

**Minutes of a meeting of the Town Council held on 2nd March 2026 in
the Council Chamber, The Old Courthouse, Jaycroft Road,
Burnham-on-Sea at 7 pm**

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

In attendance: K. Noble (Town Clerk), 12 members of the public and 3 children

Public Participation: A resident spoke in relation to Isleport Grove estate community building and that the community would like a facility and would be prepared to set up a CIC or something similar to run it. Residents are concerned that the ringfenced money will be used on facilities not needed or will be lost.

It was confirmed that the Town Council was offered to take on the building, but was not in a position to manage a community building, however, the residents were asked to put forward proposals and the Council will be willing to support a community initiative and to help where possible.

(8 members of the public and three children left at this juncture)

626.0.T25 Apologies for absence

Apologies were received from Councillor Baker.

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

Councillor Clayton declared an interest in item 641.1 and would not be participating in the response to the consultation.

628.0.T25 Morland Community Hub presentation

Jane McPherson and Ian Jefferies gave an overview of the Trusted Carers project and how the information portal will help improve healthcare in the community and increase local jobs. Local volunteers will also help by referring those who may need additional support. Initial funding has been received from Somerset Council, but they are required to be self-funding by October. Income is generated from the micro providers.

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

Councillors thanked the representatives for attending and congratulated them on the excellent initiative and for the support being provided to the community.



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

629.0.T25 To receive and approve the minutes of the extraordinary Town Council meeting held on 8th January 2026 and the Town Council meeting held on 19th January 2026

The minutes of the extraordinary meeting of the Town Council, held on 8th January 2026, were presented by the Mayor.

Resolved that the minutes of the extraordinary meeting held on 8th January 2026 be taken as read, confirmed and signed by the Mayor.

The minutes of the previous meeting of the Town Council, held on 19th January 2026, were presented by the Mayor.

Resolved that the minutes of the meeting held on 19th January 2026 be taken as read, confirmed and signed by the Mayor.

630.0.T25 Matters arising from previous minutes

A meeting of the electric vehicle charging point working group is being convened.

631.0.T25 To receive Mayor's report

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

632.0.T25 To receive report from the Police

The Mayor advised he had a very productive meeting with Sergeant Atkins last week.

The circulated data report was noted.

633.0.T25 To receive any reports from Somerset Councillors

A late report was received today and circulated. Any queries should be raised directly with Somerset Councillor Murphy.

634.0.T25 To receive minutes of previous committee meetings

Planning Committee – 14th January & 4th February 2026

Finance & Governance Committee – 9th February 2026

Councillor Gudka advised that the grants policy had been reviewed and although unchanged, feedback from the councillor drop-in session was taken on board.

Assets & Amenities Committee – 17th February 2026

No queries were raised.



635.0.T25 To receive list of payments up to 12th February 2026

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

636.0.T25 To receive Town Council Accounts for month of January 2026

The accounts for January were received and no queries raised.

637.0.T25 To approve the bank reconciliation for January 2026

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

638.0.T25 To consider report on outstanding debtor from 2024-25

Resolved that the Council will continue to pursue the outstanding debt and will make a provision against the debt.

639.0.T25 To approve the Assets Register

Resolved that the Assets Register is approved.

640.0.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.

Councillors were reminded that they are required to produce a report to update the Council when attending meetings.

641.0T.25 To consider response to correspondence received

641.1 To consider a response to the Devon and Somerset Fire and Rescue Service Community Risk Management Plan Engagement Survey to be submitted before 9th April 2026

Councillor Gudka had produced a suggested response for consideration to the question regarding priorities.

It was agreed to swap around priorities 7 and 8.

Resolved that the response is submitted as agreed.

641.2 To review the existing arrangements of Somerset Council's Consolidation Strategy for Effective Dog Control and consider whether to propose changes and additions before a period of public consultation

Resolved that the cemeteries be included in the no dogs allowed order.



641.3 To consider a response to the Government Open Consultation on Reducing the Prevalence of Private Estate Management Arrangements

Councillor Gudka gave an overview of the consultation and the circulated proposed response.

Resolved that the circulated response be submitted.

641.4 To consider a response to the National Highways Annual Stakeholder Sentiment Survey

(Councillor Hendry left the meeting at this juncture)

Resolved that Councillors should respond individually.

641.5 To consider a response to the Nuclear Decommissioning Authority (NDA) Stakeholder Survey 2026

The Council had no comments.

641.6 To nominate a Councillor to attend the virtual Hinkley Point “Meet the Regulator” meeting on 23rd March 2026

Resolved that Councillor Clayton will attend the meeting on behalf of the Council.

641.7 To nominate a Councillor to attend “The Living Brue Day” event at Glastonbury Town Hall on 28th March 2026

Resolved that Councillor Millard will attend the event on behalf of the Council.

642.0.T25 To review and confirm corporate declaration for insurance renewal

Councillors were asked to carefully review the director declaration and the document and advise the Town Clerk by Friday 6th March if they need to make any disclosures, before the document is signed.

643.0.T25 To consider renewal of the Cyber Insurance Policy for 2026/27

Resolved that the Cyber Insurance is renewed with a £250,000 indemnity at a cost of £1,625.25.

644.0.T25 To review the tender submissions and award the contract for the replacement of the Brent Road Cemetery footpaths

Some concerns were raised regarding the significant difference in the tenders received.

Resolved that Councillors Gudka, Clayton, Facey, Metcalfe and an officer meet with companies 2 and 4 to discuss the works in detail. The Town Clerk be given delegated authority to award the contract, in consultation with Councillors Gudka, Clayton, Facey, Metcalfe.



645.0.T25 To consider the recommendation from the Assets & Amenities Committee to release £5,315 from the cemetery extension earmarked reserves for a technical assessment to be undertaken for the Brent Road Cemetery extension

Resolved that £5,315 be released from earmarked reserves for a technical assessment to be undertaken for the Brent Road Cemetery extension.

646.0.T25 To review the Strategic Plan

It was noted that the wording needs realigning, as it is difficult to read.

The litter pick item also needs to be updated.

A discussion took place regarding improvements to Burnham High Street and it was agreed to invite Members of Better BoS to attend a future meeting to discuss the proposals.

Resolved that the updated Strategic Plan is adopted, to include the update on the litter picks.

647.0.T25 To review the Standing Orders

The Committee Chairs and Vice-Chairs had reviewed the document. Proposed changes were highlighted.

Resolved that the updated Standing Orders are adopted.

648.0.T25 To review the Financial Regulations

The Committee Chairs and Vice-Chairs had reviewed the document. Proposed changes were highlighted.

Resolved that the updated Financial Regulations are adopted.

649.0.T25 To review the Committee Terms of Reference

Resolved Committee Terms of Reference and scheme of delegation are re-adopted without change.

650.0.F25 To review the Financial Risk Management Policy

Resolved that the updated Financial Risk Management Policy is adopted.

651.0.T25 To consider the overspends and virement request report

Resolved that the Council approves the overspends on the following budgets; Tree & Hedge Maintenance, General Maintenance and Pump Maintenance. It was agreed that a virement of £7,500 be made from the Princess Salaries & Wages budget to the Cleaning budget.



- 652.0.T25 To appoint members onto a Carbon Neutral Working Group**
Resolved that Councillors Millard and Perry and the Town Clerk are appointed as members of the Carbon Neutral Working Group.
- 653.0.T25 To consider booking a place for a Councillor to attend the NALC Study Tour in Taunton on 20th - 21st May**
No councillors are available to attend. Notes will be requested.
- 654.0.T25 To consider proposed change of fireworks display date**
Resolved that the fireworks event will be held on Friday 6th November 2026.
- 655.0.T25 To agree the committee meeting schedule for the 2026-2027 civic year**
Resolved that the meeting schedule attached is approved.
- 656.0.T25 To consider Temporary Traffic Regulation Order (TTRO) application for 2026 events**
Resolved that the Council agrees to submit a joint TTRO application for the towns' events and that the expenditure of £697.00 is approved and to be taken from the events budget.
- 657.0.T25 To consider purchase of replacement adult pads for defibrillators**
Resolved that the Council approves the expenditure of £182.00 and agrees the overspend from the defibrillator budget.
- 658.0.T25 Date of next meeting**
Resolved: The next meeting of the Town Council will be held on 13th April 2026 at 7 pm.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
01/02/2026	Business Waste	P1940830	waste collection - Cemeteries	£57.75	£11.55	£69.30	paid 11/02/26
01/02/2026	Business Waste	P1941276	waste collection - Cem & TC	£103.14	£20.62	£123.76	paid 11/02/26
02/02/2026	LED Architects	4443-3	Feasability Study and Cost Plan Jaycroft Rd	£3,650.30	£730.06	£4,380.36	paid 11/02/26
02/02/2026	Iris	INV-ISL-1265412	payroll services - Jan 26	£122.72	£24.54	£147.26	paid 11/02/26
03/02/2026	Danfo	INV-0553	cleaning Pcons	£3,307.33	£661.47	£3,968.80	paid 11/02/26
19/11/2025	Denis & Ian Pearce	18483	PA system for Fireworks 2025	£2,280.00	£456.00	£2,736.00	
03/12/2025	Proper Job	Z0018T03-460004	Xmas tree Princess & de-icer for vehicles	£32.49	£6.49	£38.98	
31/01/2026	Business Waste	P1947271	waste collection - Cemeteries	£33.12	£6.62	£39.74	
31/01/2026	Business Waste	P1949457	waste collection - Cemeteries	£8.28	£1.66	£9.94	
31/01/2026	Business Waste	P1949511	waste collection - Cem & TC	£31.97	£6.40	£38.37	
01/02/2026	Business Waste	P1951019	waste collection - Cemeteries	£38.50	£7.70	£46.20	do not pay - contra with C1946614
04/02/2026	Ricoh	102817334	photocopier services - Princess	£105.19	£21.04	£126.23	
05/02/2026	M Training & Consultancy	INV-8248	marketing training - FH	£295.00	£59.00	£354.00	
05/02/2026	BDPS	4	Puss in Boots settlement			£8,980.33	
06/02/2026	Business Waste	C1946614	waste collection - Cemeteries	-£38.50	-£7.70	-£46.20	credit note
06/02/2026	Business Waste	P1946610	waste collection - Cemeteries	£38.50	£7.70	£46.20	
06/02/2026	Business Waste	P1946611	waste collection - Cemeteries	£19.25	£3.85	£23.10	
06/02/2026	M5 Textiles	30643	uniform	£202.50	£40.50	£243.00	
07/02/2026	Mynett Electrical Ltd	128190	electrical socket installed for advertising screen	£98.07	£19.62	£117.69	
09/02/2026	Amazon	GB600JOS27TDXI	medical tape - first aid	£5.82	£1.17	£6.99	
09/02/2026	Screwfix	CN2010600681	ratchet straps	-£22.14	-£4.43	-£26.58	credit note
04-09/02/26	Pearces Gardening & Churchyard Services	43, 45, 46	burials - Brent Road Cemetery			£750.00	
10/02/2026	JR Food Service	486738	ice-creams - Princess Theatre	£216.01	£37.16	£253.17	only pay £236.03. CN487534
10/02/2026	JR Food Service	CN487534	ice-creams - Princess Theatre	-£14.29	-£2.85	-£17.14	credit note
11/02/2026	Danfo	INV-0626	air fresheners at S Esplanade public conveniences	£440.70	£88.14	£528.84	
11/02/2026	Bravo	1406	Lighting desk update	£490.00	£98.00	£588.00	
11/02/2026	Screwfix	2010677543	shoe covers and long arm riveter	£21.65	£4.33	£25.98	do not pay - contra with CN2010600681
12/02/2026	Bravo	1410	cables for PA box	£35.81	£7.16	£42.97	
	Barber Jacks		Shop Front Grants 2025-26			£1,500	
	Beauty Oasis Spa		Shop Front Grants 2025-26			£750.00	
	Black Rock Vets		Shop Front Grants 2025-26			£750.00	
	Café Beans		Shop Front Grants 2025-26			£1,500.00	
	Central Hair Studios		Shop Front Grants 2025-26			£2,000.00	
	CJ Hole		Shop Front Grants 2025-26			£500.00	
	Prim n Proper		Shop Front Grants 2025-26			£1,000.00	
	Regency Residential		Shop Front Grants 2025-26			£300.00	
	The Chatterbox		Shop Front Grants 2025-26			£1,500.00	
						<u>£33,395.29</u>	

Burnham on Sea & Highbridge Town Council

Timetable of Meetings 2026/27

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
APRIL			
	Monday	27 th	Finance & Governance
MAY			
BH – 4 th 25 th	Thursday	7 th	Annual Towns
	Wednesday	13 th	Planning
	Monday	18 th	Town Council
	Wednesday	27 th	Planning
JUNE			
	Monday	8 th	Finance & Governance
	Wednesday	10 th	Planning
	Tuesday	16 th	Assets & Amenities
	Wednesday	24 th	Planning
	Monday	29 th	Town Council
JULY			
	Wednesday	8 th	Planning
	Monday	20 th	Finance & Governance
	Wednesday	22 nd	Planning
AUGUST			
BH – 31 st	Wednesday	5 th	Planning
	Monday	10 th	Town Council
	Tuesday	11 th	Assets & Amenities
	Wednesday	19 th	Planning
SEPTEMBER			
	Wednesday	2 nd	Planning
	Monday	7 th	Finance & Governance
	Wednesday	16 th	Planning
	Monday	21 st	Town Council
	Wednesday	30 th	Planning
OCTOBER			
	Tuesday	6 th	Assets & Amenities
	Wednesday	14 th	Planning
	Monday	19 th	Finance & Governance
	Wednesday	28 th	Planning
NOVEMBER			
Carnival Mon 9 th	Monday	2 nd	Town Council
	Wednesday	11 th	Planning
	Wednesday	25 th	Planning
	Monday	30 th	Finance & Governance
DECEMBER			
	Tuesday	1 st	Assets & Amenities
	Wednesday	9 th	Planning

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BH – 25 th 28 th	Tuesday	14 th	Town Council
	Monday	21 st	Finance and Governance Provisional
	Wednesday	23 rd	Planning (if required)
JANUARY 27			
BH – 1 st	Monday	11 th	Finance & Governance
	Wednesday	13 th	Planning
	Monday	25 th	Town Council
	Tuesday	26 th	Assets & Amenities
	Wednesday	27 th	Planning
FEBRUARY			
	Wednesday	10 th	Planning
	Monday	15 th	Finance & Governance
	Wednesday	24 th	Planning
MARCH			
BH – 26 th 29 th	Monday	8 th	Town Council
	Wednesday	10 th	Planning
	Tuesday	23 rd	Assets & Amenities
	Wednesday	24 th	Planning
APRIL			
	Monday	5 th	Finance & Governance
	Wednesday	7 th	Planning
	Thursday	15 th	Annual Towns Meeting
	Monday	19 th	Town Council
	Wednesday	28 th	Planning
MAY			
BH – 3 rd 31 st	Monday	17 th	Town Council (following election)
	Wednesday	26 th	Planning