of the data.

It was highlighted that anyone concerned about domestic abuse, can report it to the [somersestdomesticabuse.org.uk](http://somersestdomesticabuse.org.uk) website, as well as 999.

The circulated data report was noted.

**585.0.T25 To receive any reports from Somerset Councillors**

It was noted that the slinky bus has been a great success and will be coming to Burnham and Highbridge, this will support a lot of our vulnerable residents.

The Moorland Community Hub is one of the recipients of the Community Public Fund. There will be a full report coming to Council in the near future.

**586.0.T25 To receive minutes of previous committee meetings**

Planning Committee – 12<sup>th</sup> November and 19<sup>th</sup> November 2025

Finance & Governance Committee – 24<sup>th</sup> November 2025

No questions were raised regarding any of the minutes.

**587.0.T25 To receive list of payments up to 2nd December 2025**

The attached list of payments was received and noted. A query was raised regarding one of the payments and this was satisfactorily answered.

**588.0.T25 To receive Town Council Accounts for month of November**

The accounts for November were received and no queries raised.

**589.0.T25 To approve the bank reconciliation for November 2025**

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



**590.0.T25 To note the interim internal audit report**

The report was noted.

**591.0.T25 To receive reports from town councillor representatives appointed to outside bodies**

Written reports from Town Council representatives on outside bodies were circulated with the agenda.

**592.0T.25 To consider response to correspondence received**

**592.1 To consider a response to the Somerset Council Consultation for Charitable Collection Licensing Policy**

**Resolved** to respond to the consultation and agree to the draft with no changes.

**592.2 To consider the invitation to attend the Open Story Tellers “Festival of Voices” at the Brewhouse Theatre, Taunton on Thursday 22<sup>nd</sup> January from 10am - 2pm**

**Resolved** Councillor Baker will attend the Festival of Voices on behalf of the Council.

**592.3 To consider a response to the Local Government Boundary Commission consultation on proposed new division boundaries for Somerset Council**

Councillor Gudka gave an overview of a draft response he had prepared for discussion.

A lengthy discussion took place and it was agreed that members with any additional comments are to send them directly to the Town Clerk and for an extraordinary meeting to be held before the submission date of the 14<sup>th</sup> January.

**592.4 To consider the draft response recommended by the Planning Committee to the Government Open Consultation on Reforms to the Statutory Consultee System**

**Resolved** that the responses are submitted as circulated.

**592.5 To consider responding to the Somerset Council budget consultation 2026/27**

**Resolved** that the Council will not submit a response to the consultation, but individual Councillors are encouraged to respond in their own capacity.



- 593.0.T25 To review and adopt the IT, Cybersecurity and Email Policy**  
**Resolved** that the Council agree to adopt the IT, Cybersecurity and Email Policy with one amendment made to item 6 device and software usage so it reads: The Town Council may block access to clearly inappropriate internet sites.
- 594.0.T25 To consider a recommendation from the Finance & Governance Committee to release up to £9,900 of earmarked reserves to fund the Burnham Shop Front Grants**  
**Resolved** that the Council agree to release £9,900 from earmarked reserves to fund the Burnham Shop Front Grants.
- 595.0.T25 To consider the report on the fountain at Marine Cove**  
**Resolved** that the Council agree to fund the repair to the fountain in Marine Cove at a maximum cost of £3,300, to be taken from the floral displays budget.
- 596.0.T25 To consider Highbridge Community Toilet Scheme report**  
**Resolved** that the Council engage with relevant businesses to implement a community toilet scheme in Highbridge and budget a maximum of £9,000.
- 597.0.T25 To consider purchasing of defibrillator to be sited at The Old Courthouse**  
**Resolved** that the Council approves quote one for the purchase of a defibrillator and quote one for installation at the cost of £1,847.98 to be funded from the Community Infrastructure Levy (CIL).
- 598.0.T25 To consider a financial contribution towards a bund in Priory Gardens**  
**Resolved** that the Council fund the building of a bund at Priory Gardens at a cost of £8,500, to be taken from the general reserves.
- 599.0.T25 To consider contributing towards reinforced street lighting columns in the High Street, Burnham-on-Sea**  
**Resolved** that the Council agree to pay the additional costs for reinforced street columns and removal of some of the hanging basket posts at a cost of £21,500, with funds to come from the High Street Fund and S106 earmarked reserves.



**600.0.T25 To consider The Old Courthouse vehicular access report**

**Resolved** that the Council approves quotation two for a new vehicular access at a cost of £22,997.96, with a contingency of £2,000. Funds to be released from earmarked reserves.

**601.0.T25 To agree additional expenditure for Apex Park public conveniences refurbishment**

**Resolved** that the Council agrees the additional expenditure of £8,330.12, to be taken from the Community Infrastructure Levy (CIL).

**602.0.T25 To consider joining the Woodland Trust, Somerset Council and Bridgwater Council in a tree equity project**

**Resolved** that the Council join the Tree Equality Project and Councillor Pearce is appointed as the Councils representative on the project along with the Town Clerk.

**603.0.T25 Date of next meeting**

**Resolved:** The next meeting of the Town Council will be held on 19<sup>th</sup> January 2026 at 7 pm.

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DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
14/11/2025	ITEC	1153192	photocopier services	£160.44	£32.09	£192.53 pd 26/11/25
15/11/2025	RBL	15.11.25	3 x poppy wreaths			£150.00 pd 26/11/25
17/11/2025	Somerset Council	32008686	flail perimeter hedge HB Cem	£111.00	£22.20	£133.20 pd 26/11/25
17/11/2025	Amazon	GB52H13TABEY	phone charger & case	£20.38	£4.08	£24.46 pd 26/11/25
17/11/2025	Somerset Council	32008694	tree works Cemeteries	£592.00	£118.40	£710.40 pd 26/11/25
18/11/2025	Spot on Supplies	31685907	cleaning products - PT	£151.62	£30.32	£181.94 pd 26/11/25
18/11/2025	Spot on Supplies	31685964	cleaning products - PT	£51.60	£1.03	£6.19 pd 26/11/25
11/11/2025	Snugfort	D5264	Digital advertising screen - PT	£402.90	£80.58	£483.48
18/11/2025	Glasdon UK Limited	SI926302	replacement bench Brent rd Cem	£650.31	£130.06	£780.37
20/11/2025	Proper Job	ZOO18T03-457131	garden gloves - Estates	£13.54	£2.71	£16.25
21/11/2025	GW Shelter Solutions Ltd	SI-1992	replacement bus shelter	£5,307.50	£1,061.50	£6,369.00
22/11/2025	Business Waste	P1872045	waste collection - Cemeteries	£14.03	£2.81	£16.84
22/11/2025	Business Waste	P1872056	waste collection - Cem & TC	£3.91	£0.79	£4.70
25/11/2025	Gelos Network	346	Comedy Club Nov 25 settlement			£3,136.00
25/11/2025	Eurolifts	E103441	lift inspection LOLER - PT	£195.00	£39.00	£234.00
26/11/2026	Amazon	GB501BOO10SYZI	first aid kit supplies	£9.13	£1.83	£10.96
26/11/2026	Amazon	GB500JTZE2OF3I	first aid kit supplies	£7.48	£1.50	£8.98
26/11/2026	Amazon	GB52KN5LABEY	first aid kit supplies	£41.46	£8.27	£49.73
27/11/2025	Parfitt	27.11.25	grave digging Oct-Dec 25			£1,278.00
27/11/2025	Lisa Jane School of Dance	TS8631	Nov Lisa Jane settlement			£822.76
27/11/2025	Amazon	GB52LMH4ABEY	torches x 4 for ushers - PT	£14.98	£2.99	£17.97
27/11/2025	Screwfix	2009009797	7 x winter hats - Estates	£64.11	£12.82	£76.93
28/11/2025	Mynett Electrical Ltd	128109	electrical repairs - Princess Theatre	£1,031.59	£206.33	£1,237.92
28/11/2025	Danfo	INV-0387	cleaning Pcons	£3,307.33	£661.47	£3,968.80
28/11/2025	Audience Systems	OP/0050116	armrest theatre seating	£81.37	£16.27	£97.64
28/11/2025	CEF	BWA/382456	lights x 3 for Princess Theatre	£71.25	£14.25	£85.50
30/11/2025	Lyreco	6724226918	stationery & stamps	£90.89	£9.48	£100.37
30/11/2025	Burnham Portable Toilet Hire	21476	toilet hire Apex toilets refurb	£500.00	£100.00	£600.00
30/11/2025	Biffa	308C064159	waste collection - PT	£136.60	£27.32	£163.92

30/11/2025 Pear Technology	148708	maplink subscription 2025/2026	£90.00	£18.00	£108.00
30/11/2025 Business Waste	P1879094	waste collection - Cemeteries	£9.20	£1.84	£11.04
30/11/2025 Business Waste	P1878551	waste collection - Cemeteries	£5.52	£1.11	£6.63
01/12/2025 Business Waste	P1880851	waste collection - Cemeteries	£38.50	£7.70	£46.20
01/12/2025 Business Waste	P1883042	waste collection - Cem & TC	£103.14	£20.62	£123.76
01/12/2025 SALC	2510	repayment of unused grant funds - On Your Bike			£400.00
02/12/2025 SLCC	BK224084-1	Cemetery Matters training - ED	£38.50	£7.70	£46.20

£21,825.67