



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

12th May 2026

To: All Members of the Town Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **ANNUAL TOWN COUNCIL** to be held on **18th May 2026** 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", is enclosed in a rectangular box.

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
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

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.

Annual Town Council Meeting Agenda

18th May 2026

- 701.0.T26 Election of the Mayor for the ensuing year and to receive the declaration of acceptance**
- 702.0.T26 Apologies for absence**
- 703.0.T26 To receive any declarations of interest on items included on this agenda**
- 704.0.T26 Election of Deputy Mayor for the ensuing year and to receive the declaration of acceptance of office**
- 705.0.T26 To receive and approve the minutes of the Town Council meeting held on 13th April 2026**
- 706.0.T26 Matters arising from previous minutes**
- 707.0.T26 To receive the outgoing Mayor's report**
- 708.0.T26 To receive any reports from Somerset Councillors**
To receive the written report of the Somerset Ward Councillors
- 709.0.T26 To receive minutes of previous committee meetings**
Draft minutes have been circulated by email & added to the website
Planning Committee - 8th April and 29th April
Assets & Amenities Committee - 21st April
Finance & Governance Committee - 27th April
- 710.0.T26 To receive list of payments up to 5th May 2026**
- 711.0.T26 To receive Town Council Accounts for month of April 2026**
- 712.0.T26 To approve the bank reconciliation for April 2026**
- 713.0.T26 To approve list of Direct Debit/BACS/Standing Orders payees for 2026/27**



714.0.T26 To receive reports from town councillor representatives appointed to outside bodies

To receive written reports from Town Council representatives on outside bodies

715.0.T26 To review committee structure and appoint membership to the Committees of the Council for the civic year 2026/27

716.0.T26 To elect Chairs and Vice Chairs of Committees of the Council for the civic year 2026/27

717.0.T26 To appoint members to outside bodies for the ensuing year

718.0.T26 To review membership of working groups and dissolve any groups no longer needed

719.0.T26 To review and adopt updated Complaints Procedure

720.0.T26 To review and adopt the Model Publication Scheme

721.0.T26 To consider response to correspondence received

721.1 To consider a response to the Somerset Council Connectivity Plan Consultation on local transport connectivity corridors (deadline 22nd May 2026)

[Connectivity Plan Consultation - Somerset Council - Citizen Space](#)

721.2 To consider the recommendations of the Planning Committee regarding proposals for permitted development rights (PDRs) for onshore wind in England (deadline 22nd May 2026)

[Connectivity Plan Consultation - Somerset Council - Citizen Space](#)

721.3 To consider screening the National Emergency Briefing

<https://www.nebriefing.org/screening-map>

722.0T26 To receive update on actions following adoption of the Biodiversity Policy

723.0.T26 To consider the report on unmetered electricity supplier

724.0.T26 To consider tree equity project report

725.0.T26 To approve the Christmas Tree supply & installation specification (3 Year Contract)

726.0.T26 Date of next meeting

The next meeting of the Town Council is scheduled for 29th June 2026 at 7 pm



**Minutes of a meeting of the Town Council held on 13th April 2026 in
the Council Chamber, The Old Courthouse, Jaycroft Road,
Burnham-on-Sea at 7 pm**

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

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

Before the start of the meeting, the Council observed a minute's silence in honour of John Crosby, who recently passed away and who had contributed so much to the community in his role with the Royal British Legion.

Public Participation:

There were no representations made.

663.0.T25 Apologies for absence

Apologies were received from Councillor Vickers and Metcalfe.

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

There were no declarations of interest.

665.0.T25 Better BoS presentation

Councillor Gudka summarised the journey of the group and the key learnings. The town centre has a lot of strengths including having a number of independent businesses.

A presentation had been circulated with the agenda and a representative from Better BoS gave an overview of the projects the group would like the council to consider taking forward.

Councillors were given the opportunity to ask questions.

The Council thanks Better BoS members for their work they have done.

(1 member of the public left the meeting at this juncture)

666.0.T25 To receive and approve the minutes of the Town Council meeting held on 2nd March 2026 and of the extraordinary meeting on 17th March 2026

The minutes of the previous meeting of the Town Council, held on 2nd March 2026 and the minutes of the extraordinary meeting of the Town Council held on the 17th March were presented by the Mayor.



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

667.0.T25 Matters arising from previous minutes

There were no issues raised.

668.0.T25 To receive Mayor's report

The Mayor's report had been circulated with the agenda. The Mayor advised that there was an error in the report and that unfortunately he had been unable to attend the litter pick on 20th March.

669.0.T25 To receive report from the Police

A query was raised whether any more PCSO's will be allocated to this area, which will be raised with the Police.

The circulated data report was noted.

670.0.T25 To receive any reports from Somerset Councillors

Somerset Councillor Clayton advised a report will be circulated.

671.0.T25 To receive minutes of previous committee meetings

Planning Committee - 25th February, 18th March and an extraordinary meeting on 2nd March 2026

No questions were raised.

Finance & Governance Committee - 23rd March 2026

No queries were raised.

672.0.T25 To receive list of payments up to 23rd March 2026

The attached list of payments was received and noted.

673.0.T25 To receive Town Council Accounts for month of February 2026

The accounts for February 2026 were received and queries answered.

674.0.T25 To consider the debtors update report

The Council were advised that the report had been withdrawn as the debt had now been cleared.

675.0.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.

Cllr Millard gave an update from today's Highbridge Station meeting. Funds for the new signs had been received and they will be installed in June. The group are hoping to be allocated some active travel monies for a better crossing. The group needs to work closely with the



Highbridge Regeneration Working Group and would like a member of the Working Group to attend their meetings.

Resolved that the Council writes to the MP to ask him to act on behalf of the group to lead in progressing the plan for step free access.

Cllr Millard was thanked for all her work in moving this project forward.

676.0.T25 To receive Working Group update reports

The notes from the last Highbridge Regeneration Working Group meeting were circulated and queries answered.

677.0.T25 To consider response to correspondence received

677.1 To consider participating with the Lamp Light of Peace in Remembrance on 11th November 2026

Resolved that the Council will not participate with the initiative, but will continue with the services already provided.

677.2 To consider suggested change to loading bay parking in Regent Street as suggested by Somerset Council

Resolved that the Council is in favour of removing the loading bay. The Council requests that the TRO for the whole of Regent Street is updated, to ensure the restrictions are enforceable.

678.0.T25 To consider the specification for the Christmas lights tender and agree tender process and appoint members to a task and finish group

A copy of the tender specification and proposed timeframe had been provided to Councillors for review.

Resolved that the specification and process are approved. Councillors Clayton, Facey and Hendry are appointed to undertake the interviews with Officers.

679.0.T25 To consider report from the Electric Vehicle Working Group on locations for the Local Electric Vehicle Infrastructure (LEVI) Programme

The Working Group was unable to meet. However, ideas were circulated by email.

Some concerns were raised about spaces being blocked in the streets and that the EV charging points should be installed in car parks as a priority. It was confirmed that EV points will be installed in Oxford Street and Pier Street car parks.



Resolved the proposed sites listed in the report are submitted to Somerset Council.

700.0.T25 Date of next meeting

Resolved: The next meeting of the Town Council will be held on 18th May 2026 at 7 pm

DRAFT

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS
07/12/2025	Burnham & Highbridge Band	BOSH114	Civic Carol service performance			£75.00 pd 27/03/26
24/12/2025	EDF	26275445	Christmas lights 2025 Oct-Dec	£1,011.74	£49.89	£1,061.63 pd 27/03/26
16/03/2026	Amazon	GB6003FELY7OBI	first aid kit - Princess	£38.31	£7.66	£45.97 pd 27/03/26
16/03/2026	Amazon	GB60231O22UOPI	first aid kit - Princess	£20.08	£4.02	£24.10 pd 27/03/26
16/03/2026	Proper Job	Z0009T03-1667767	extension lead for Café	£4.16	£0.83	£4.99 pd 27/03/26
18/03/2026	Waterhouse Maintenance Services Ltd	INV-6829	heating service Jaycroft Road	£294.00	£58.80	£352.80 pd 27/03/26
19/03/2026	Somerset Council	32016218	street cleaning Oct-Mar 2026			£3,000.00 pd 27/03/26
20/03/2026	Amazon	GB60002CTJJ1DI	desk lamp	£18.32	£3.66	£21.98 pd 27/03/26
20/03/2026	Business Waste	P1980039	waste collection - Cemeteries	£7.36	£1.47	£8.83 pd 27/03/26
23/03/2026	Amazon	GBPQNPABEY	first aid kit - Princess	£9.14	£1.82	£10.96 pd 27/03/26
01/03/2026	Stephanie Anne Hamer	PT09	seated exercise Sept-Feb 26			£960.00
06/03/2026	Green Machine	45853	cleaning Princess - March 26	£393.11	£78.62	£471.73
19/03/2026	Proper Job	Z0009T02-685951	padlock- fountain	£2.49	£0.50	£2.99
20/03/2026	Spurcroft Civic	0705	Civic awards badges	£395.25	£79.00	£474.00
21/03/2026	Lauras Customised Catering	1825	Buffet for Civic Service			£474.30
23/03/2026	Bravo	1430	technician - March 2026	£2,613.60	£522.72	£3,136.32
24/03/2026	Pearces Gardening & Churchyard Services	61-63	grave digging March 2026			£750.00
25/03/2026	Somerset Council	32016719	Marine Cove Gardens fountain repair	£569.00	£113.80	£682.80
25/03/2026	Will Blake	INV-0250	Civic Event performance			£300.00
25/03/2026	Will Blake	INV-0251	Seniors Event performance			£300.00
25/03/2026	Town & Country Flooring	115163	flooring fitted Green Room & Foyer	£739.94	£147.99	£887.93
26/03/2026	JR Foods Service	512281	ice-creams & water - Princess	£321.16	£64.23	£385.39
26/03/2026	JR Foods Service	CN513337	product return - Princess			-£30.21 credit note
27/03/2026	Danfo	INV-0760	cleaning Pcons	£3,307.33	£661.47	£3,968.80
27/03/2026	Business Waste	P1982721	waste collection - Cemeteries	£3.91	£0.78	£4.69
27/03/2026	Business Waste	P1982690	waste collection - Cemeteries	£3.22	£0.64	£3.86
30/03/2026	Somerset Council	32016959	tree works - Highbridge Cemetery	£592.00	£118.40	£710.40
30/03/2026	HBC	30927	Apex Toilet refurbishment - 10% retention fee	£2,202.80	£440.56	£2,643.36
						<u>£20,732.62</u>

Mayor's Report

Since the last Town Council meeting, I have attended the following events;

- 11th April- It was the opening of Burnham-on-Sea Bowling Club for the summer season, the sun came out and it was a great honour to roll the opening bowl of the season. I really appreciated their hospitality.
- 16th April- I visited Early Years Explorers at Morland Hub, who had previously received a council grant to help with running costs, where I was given a lovely "Thank you" poster from the children. Early Years are part of Young Somerset, and offer support to parents, carers and guardians.
- 23rd April- I attended a military themed coffee morning at Kathleen Chambers House, who have become an accredited veteran friendly care home, to meet both resident veterans and visiting veterans.
- 1st May- Attended the Carnival Royalty event at the Ritz, where the Carnival Queen and Princesses were chosen to lead this year's Carnival procession.
- 2nd May- I thoroughly enjoyed attending the Burnham and Highbridge Choral Society Spring Concert at St Andrews Church. The quality of the singers was exceptional along with the orchestra and choir.
- 7th May- I met with Dan Milford, head of King Alfred School, where we both shared the same views of maintaining the connection between the school and the Town Council.
- 9th May- I attended Somerset Day celebrations at Woodlands House, with my Consort, where we were shown around the house and chatted with residents and staff.
- 11th May- I attended Axbridge Mayor Making service at Axbridge Town Hall with my Consort.

4th April - Deputy Mayor attended the opening of this season exhibition at King John's Hunting Lodge Museum in Axbridge.

3rd May- Deputy Mayor rode on a Harley Davidson Motorbike through the High Street for the Bridgwater Garley Owners Group HOG Parade ride.



Minutes of a meeting of the Planning Committee held on 8th April 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors A. Hendry (Chair), B. Vickers, P. Wynn

In attendance: E. Dutton (Deputy Town Clerk) and 1 member of the public.

Public Participation: There were no representations made.

434.0.P26 Apologies for absence

Apologies were received from Councillors Flurry and Clayton.

435.0.P26 To receive any declarations of interest on items included on this agenda

There were no declarations of interest.

436.0.P26 To receive and approve the minutes of the Planning meeting held on 18th March 2025

The minutes of the previous meeting of the Planning Committee, held on 18th March 2026, were presented by the Chair.

Resolved that the minutes of the meeting held on 18th March 2026 were approved as an accurate record and signed by the Chair.

437.0.P26 Matters arising from previous minutes

There were no matters arising.

438.0.P26 To consider response to correspondence received

438.1 To consider correspondence from a resident requesting additional parking restrictions at Westfield Road, Burnham-on-Sea, TA8 2AW

Resolved that the Committee does not support the request for additional parking restrictions.

439.1.P25 Planning application number: 11/26/00010/LE

Proposal: Variation of condition 7 of planning permission 11/21/00138 (erection of 5 light industrial units, raising of ground levels, closing up of highway access, provision of a new highway access and provision of landscaping.) to amend the Monday-Friday opening hours to 07:00 to 18:00, opening one hour earlier than is currently permitted

Location: Land at, Isleport Road, Highbridge



Resolved to support the application, as the proposal is consistent with the Neighbourhood Plan's designated employment area and is not considered to have an adverse impact on neighbouring amenity.

439.2.P25 Planning application number: 11/26/00020/LE

Proposal: Installation of replacement windows and reinstatement of building frontage following removal of ATM

Location: 73 High Street, Burnham-on-Sea

Resolved to support this application as the proposed works will enhance the appearance of the property, improve the condition of the frontage, and are appropriate within a recognised conservation area, being in keeping with surrounding buildings.

439.3.P25 Planning application number: 11/26/00021/LE

Proposal: Conversion of first & second floors from 1 flat to 4 flats, erection of 2 dormer windows to the west elevation and 1 dormer window to the south elevation, and installation of bin and cycle storage

Location: The Flat, 73 High Street, Burnham-on-Sea

Resolved to support this application, noting that the development must comply with required space standards. While no parking is provided, the town-centre location and provision of cycle storage are considered acceptable, and the additional residential units are likely to contribute positively to the vibrancy of the High Street.

439.4.P25 Planning application number: 11/26/00025/TTE

Proposal: Erection of a single storey rear extension on site of existing (to be demolished)

Location: 9 Margaret Crescent, Burnham-on-Sea

Resolved to support this application, as the proposed extension replaces an existing structure on a like-for-like basis and raises no concerns in terms of design, amenity, or impact on neighbouring properties.

440.0.P25 The following applications are to note only:

11/26/00019/LE - 15 Church Street, Highbridge

Proposal: Certificate of lawfulness for proposed change of Use of existing lawful dwellinghouse (Class C3) to a house of multiple occupation (Class C4) for a maximum of 6 residents

The application was noted.

441.0.P26 Date of next meeting

The next meeting of the Planning Committee will be held on 29th April 2026.



Minutes of a meeting of the Planning Committee held on 29th April 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors A. Hendry (Chair), B. Metcalfe, K. Pearce, B. Vickers, P. Wynn

In attendance: E. Dutton (Deputy Town Clerk) and one member of the public

Public Participation: There were no representations made

446.0.P25 Apologies for absence

Apologies were received from Councillors Flurry and Clayton

447.0.P25 To receive any declarations of interest on items included on this agenda

There were no declarations of interest.

448.0.P25 To receive and approve the minutes of the Planning meeting held on 8th April 2026

The minutes of the previous meeting of the Planning Committee, held on 8th April 2026 were presented by the Chair.

Resolved that the minutes of the meeting held on 8th April 2026 were approved as an accurate record and signed by the Chair.

449.0.P25 Matters arising from previous minutes

There were no matters arising.

450.0.P25 To consider response to correspondence received

450.1 To consider a response for recommendation to the Town Council regarding proposals for permitted development rights (PDRs) for onshore wind in England

The Committee reviewed the Government's consultation on proposed permitted development rights (PDRs) for onshore wind in England. The Committee considered the detailed questions and drafted a response.

Resolved That the draft response to the Government's Open Consultation for permitted development rights (PDRs) for onshore wind in England be recommended to council for submission.



451.1.P25 Planning application number: 11/26/00015/TTE

Proposal: Erection of two storey extension, ground floor extension, alterations & porch

Location: 39 St Mary's Road, Burnham-on-Sea

Resolved to support this application as the proposals are similar in form to neighbouring properties and would not adversely affect the character of the area. It was also recognised that the works are broadly consistent with what could be achieved under permitted development rights.

451.2.P25 Planning application number: 11/26/00028/EF

Proposal: Variation of condition 2 of planning permission 11/22/00052 (emergency vehicular access connection to serve residential development site permitted by outline permission 11/19/00003) to amend the approved plans listed in schedule A

Location: Land to the east of Isleport Lane, Highbridge

Resolved to support this application due to recognising the importance of maintaining appropriate emergency access to the development site and did not identify any adverse impacts arising from the changes.

451.3.P25 Planning application number: 11/26/00030/TTE

Proposal: Demolition of conservatory and erection of garage to the side with conversion and erection of extension to existing garage into habitable accommodation with replacement roof and erection and raising of height of boundary walls

Location: 18 Bay View Gardens, Burnham-on-Sea

Resolved to support this application as the proposals follow a similar footprint and are in keeping with the surrounding properties. The design and scale were considered appropriate for the site, with no identified adverse impact on neighbouring amenity or the character of the street scene.

451.4.P25 Planning application number: 11/26/00031/STP

Proposal: Demolition of garage/storage building and erection of 1 dwelling with associated access, parking, cycle storage, and private amenity space

Location: Land to the north of Walrow, Walrow Road, Highbridge

Resolved to support this application as it would replace an existing garage/storage structure with a single dwelling on a site that is well-contained and does not impact on surrounding properties, there are no nearby houses that would be affected by overlooking, loss of privacy, or amenity issues. The inclusion of cycle storage and on-site



parking was welcomed, as it supports sustainable travel and avoids additional pressure on the local highway network.

The Committee considered the scale and form of the proposed dwelling to be appropriate for the location and did not identify any adverse effects on the character of the area or the wider setting.

451.5.P25 Planning application number: 11/26/00034/LE

Proposal: Change of use of land in connection with the adjoining site for the storage, hire and refurbishment of modular buildings to include the formation of an internal vehicular and pedestrian link, replacement car park, and other associated works

Location: Land to the west of Bennett Road and to the north of Mark Road, Highbridge

Resolved to support this application due to appropriate drainage measures, improved parking layout, flood-resilience considerations, and opportunities for biodiversity enhancement.

451.6.P25 Planning application number: 11/26/00039/TTE

Proposal: Application to determine if prior approval is required for a proposed erection of a single storey extension, extending 4.40m from the rear north elevation

Location: 92 Winchester Road, Burnham-on-Sea

The Committee considered the proposal and noted that the extension is of a scale and form that is typical for residential properties and does not raise concerns regarding amenity or character. The Committee recognised that although the application is submitted under the prior approval process, the proposal is straightforward and does not present any issues that would prevent it from proceeding.

Resolved to support this application, the proposal is acceptable in scale and design and that the prior approval process is appropriate in this case.

452.0.P25 The following applications are to note only:

Application No: 11/26/00006/LE

Application Type: Full Planning Permission

Location: 5 Princess Street, Burnham On Sea, Somerset, TA8 1EH

Proposal: Change of use and conversion of a single dwelling house to 3 self-contained flats, (2 ground floor flats and 1 first floor flat), to include the change of rear garage roof scape to monopitch and private roof terrace to the rear.

This will be decided under delegated powers by Somerset North Planning

The application was noted.



453.0.P26 Date of next meeting

The next meeting of the Planning Committee will be held on 13th May 2026

DRAFT



Minutes of a meeting of the Assets & Amenities Committee held on 21st April 2026 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors L Millard, P. Mills, M. Murphy, S. Perry, C. Searing, B. Vickers

In attendance: K. Noble (Town Clerk) and 2 members of the public

Councillor Perry Chaired the meeting in the absence of Councillor Clayton.

Public Participation: There were no items raised.

171.A25 Apologies for absence

Apologies were received from Councillor Clayton.

172.A25 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

173.A.25 To receive and approve the minutes of the Assets & Amenities meeting held on 17th February 2026

The minutes of the previous meeting of the Assets & Amenities Committee meeting held on 17th February 2026, were presented by the Chair.

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

174.A25 To note the most recent committee income and expenditure report

Several queries were raised regarding the accounts and Councillors found them difficult to understand. Councillors were advised that the end of year accounts would be presented to Council in due course.

175.A.25 To consider response to correspondence received

175.1 To consider a request for a dog bin to be installed in Westfield Drive

A lengthy discussion took place. Councillor Millard advised that the Green Team had requested that the dog bin near to the proposed community garden is moved, which will make it more accessible.



There are no dog fouling signs on the lampposts. Somerset Council will be asked to erect some signs on lampposts and the litterbins.

Resolved that the Council are not minded to install another bin the area at this time, but will work with Somerset Council to move the dog bin to a more accessible location.

176.A.25 Princess Theatre

176.1 To receive Theatre Managers update report

The Committee commented on some of the amazing shows scheduled and felt the report was very positive.

The participation groups advertising could be reviewed to encourage better attendance.

The Committee were pleased with how the customer feedback had been reported.

The Highbridge Festival had written to the Committee to pass on their thanks to the Theatre Team.

The Theatre Managers report was noted.

176.2 To review regular hirers fees and charges

The circulated report was discussed.

Resolved that the Committee agree to offer the 50% discount hire fees, for rehearsals only, for two established regular hirers and introduce the offer of a flat additional fee of £20.00 if they wish to use the stage.

177.A.25 Cemeteries

177.1 To receive cemeteries update report

If possible, in the next report the Committee would like to see interment comparison figures for the past 5 years.

The cemeteries report was noted.

177.2 To consider the Grass Keep Agreement report for Brent Road Cemetery

Resolved that the Committee approved the continuation of the grass keep agreement with J&W Welland for the 2026 season (1st April – 30th November), with the annual fee to be waived in exchange for hedge cutting.

178.A.25 Allotments

178.1 To receive allotments update report



The allotments report was noted.

179.A25 Public Conveniences

179.1 To receive public conveniences update report

The Town Clerk was asked to contact Danfo for an update on the recruitment for a cleaner in Cheddar.

When events are due to take place at Manor Gardens, it would be helpful if organisers were advised if any of the toilets are closed at Crosses Penn.

180.A25 To receive the Estate Managers general update report

The Committee requested to be provided at future meetings with data from the Speed Indicator Signs (SIDs) . A question was asked regarding how many SID locations are approved, it was believed to be 10 but an email would be sent to confirm this.

The 'You Are Here' signs are in poor condition. Councillors were advised that quotations are currently being obtained for replacing the signs.

The report was noted.

181.A25 Update on the office refurbishment

It was confirmed that the costed plans were significantly higher than the allocated budget. Amendments to the plans are being considered.

182.A25 To appoint a Task and Finish Group to review dog waste facilities

The group would look at how many bins are available and how to advertise this information. The costs involved will also be published.

Resolved Councillors Perry and Searing are appointed onto the Task and Finish Group.

183.A25 Date of next meeting

The date of the next meeting of the Assets and Amenities Committee will be held 16th June 2026 at 7pm.



**Minutes of a meeting of the Finance and Governance Committee
held on 27th April 2026 in the Council Chamber, The Old
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

Present: Councillors G. Gudka (Chair), A. Matthews, P. Mills, C. Searing, B. Vickers

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

Public Participation:

There were no representations made

505.0.F25 To receive apologies for absence

Apologies were received from Councillor Clayton, Town Clerk and Responsible Finance Officer.

506.0.F25 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

507.0.F25 To receive and approve the minutes of the Finance and Governance Committee meeting held on 23rd March 2026

The minutes of the previous meeting of the Finance and Governance Committee, held on 23rd March 2026, were presented by the Chair.

Resolved that the minutes of the meeting held on 23rd March 2026 were approved and signed by the Chair.

508.0.F25 Matters arising from previous minutes

There were no matters arising.

509.0.F25 To receive for information minutes of sub-committees

A meeting of the Human Resources Sub-Committee took place on 13th April 2026, and the minutes had been circulated, as were the minutes of a joint meeting between the Human Resources Sub-Committee and the Finance & Governance Committee on the same day.

510.0.F25 Chairs report

The Chair provided an update.

The footpath works at Brent Road were reviewed, and the improvement works commenced on 27th April 2026.



Committee Chairs had met to review the initial costings associated with the proposed refurbishment of Jaycroft Road. Further discussion is required.

511.0.F25 To receive the list of payments up to 15th April 2026

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

512.0.F25 To note the income and expenditure and earmarked reserves reports up to 31st March 2026

The Chair highlighted that several items budgeted in 2025/26 were intended to top up the relevant earmarked reserves. All transfers of remaining budgets, as previously agreed by the Council, have now been completed.

The general reserve is expected to be approximately £630,000, representing around five months of expenditure. It was further noted that the general reserve currently appears higher than the estimated year-end figure due to several large projects scheduled to commence shortly.

The reports were noted.

513.0.F25 To approve the bank reconciliation for March 2026

Resolved the bank reconciliation was approved and signed by the Chair.

514.0.F25 To consider the investment update report for April 2026

Resolved to deposit £400,000 of the precept received into the CCLA Public Sector Deposit Fund.

515.0.F25 To receive update from the Responsible Finance Officer

No contribution was required from the Town Council towards Somerset Council's repair works to the paths at Winchester Park.

The first round of grants for local community groups and charities for the 2026 - 27 financial year is now open. The deadline for applications is 4pm on Friday 22nd May 2026.

The Council has received £5,527.95 from CIL receipts from developments within Burnham-on-Sea.

A VAT refund totalling £14,902.72 has been received.

516.0.F25 To receive CCTV data update report

Queries were raised regarding which committee should receive the CCTV data update report and whether the reported figures were accurate, as the numbers appeared unusually low. The Deputy Clerk



was asked to clarify the appropriate reporting committee and verify the data.

The report was noted.

517.0.F25 To consider distribution of the Highbridge Shop Front Grants

Resolved to open a new round of shop front grants for Highbridge, approve the application form and to review the submitted applications at the July meeting of the Finance and Governance Committee.

518.0.F25 Date of next meeting

The next meeting of the Finance and Governance Committee will be held on Monday 8th June 2026 at 7 pm.

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DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
27/03/2026	J Middleton	01495	Creative writing settlement			£82.50	paid 15/04/26
31/03/2026	CDS	76316	BR Cemetery Extension Surveys	£5,315.00	£1,063.00	£6,378.00	paid 15/04/26
31/03/2026	Teleshore	50507	straps for interments	£42.45	£8.49	£50.94	paid 15/04/26
31/03/2026	Medisol	8000206110	paediatric defibrillator pads	£109.00	£21.80	£130.80	paid 15/04/26
31/03/2026	Biffa	308C090521	waste collection - Princess	£144.90	£28.98	£173.88	paid 15/04/26
31/03/2026	Lyreco	6724302054	stamps, sundries and stationery	£108.32	£6.97	£115.29	paid 15/04/26
31/03/2026	Business Waste	P1985882	waste collection - TC & Cem	£11.73	£2.34	£14.07	paid 15/04/26
31/03/2026	Business Waste	P1985893	waste collection - Cemeteries	£5.52	£1.10	£6.62	paid 15/04/26
01/04/2026	Business Waste	P1989244	waste collection - TC & Cem	£115.52	£23.10	£138.62	paid 15/04/26
01/04/2026	Business Waste	P1989673	waste collection - Cemeteries	£43.12	£8.62	£51.74	paid 15/04/26
01/04/2026	Iris	INV-ISL-1349263	payroll services - March 2026	£116.59	£23.32	£139.91	paid 15/04/26
01/04/2026	Bravo	1466	technician Take A Chance show	£384.00	£76.80	£460.80	paid 15/04/26
01/04/2026	Rialtas	SM33294	accounting software licence & support 2026-27	£2,601.00	£520.20	£3,121.20	paid 15/04/26
02/04/2026	Take A Chance	TAC56-27032026	Take A Chance show settlement			£2,255.65	paid 15/04/26
03/04/2026	WODS	SI-1999	Frozen show settlement			£2,946.50	paid 15/04/26
07/04/2026	Screwfix	2011999109	radiator heads	£34.03	£6.81	£40.84	paid 15/04/26
07/04/2026	Dorset Angels	1061	Johnny Cash show settlement			£703.33	paid 15/04/26
	Blackmore	14A	Allotment Plot refund			£50.00	paid 15/04/26
01/04/2026	Double Brace	SI-3065	website hosting - Princess	£250.00	£50.00	£300.00	
01/04/2026	SW Councils	71800	subscription for 2026-27	£555.00	£111.00	£666.00	
01/04/2026	Microshade	260400454628	IT services	£1,054.80	£210.96	£1,265.76	
09/04/2026	Screwfix	2012084981	2 x workboots Estates			£99.98	
09/04/2026	Worknest	SINV100332	H&S subscription 2026-27	£1,900.00	£380.00	£2,280.00	
09/04/2026	SALC	2912	SALC & NALC affiliation fee 26-27			£3,471.63	
09/04/2026	Aroma Café	09.04.26	senior event refreshments			£390.00	
10/04/2026	Amazon	GB6WALZABEY	adapter for monitor - PT	£14.44	£2.89	£17.33	
10/04/2026	Spot on Supplies	31692215	cleaning supplies	£239.32	£47.86	£287.18	

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
30/11/2025	Wellers	838071	Legal view regarding land at Princess Theatre	£225.00	£45.00	£270.00	paid 29/04/26
31/03/2026	Somerset Council	93000766	PI & Compensation recharge			£134.96	paid 29/04/26
20/04/2026	Business Waste	C2005942	waste collection - TC	-£14.64	-£2.93	-£17.57	contras with invoice P2005943
20/04/2026	Business Waste	P2005943	waste collection - TC	£14.64	£2.93	£17.57	contras with credit note C2005942
20/04/2026	Sanjay Bagga	INV-LDNPR2025	LDN Wrestling show settlement 2025			£1,172.58	paid 29/04/26
20/04/2026	Sanjay Bagga	INV-LDNPR2026	LDN Wrestling show settlement 2026			£585.89	paid 29/04/26
21/04/2026	Amazon	GB6YBQ6ABEY	consumables - Princess	£14.99	£2.00	£16.99	paid 29/04/26
	Katherine Noble		expenses - tablecloth washing			£37.50	paid 29/04/26
	Somerset Council	G002410 719005 HBOS	Traffic management - multiple events			£697.00	paid 29/04/26
01/04/2026	Axe Brue Drainage Board	10-0031-5	drainage rates			£13.45	
07/04/2026	BOS Baptist Church	26-024	Annual Towns meeting			£44.00	
17/04/2026	Rialtas	33672	year-end 2026 accounts shutdown	£920.00	£184.00	£1,104.00	
20/04/2026	PPL PRS	SIN3330846	PRS Shows - Princess	£656.54	£131.31	£787.85	
20/04/2026	PPL PRS	SIN3330849	PRS Building - Princess	£703.16	£140.63	£843.79	
22/04/2026	Screwfix	2012402519	Growing Group - tools & gloves	£77.24	£15.46	£92.70	
23/04/2026	Local Reach	INV-17684	advertisement TC meetings	£180.00	£36.00	£216.00	
24/04/2026	Pearces Gardening & Churchyard Services	39	grave digging			£250.00	
27/04/2026	Bravo	1471	technician April 2026 - Princess	£852.00	£170.40	£1,022.40	
27/04/2026	J Middleton	01498	Creative Writing settlement April			£82.50	
29/04/2026	Danfo	INV-0823	soap dispenser - Apex Park toilets	£148.96	£29.79	£178.75	
29/04/2026	Danfo	INV-0834	repair of sewer pipework - Pcons	£350.00	£70.00	£420.00	
29/04/2026	Danfo	INV-0864	cleaning Pcons	£3,433.01	£686.60	£4,119.61	
29/04/2026	Proper Job	Z0018T03-482545	small tools & equipment - Estates	£12.89	£2.59	£15.48	
29/04/2026	Lena Lenman	29.04.26	Hundred Watt Club settlement			£997.17	
30/04/2026	Sopha	2121	Community Toilet Scheme - HB	£100.00	£20.00	£120.00	
30/04/2026	Robson Electrics	93316	replace lightswitch in cleaning cupboard	£105.18	£21.04	£126.22	
30/04/2026	Biffa	308C096349	waste collection - Princess	£124.38	£24.88	£149.26	
30/04/2026	Lyreco	6724317046	stationery	£50.82	£10.16	£60.98	
30/04/2026	Business Waste	P2013596	waste collection - Cemeteries	£15.12	£3.02	£18.04	
01/05/2026	Business Waste	P2018164	waste collection - Cemeteries	£43.12	£8.62	£51.74	
01/05/2026	Business Waste	P2018314	waste collection - TC & Cem	£137.08	£27.41	£164.49	
01/05/2026	Hillside	00194	year-end audit			£396.00	
05/05/2026	Red River Artists	1135	Creedence Clearwater settlement			£2,893.63	
05/05/2026	Ricoh	102864599	photocopier- Princess	£108.82	£21.76	£130.58	
						<u>£17,213.56</u>	

06/05/2026

Burnham & Highbridge Town Council Current Year

Page 1

10:25

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Management & Compliance								
1076 Precept	718,893	718,893	1,437,785	718,893			50.0%	
1078 CIL income - Burnham	5,528	5,528	0	(5,528)			0.0%	
1080 Bank and Investment Interest	3,784	3,784	20,000	16,216			18.9%	
Management & Compliance :- Income	728,204	728,204	1,457,785	729,581			50.0%	0
4000 Salaries & Wages	29,520	29,520	415,600	386,080	386,080		7.1%	
4005 Employers Nat Insurance	3,677	3,677	49,600	45,923	45,923		7.4%	
4010 Employers S\Annuation	5,392	5,392	99,500	94,108	94,108		5.4%	
4055 Recruitment Costs	0	0	1,000	1,000	1,000		0.0%	
4060 Training	39	39	5,000	4,962	4,962		0.8%	
4065 Travel, Expenses & Subsistence	0	0	500	500	500		0.0%	
4070 Office/IT Equip & Furniture	0	0	31,000	31,000	31,000		0.0%	
4080 Telephone & Broadband	306	306	4,300	3,994	3,994		7.1%	
4085 Postage	0	0	500	500	500		0.0%	
4090 Stationery & Supplies	84	84	2,000	1,916	1,916		4.2%	
4095 Subscriptions & Support	8,758	8,758	32,000	23,242	23,242		27.4%	
4100 Insurance	(370)	(370)	26,400	26,770	26,770		(1.4%)	
4105 Audit & Accountancy Fees	(3,100)	(3,100)	5,000	8,100	8,100		(62.0%)	
4110 Legal Fees	(275)	(275)	5,000	5,275	5,275		(5.5%)	
4115 Professional & Consulting Fees	0	0	10,000	10,000	10,000		0.0%	
4120 Bank Charges	172	172	1,800	1,628	1,628		9.5%	
4125 Payroll Services	0	0	2,000	2,000	2,000		0.0%	
4130 PPE & Uniforms	100	100	2,000	1,900	1,900		5.0%	
4135 Room Hire (Exp)	44	44	2,500	2,456	2,456		1.8%	
4140 Climate Change	0	0	5,000	5,000	5,000		0.0%	
4150 Provision for bad debts	0	0	500	500	500		0.0%	
Management & Compliance :- Indirect Expenditure	44,348	44,348	701,200	656,852	0	656,852	6.3%	0
Net Income over Expenditure	683,857	683,857	756,585	72,728				
110 Democratic & Civic								
4200 Mayors Allowance	417	417	5,000	4,583	4,583		8.3%	
4210 Election Expenses	0	0	20,000	20,000	20,000		0.0%	
4215 Civic Events	0	0	2,500	2,500	2,500		0.0%	
4220 Remembrance Wreath	0	0	150	150	150		0.0%	
Democratic & Civic :- Indirect Expenditure	417	417	27,650	27,233	0	27,233	1.5%	0
Net Expenditure	(417)	(417)	(27,650)	(27,233)				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Joint Funding With Others</u>								
4260 CCTV Cameras	0	0	35,500	35,500		35,500	0.0%	
4470 Town Centre Cleaning	0	0	6,250	6,250		6,250	0.0%	
Joint Funding With Others :- Indirect Expenditure	0	0	41,750	41,750	0	41,750	0.0%	0
Net Expenditure	0	0	(41,750)	(41,750)				
<u>140 Community</u>								
4300 Grant - CAB (S.142)	0	0	2,700	2,700		2,700	0.0%	
4305 Grants Made	0	0	30,000	30,000		30,000	0.0%	
4310 HB Shop Front Grants	0	0	10,000	10,000		10,000	0.0%	
4455 Christmas Lights	(2,200)	(2,200)	60,000	62,200		62,200	(3.7%)	
4465 Events Expenditure	0	0	13,500	13,500		13,500	0.0%	
4475 Carnival Events Week	2,922	2,922	17,500	14,578		14,578	16.7%	
Community :- Indirect Expenditure	722	722	133,700	132,978	0	132,978	0.5%	0
Net Expenditure	(722)	(722)	(133,700)	(132,978)				
<u>200 The Old Court House</u>								
4350 Business Rates	(574)	(574)	9,200	9,774		9,774	(6.2%)	
4355 Utilities	(166)	(166)	6,900	7,066		7,066	(2.4%)	
4375 Cleaning	260	260	1,500	1,240		1,240	17.3%	
4380 Security & Alarms	213	213	6,000	5,787		5,787	3.6%	
4385 Maintenance	66	66	50,000	49,934		49,934	0.1%	
4390 H&S/Fire/Inspections	(656)	(656)	3,000	3,656		3,656	(21.9%)	
The Old Court House :- Indirect Expenditure	(857)	(857)	76,600	77,457	0	77,457	(1.1%)	0
Net Expenditure	857	857	(76,600)	(77,457)				
<u>500 Cemeteries</u>								
1500 Wayleaves	0	0	4,850	4,850			0.0%	
1515 EROB	415	415	10,000	9,585			4.2%	
1520 Interments	1,119	1,119	13,000	11,881			8.6%	
1525 Memorials	501	501	5,500	4,999			9.1%	
Cemeteries :- Income	2,035	2,035	33,350	31,315			6.1%	0
4350 Business Rates	595	595	9,100	8,505		8,505	6.5%	
4355 Utilities	(3,039)	(3,039)	5,000	8,039		8,039	(60.8%)	
4605 Provision For Paths	0	0	15,000	15,000		15,000	0.0%	
4610 Pump Maintenance	0	0	2,000	2,000		2,000	0.0%	
4615 General Maintenance	0	0	13,000	13,000		13,000	0.0%	

10:25

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620 Mech Grave Digger	250	250	8,500	8,250		8,250	2.9%	
4635 Waste Collection	144	144	2,800	2,656		2,656	5.2%	
4640 Provision for Walls	0	0	2,000	2,000		2,000	0.0%	
4645 Water Testing	0	0	1,500	1,500		1,500	0.0%	
Cemeteries :- Indirect Expenditure	(2,049)	(2,049)	58,900	60,949	0	60,949	(3.5%)	0
Net Income over Expenditure	4,084	4,084	(25,550)	(29,634)				
600 Princess								
1600 Storage Hire	0	0	3,700	3,700			0.0%	
1605 Lettings	3,563	3,563	33,500	29,937			10.6%	
1615 Café Rent/Commission	481	481	5,920	5,439			8.1%	
1625 PT Merchandise	380	380	4,100	3,720			9.3%	
1630 Donations Received	60	60	0	(60)			0.0%	
1645 Show income	1,466	1,466	35,000	33,534			4.2%	
1655 Participation PT	1,032	1,032	8,000	6,968			12.9%	
1660 Art Sales	0	0	350	350			0.0%	
1670 PV Cells	0	0	5,000	5,000			0.0%	
1680 Advertising income	71	71	750	679			9.4%	
Princess :- Income	7,053	7,053	96,320	89,267			7.3%	0
4000 Salaries & Wages	8,890	8,890	115,100	106,210		106,210	7.7%	
4005 Employers Nat Insurance	1,034	1,034	15,600	14,566		14,566	6.6%	
4010 Employers S\Annuation	1,450	1,450	26,500	25,050		25,050	5.5%	
4060 Training	205	205	2,500	2,295		2,295	8.2%	
4065 Travel, Expenses & Subsistence	0	0	50	50		50	0.0%	
4070 Office/IT Equip & Furniture	558	558	5,000	4,442		4,442	11.2%	
4080 Telephone & Broadband	201	201	2,750	2,549		2,549	7.3%	
4100 Insurance	0	0	5,775	5,775		5,775	0.0%	
4350 Business Rates	709	709	7,680	6,971		6,971	9.2%	
4355 Utilities	(265)	(265)	33,000	33,265		33,265	(0.8%)	
4375 Cleaning	2,270	2,270	8,100	5,830		5,830	28.0%	
4380 Security & Alarms	794	794	3,000	2,206		2,206	26.5%	
4385 Maintenance	295	295	28,000	27,705		27,705	1.1%	
4390 H&S/Fire/Inspections	337	337	3,500	3,163		3,163	9.6%	
4635 Waste Collection	160	160	2,800	2,640		2,640	5.7%	
4700 Technician Cost	1,236	1,236	18,000	16,764		16,764	6.9%	
4701 Show costs	2,702	2,702	15,000	12,298		12,298	18.0%	
4705 Advertising & Marketing	920	920	7,000	6,080		6,080	13.1%	
4710 Licences (exp)	703	703	750	47		47	93.8%	
4715 Card Payment Fees	236	236	3,000	2,764		2,764	7.9%	

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4725 Technical Theatre	0	0	4,500	4,500		4,500	0.0%	
4730 Backstage Expenses	0	0	500	500		500	0.0%	
4740 PTAC Merchandise	21	21	3,000	2,979		2,979	0.7%	
4745 Participation Freelance	504	504	3,500	2,996		2,996	14.4%	504
4770 Cafe Equipment & Maintenance	0	0	3,000	3,000		3,000	0.0%	
Princess :- Indirect Expenditure	22,961	22,961	317,605	294,644	0	294,644	7.2%	504
Net Income over Expenditure	(15,908)	(15,908)	(221,285)	(205,377)				
6000 plus Transfer from EMR	504	504	0	(504)				
Movement to/(from) Gen Reserve	(15,404)	(15,404)	(221,285)	(205,881)				
<u>700 Estates</u>								
1300 Allotment Rents Received	1,295	1,295	1,330	35			97.4%	
1400 Signal Box	0	0	50	50			0.0%	
1410 Grass Cutting	0	0	520	520			0.0%	
Estates :- Income	1,295	1,295	1,900	605			68.2%	0
4350 Business Rates	0	0	1,800	1,800		1,800	0.0%	
4360 Electricity Town Centre	0	0	400	400		400	0.0%	
4365 Highbridge Clock Elec	0	0	1,800	1,800		1,800	0.0%	
4370 Water Rates	0	0	700	700		700	0.0%	
4385 Maintenance	33	33	11,500	11,467		11,467	0.3%	
4415 Water Fountain	(53)	(53)	500	553		553	(10.6%)	
4430 Benches	0	0	2,500	2,500		2,500	0.0%	
4440 Dog/Litter Bins	0	0	500	500		500	0.0%	
4445 Speed Indicator Devices	0	0	1,000	1,000		1,000	0.0%	
4450 Floral Decorations	77	77	2,000	1,923		1,923	3.9%	
4485 Defibrillator	0	0	750	750		750	0.0%	
4500 Tools & Equipment	(466)	(466)	5,000	5,466		5,466	(9.3%)	
4505 Vehicle Running Costs	519	519	6,000	5,481		5,481	8.7%	
4510 Vehicle Replacement	540	540	38,000	37,460		37,460	1.4%	
4515 Vehicle Insurance	0	0	4,000	4,000		4,000	0.0%	
4625 Tree & Hedge Maintenance	0	0	6,500	6,500		6,500	0.0%	
4630 Fuel For Equipment	225	225	2,000	1,775		1,775	11.2%	
Estates :- Indirect Expenditure	876	876	84,950	84,075	0	84,075	1.0%	0
Net Income over Expenditure	420	420	(83,050)	(83,470)				
<u>800 Public Conveniences</u>								
4355 Utilities	0	0	30,000	30,000		30,000	0.0%	
4375 Cleaning	3,433	3,433	53,000	49,567		49,567	6.5%	

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4385 Maintenance	350	350	25,000	24,650		24,650	1.4%	
4775 Provision for HB Toilets	118	118	10,000	9,882		9,882	1.2%	
Public Conveniences :- Indirect Expenditure	3,901	3,901	118,000	114,099	0	114,099	3.3%	0
Net Expenditure	(3,901)	(3,901)	(118,000)	(114,099)				
<u>900 Play Areas</u>								
4385 Maintenance	0	0	25,000	25,000		25,000	0.0%	
4390 H&S/Fire/Inspections	0	0	4,000	4,000		4,000	0.0%	
Play Areas :- Indirect Expenditure	0	0	29,000	29,000	0	29,000	0.0%	0
Net Expenditure	0	0	(29,000)	(29,000)				
Grand Totals:- Income	738,587	738,587	1,589,355	850,768			46.5%	
Expenditure	70,317	70,317	1,589,355	1,519,038	0	1,519,038	4.4%	
Net Income over Expenditure	668,270	668,270	0	(668,270)				
plus Transfer from EMR	504	504	0	(504)				
Movement to/(from) Gen Reserve	668,774	668,774	0	(668,774)				

06/05/2026
10:25

Burnham & Highbridge Town Council Current Year

Page 1

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Property Maintenance - EMR	149,195.50		149,195.50
324 Legacy Clock - EMR	10,220.00		10,220.00
325 Service Transfer - EMR	149,247.80		149,247.80
326 IT/Office Equipment - EMR	28,151.53		28,151.53
327 HR Contingency - EMR	31,841.68		31,841.68
328 Grounds Equipment - EMR	25,777.60		25,777.60
330 General Maintenance - EMR	19,776.35		19,776.35
332 Town Crier - EMR	280.00		280.00
335 Highbridge Regeneration	9,800.00		9,800.00
338 Replacement Van - EMR	29,740.00		29,740.00
340 Past Mayor badges - EMR	311.71		311.71
341 Neighbourhood Plan - EMR	5,800.00		5,800.00
342 You Are Here Boards - EMR	2,592.00		2,592.00
343 Princess Maint/Renewals - EMR	19,216.30		19,216.30
344 SIDS - EMR	1,270.64		1,270.64
345 Burnham EVO HTAP - EMR	26,775.00		26,775.00
346 Tree Maintenance - EMR	10,215.50		10,215.50
347 Cemeteries Extension - EMR	88,385.00		88,385.00
348 Burnham Shop Fronts Grant - EM	100.00		100.00
372 PMC Artistic Budget - EMR	9,863.42		9,863.42
374 PMC Somerset Community Grant	1,449.38	-503.95	945.43
375 PMC Match Funding - EMR	5,000.00		5,000.00
380 Cemeteries Provision - EMR	96,500.00		96,500.00
385 High St Fund - EMR	28,272.35		28,272.35
386 Events - EMR	6,123.27		6,123.27
390 EMR Election Expenses	3,276.00		3,276.00
391 Provision for Bad Debts	2,000.00		2,000.00
392 Public Conveniences	124,031.00		124,031.00
400 CIL - EMR	256,382.93		256,382.93
	<u>1,141,594.96</u>	<u>-503.95</u>	<u>1,141,091.01</u>

Statement of Account

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

5 May 2026

Account name: **BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL**
Account number: **[REDACTED]**
Statement period: **31/03/2026 to 30/04/2026**

Account summary

Total valuation as at 30 April 2026 **£1,000,000.00**
Total valuation as at last statement at 31 March 2026 **£1,000,000.00**

Holdings as at 30 April 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector [REDACTED]	1,000,000.0000	£1.00	£1,000,000.00
			Total value
			£1,000,000.00

The average Fund yield for this period was 3.76% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Apr 2026	05/05/2026	Public Sector Deposit Fund SC4 - Public Sector	Paid to Nominated Bank Details	£3,090.06	

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

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at 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.

Date:06/05/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 10:10

Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		1,000,000.00
			<u>1,000,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000,000.00
		Balance per Cash Book is :-	1,000,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**SUMMARY FOR BURNHAM-ON-SEA AND
HIGHBRIDGE TOWN**

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

 Company reference: [REDACTED]
 Statement date: 28 April 2026
 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

 Date of previous statement: 28 March 2026
 Previous balance: £503.03
 Payment received: £503.03 CR
 Total of charges and adjustments: £0.00
 Total of new spending: £843.08
New balance: £843.08
Payment due by: 12 May 2026
Payment instructions

"Thank you for using Barclaycard Commercial. Your bank account [REDACTED], at branch [REDACTED] be debited with the amount of the new balance on or immediately after 12 May 2026."

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	503.03
13 Apr 2026	DIRECT DEBIT PAYMENT THANK YOU	503.03 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]	1,000	188.39
K S NOBLE	[REDACTED]	1,000	654.69
Total cardholder expenditure			£843.08
New balance			£843.08

 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

Company reference:
 Card number:
 Statement date:
 Page number:
 Monthly spend limit:

[REDACTED]
 28 April 2026
 3 of 4
 £1,000.00

Date	Description	Amount
30 Mar 2026	TESCO STORES 2158 BURNHAM-ON-SEA 310305272466 GROCERY STORES, SUPERMARKETS	113.95
20 Apr 2026	Intuit Ltd Mailchimp London GBR 200417979676 CONTINUITY/SUBSCRIPTION MERCHANTS	74.44
2 new purchases / cash advances. Total of spending.		£188.39

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

Company reference:
 Card number:
 Statement date:
 Page number:
 Monthly spend limit:



28 April 2026
 4 of 4
 £1,000.00

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

Date	Description	Amount
27 Mar 2026 300385383906	JOHNSTONES ROCHESTER ROCHESTER LND HARDWARE STORES	6.19
1 Apr 2026 020485481476	BIFFA WASTE SERVICES L HIGHBRIDGE UNITED KINGDOM ® UTILITIES - GAS, WATER, SANITARY, ELECTRIC	40.00
13 Apr 2026 140485481476	DVLA EVL WEB SWANSEA TAX PAYMENTS	362.50
13 Apr 2026 140485481476	ST JOHN AMBULANCE SHEFFIELD CHARITABLE AND SOCIAL SERVICE ORGANIZATIONS	246.00
4 new purchases / cash advances. Total of spending.		£654.69

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

Date:06/05/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 10:12

Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		-843.08
			<u>-843.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-843.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-843.08
		Balance per Cash Book is :-	-843.08
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Transactions from 30-APR-2026 to 30-APR-2026

Account name or alias BOS No 2 Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 24522.31		

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.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			24,343.33
30-Apr-2026	CHG	02APR A/C 87132346	-39.19		24,343.33
30-Apr-2026	BAC	CARD TXNS 270426, 48581061		16.50	24,382.52
30-Apr-2026	BAC	CARD TXNS 270426, 48510771		50.00	24,366.02
30-Apr-2026	BAC	CARD TXNS 250426, 48510361		33.00	24,316.02
30-Apr-2026		000353		414.00	24,283.02
		Opening balance			23,869.02
		Totals	-39.19	513.50	

Date:06/05/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 10:00

Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		24,343.33
			<u>24,343.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,343.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,343.33
		Balance per Cash Book is :-	24,343.33
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Account name or alias BOS HB Main Current Ac	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance -237.13		

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.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			1,000.00
30-Apr-2026		TO 54374901	-33.90		1,000.00
30-Apr-2026	CHG	02APR A/C 56092431	-53.10		1,033.90
30-Apr-2026	BAC	[REDACTED], ALLOTMENT 11A, FP 30/04 726 0947, HUBX49ACBE9533D25F		47.00	1,087.00
30-Apr-2026		102644		40.00	1,040.00
		Opening balance			1,000.00
Totals			-87.00	87.00	



Transactions from 30-APR-2026 to 30-APR-2026

Account name or alias Linked Account	Account number [REDACTED]	Sort code [REDACTED]	Account currency GBP
Debit or credit Any	Current cleared balance 963902.21		

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.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			963,902.21
30-Apr-2026		FROM 56092431		33.90	963,902.21
30-Apr-2026	INT	30APR GRS 54374901		604.11	963,868.31
		Opening balance			963,264.20
		Totals	0.00	638.01	

Date:06/05/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time:09:47

Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		964,902.21
			<u>964,902.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			964,902.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			964,902.21
		Balance per Cash Book is :-	964,902.21
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:06/05/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 10:06

Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		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:

NameSignedDate

Signatory 2:

NameSignedDate

Date:06/05/2026

Burnham & Highbridge Town Council Current Year

Page 1

Time: 10:08

Bank Reconciliation Statement as at 30/04/2026
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	30/04/2026		0.78
			<u>0.78</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.78
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.78
		Balance per Cash Book is :-	0.78
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Payments made by Direct Debit/Standing Order 2026-2027
Burnham-on-Sea and Highbridge Town Council

Payee	Frequency	Description	Type	Amount	Notes
123REG	Annually	domain renewal - Princess website	D/D	15.59	
ALPHABET	Monthly	Van lease	D/D	647.62	initial payment May 2025
ASH WASTE	Monthly	Food Waste	D/D	Variable	starts 01/06/25
CROWN GAS & POWER	Monthly	Gas TC - L002468	D/D	Variable	
CROWN GAS & POWER	Monthly	Gas PT - L002474	D/D	Variable	
DVLA	Annually	Vehicle tax	D/D	Variable	
ECOTRICITY	Monthly	Electricity - Cemeteries	D/D	Variable	replaced Utilita in Oct 2025
ECOTRICITY	Monthly	Electricity - PT	D/D	Variable	
ECOTRICITY	Monthly	Electricity - TC	D/D	Variable	
ECOTRICITY	Monthly	Electricity - Market stall	D/D	Variable	
EDF ENERGY CUST PLC	Monthly	Highbridge Clock - 1135100000	D/D	Variable	
EE LIMITED	Monthly	Sim Cards	D/D	Variable	
FACEBOOK	Monthly	Advertising - PT	D/D	Variable	out of GPC
FLOTEK GROUP	Monthly	Phone system	D/D	Variable	
FUEL CARD SERVICES	Monthly	Fuel	D/D	Variable	
GLOBAL PAYMENTS	Monthly	PT Transaction Charges	D/D	Variable	
GOCARDLESS	Monthly	Design Hive Website - TC	D/D	114	
GOCARDLESS	Monthly	Ticketsolve-Ticket Fees	D/D	Variable	
HMRC PAYE	Monthly	PAYE & NI	D/D	Variable	
MAILCHIMP	Monthly	Advertising - PT	D/D	Variable	out of GPC
NATWEST	Monthly	Bank Charges	D/D	Variable	
NATWEST ACCOUNT NO 2	Monthly	Bank Charges	D/D	Variable	
PENSIONS	Monthly	Employee Pension	BACS	Variable	
SALARIES	Monthly	Employee Payroll	D/D	Variable	
SOMERSET COUNCIL	Monthly	Princess Rates - 77131805200041	D/D	707	
SOMERSET COUNCIL	Monthly	TC Rates - 77119505020058 & 77119505040068	D/D	947+139	
SOMERSET COUNCIL	Monthly	Brent Road Rates - 70500905010017	D/D	508	

SOMERSET COUNCIL	Monthly	Burnham Road Rates - 77203705120023	D/D	203	
SOMERSET COUNCIL	Monthly	Westfield Road Rates - 77147905000028	D/D	234	
TIMETASTIC	Monthly	Employees Holidays App	D/D	22	
WATER2BUSINESS	Half Yearly	Westfield rd Cem Water Rates - 0191263202	D/D	321.49	
WATER2BUSINESS	Half Yearly	Highbridge Cem Water Rates - 0191263203	D/D	210.52	
WATER2BUSINESS	Half Yearly	TC Office Water Rates - 11611529	D/D	355.06	
WATER2BUSINESS	Half Yearly	Allotments Water Rates - 11677383	D/D	302.18	
WATER2BUSINESS	Half Yearly	Brent Road Cem Water Rates - 11804429	D/D	163.16	
WATER2BUSINESS	Half Yearly	PT Water Rates - 23840708	D/D	980.54	
WATER2BUSINESS	Half Yearly	Water Splash Feature - 11104249	D/D	36.81	
XEROX	Quarterly	Photocopier lease	D/D	Variable	

Outside Bodies Reports

Burnham LCN - 10th March 2026 – Cllr Millard

1. Welcome, Introductions and Apologies

The Chair welcomed attendees and noted a number of new faces. Introductions were made around the room and online.

2. Actions from the Previous Meeting

An update was provided on actions from previous meetings:

- Invitations to speakers had been progressed; Caroline Bullock (King Alfred's School) attended this meeting.
- Parish clerks were reminded to confirm their correct contact details with Streetworks to support more effective highways communications. Members were asked to confirm once this had been completed so the action can be closed.
- Highways Working Group actions were reviewed; several actions were now complete and closed.
- The Police and Crime Commissioner (PCC) has been invited to attend the June meeting as a guest speaker. Members were invited to submit questions or areas of interest in advance.
- Ongoing discussions continue regarding planning matters and social value.
- Actions from the December meeting were reviewed, including circulation of SASP materials, survey development, progress on the Enhanced Highways Scheme, and parish engagement around devolution and support for smaller parishes.

3. SASP – Hayley Bullock and Alex Lyons

Children and Young People and work with King Alfred's School

SASP (Somerset Activity & Sports Partnership) presented an overview of their work to increase physical activity and movement across Somerset, funded by Sport England.

Key points included:

- SASP's focus is on physical activity and movement in the widest sense, not just organised sport.
- Evidence shows that every £1 invested in community physical activity delivers significant returns in health, wellbeing, community cohesion, and the local economy.
- Somerset has been selected as one of 18 national Place

Partnerships, with a funding bid of £2.4m (decision expected at the end of March).

- Priority themes include embedding physical activity into everyday life, active travel, tackling inequalities, positive experiences for children and young people, and system-wide partnership working.

Burnham-on-Sea and Highbridge were identified as priority areas based on national and local data. SASP stressed that neighbouring parishes would also benefit indirectly due to shared facilities and travel patterns.

Discussion highlighted:

- Concerns from smaller and outlying parishes regarding access, transport, and inclusion.
- The importance of active travel links and perceptions of safety.
- The need to better understand how residents from surrounding villages use facilities in Burnham and Highbridge.

SASP emphasised that projects would be co-designed with communities rather than imposed and invited LCN members to engage with the Place Partnership stakeholder group. If you are interested in joining in the stakeholder group please email Hayley at hbullock@sasp.co.uk

and opportunities

4. Caroline Bullock – Assistant Head, King Alfred’s School

Understanding our community and its impact on young people’s outcomes and opportunities

Caroline Bullock shared detailed insights from King Alfred’s School, focusing on closing the disadvantage gap and understanding the impact of the local community on young people’s outcomes.

Key themes included:

- The Burnham and Highbridge area is more complex than it appears, with significant disparities between postcodes.
- GCSE and post-16 outcomes show clear differences between Burnham and Highbridge cohorts, impacting access to sixth form, further education, and long-term opportunities.
- Many Highbridge students progress to college rather than sixth form, often due to GCSE outcomes rather than aspiration alone.
- Aspirations can be limited by geography, transport,

family experience of education, and perceptions of opportunity.

Work undertaken by the school includes:

- Detailed community mapping and asset analysis.
- Listening campaigns with stakeholders.
- A strong emphasis on student voice, attendance, enrichment, and pastoral support.
- Strengthening careers education, employer engagement, and links with colleges and local industries.
- A renewed focus on attendance, including positive incentives and whole-family engagement.

Caroline stressed that schools cannot address these issues alone and welcomed community partnership working to support aspiration, safety, access to opportunities, and engagement.

5. Working Group Updates Highways

An update was provided on recent activity, including:

- A presentation on the Highways Information Portal, which enables parishes to view planned works, information layers, and forward programmes.
- Clarification of responsibility at road and bridge interfaces (highways versus bridge owner).
- Use of collision data (rolling five-year dataset) to identify safety concerns; a dedicated session will be arranged to explore this further.
- Ongoing engagement with highways officers and improved responsiveness. Members were reminded of an upcoming face-to-face highways meeting at Woolavington Village Hall, where further updates (including Junction 22) will be shared.

6. Active Travel

A written report was shared on behalf of the Active Travel Group. Key points included:

- The current countywide focus is largely on town-to-town routes rather than village-to-village connectivity.
- Activity in Burnham and Highbridge has focused on routes in and around the towns.
- Mapping exercises and public engagement are underway to inform future priorities.

Members expressed concern that rural routes and village

connections are not yet sufficiently represented. It was agreed that:

- Clearer guidance is needed for LCN representation within the Active Travel Group.
- Active travel priorities should be community-led rather than top-down.
- This will be added as a dedicated agenda item at a future meeting.

7. Update on LCN Engagement Review Workshops and Local LCN Survey

An update was provided on recent engagement review workshops. While changes are anticipated, details of how these will impact LCNs are not yet available. Further information will be shared once confirmed.

8. Information and Signposting

Updates included:

- Asian Hornet alert: Members were encouraged to download the Asian Hornet Watch app and raise awareness locally due to significant environmental and public safety risks.
- Somerset Council Parish and Town Council survey: One response is requested per council to inform future support and engagement.
- Community Health and Wellbeing roadshows: Forthcoming roadshows and partnership events were highlighted.
- Small parish council grants: Councils with a population of under approximately 1,000 were reminded of the availability of small grants (up to £1,000) for summer community activities.

9. Any Other Business

No additional items were raised.

10. Date of Next Meeting

Tuesday 23 June 2026

Guest speaker: Clare Moody, Police and Crime
Commissioner Venue: Woolavington Village Hall

Time: 6.30pm – 8.00pm

NB Action tracker below

Date	Action	Responsibility	

30/09/ 25	4	List or guide of prices for enhanced highways tasks for parish councils from highways dept in time for precept setting.	Link officer/ highways dept.	Action within HW's group update
	7	Invite PCC to future LCN meeting	Link officer	Invite extended to the June AGM as guest speaker. Please let the Link officer know if there is anything you would like her to focus on?
	8	Consider topics/themes/issues for LCN to address and submit to link officer at any time	All	Ongoing
	9	Invite Somerset Council Planners	Link officer	Ongoing – in discussion with planning management. Idea suggested that we consider an overarching question such as ‘What is the strategic view from a planning perspective?’
10/03/ 26	15	Attendees wishing to join the SASP stakeholder group to contact Hayley Bullock	All	
10/03/ 26	16	Any questions for the PCC Clare Moody to be shared with LCN link officer before 16 th June	All	

Highbridge Station meeting notes - Cllrs Millard, Hendry + Metcalfe

1. Apologies: Ben Metcalf and Ruth Coull
2. Present: Mark Stanistreet (Somerset Council), Anthony Betty (Ashley Fox MP), Laura Chalmers (Councillor Burnham Without), Nadja McDivet (Our Highbridge), Alistair Hendry (Councillor for Somerset and Town)
3. Minutes of the last meeting 26.02.26
4. Follow up actions from the meeting

Mark	<p>Procuring services for signs update</p> <p>Funds are now with Somerset Council.</p> <p>Designs due in this week. Mark will send to everyone for their approval. Then he will arrange for procurement.</p> <p>Active Travel update Alan Muir is now back from Paternity leave and Mark will work with him to arrange improvements to the crossing outside the entrance to the station. He will try and get them completed at the same time as the signs.</p> <p>Railway bridge and footpath over bridge update</p> <p>These are ongoing. Mark will chase Liam Gill about the footbridge as it is a health and safety matter. The railway bridge is still with the legal teams from GWR and Somerset Council.</p>
Ruth	<p>To provide Lesley with a poster containing a QR code for the survey, to take to all the holiday resorts.</p> <p>Poster provided for the group to agree. As usual it was well designed and everyone was happy with it.</p>
Lesley	<p>To take posters for the survey to all holiday resorts in Burnham, Berrow and Bream.</p> <p>To email each resort prior to taking the poster explaining what we are aiming to achieve and how they could help.</p> <p>Lesley will now action this.</p>
Laura	<p>Update plans for mobility action on Wednesday 1st April</p> <p>Laura and Anthony organised a well-prepared opportunity for Ashley to ride a mobility scooter over the bridge. Mark Newman was there and published an article. There has been a lot of interest on social media which Laura has captured for our data collection exercise..</p>

5. Next steps for signage- Mark As above
6. Survey- update. Ruth was absent but we will now extend the survey to capture our holidaymakers.
7. Accessibility – next steps for strategic plan for step free access. Lesley explained that she has been in contact with both MP and local councillors at

Weston to see how they had achieved their new step free access. It was clear that it was led by the MP as it is a government initiative and funded by them.

Anthony will come to the next meeting with some ideas for the group to process and support Ashley's preparation to request Highbridge is brought up the priority list for step free access.

Lesley will ask the TC to nominate a member of Highbridge Regeneration Group to attend our meetings. This will ensure there is no duplication.

Mark will also ask Nicholas from GWR to attend our next meeting in order to help us progress towards our strategic goal of step free access.

8. Date of next meeting **Monday 18th May at Sopha**

9. ACTION

Mark	<p>Signs- send designs to group this week.</p> <p>Active Travel- work with Alan Muir to time improvements to the crossing at the entrance to the station.</p> <p>Footpath- chase Liam Gill as to when improvements are scheduled for the footpath and ensure he understands that H/S risks are high.</p> <p>Railway bridge- keep us updated as to any movement from the legal team</p>
Lesley	<p>Ask for a member of the Highbridge Regeneration Group to be allocated to attend our meetings</p> <p>Contact all holiday parks and circulate the poster with an explanation.</p>
Anthony	<p>To bring some ideas for work to be completed to support Ashley's bid for step-free access at the station.</p> <p>To ask Ashley to continue to raise the subject of the railway bridge with GWR /Network Rail.</p>

Burnham Community Centre Meeting Notes - 16th April 2026 – Cllr Gudka

Development of the Centre

- The centre is taking a closer look at restrictions in the lease for the building:
 - As per the lease, requests to release the restriction on alcohol sales for one-off events will be made periodically to allow for occasional fund raisers.

- Funding for the next stage of solar panels has been sourced and contractors have quoted within the budget. The panels should be installed shortly.
 - A battery installation may come later.
 - The first phase installation has helped to reduce energy bills by around 50%
- The committee is awaiting detailed plans and quotes for the installation of a lift to improve access to the upper floors. Significant further grant funding will be required to actually implement this project.

Other Initiatives

- The Sunday community meals were very successful and grant funding and donations this year covered the cost. The committee are considering how these can be repeated in a way that is sustainable even if grants are not forthcoming.
- The archiving of material by the local history group has been completed and a indexed catalogue produced. The centre and the group are working on how best to make a searchable version of the catalogue available on the internet, with a view to inviting people to come into the centre to look at the items in the catalogue.

Financing

- The chair took the meeting through the income and expenditure summary for the year to March 2026. Considering the funds spend on development projects out of reserves and grant funding, the overall financial reserves are broadly stable over year. Formal accounts will shortly be presented at the AGM.
- The centre is currently relying on volunteer resource to manage growing financial and administrative matters. The committee is considering how it might fund a salaried administrator.

Burnham Chamber of Trade – 24th April – Cllr Perry

A meeting of the Burnham Chamber was held on Friday 24th April 2026. Discussions took place about the Car Show, due to be held on 6th June. The Chamber was pleased that many entries were now coming in for the show.

The Committee heard that Better Bos had taken the decision to cease its work and there was a discussion on whether some of the plans, particularly with regard to the Business Incubator, could be taken on by the Chamber.

Consideration was also given to encouraging tourism, particularly coach visitors. A shoppers' guide for Burnham-on-Sea is being prepared.

Cross LCN Active Travel Steering Group – 26th April – Cllr Gudka

Local Transport Plan

The bulk of the meeting was taken up with an update of Somerset's Local Transport Plan (LTP).

Councillors may remember a consultation draft came before us some time ago. We responded with a broadly positive attitude, but mentioned a few points of detail in relation to the characterisation and priorities of our town.

I can report that the updated draft I have seen has largely taken our feedback into account.

There is a further update due because Somerset was waiting guidance from Central Government that has been received now. The draft plan is consistent with the guidance in spirit, but a more explicit statement of Active Travel policies is required which will be in a revised draft shortly.

Following on from that, a more detailed strategy document and medium and long term financial plan to map the objectives in the Transport Plan will also be drafted and put before Somerset Council in the autumn.

The meeting itself made some comments on the draft LTP, particularly in relation where more focus was needed on plans to connect rural areas, in the absence of helpful guidance on this point from National Government. Matthew Prince commented that there is some more helpful guidance on its way and that Somerset is focused on rural active travel connections.

Connectivity

Matthew Prince presented an early draft of a Connectivity and Integration plan. This includes existing connections (between different modes of transport) for travel routes and travel hubs.

LCN's will receive a consultation questionnaire to find out more about what connections our community needs and how well existing corridors and connections match these needs and what improvements are needed. The questionnaire is already published on Citizen Space and should be received by LCN's by 24th April and is a first stage only. It is an opportunity to influence the shape of a well-connected transport network across Somerset.

I have suggested they need to give more time for LCN's to respond as our LCN has active travel on the agenda in June but the current deadline is late May.

Rural Active Travel Toolkit

Updates have been made based on feedback from the last meeting. It is now going through final design for publication in the summer and a parallel training programme is being developed for the autumn.

Fritzlar Committee meeting minutes – 27th April 2026 – Cllr Facey

Chairman Andy Brewer thanked everyone for attending, Jenny Golding for hosting, and Penelope & Gillian for supplying the biscuits.

Present – Andy Brewer, Dennis Davey, Jenny Golding, Penelope Jackson, Gail Norton and Gillian Lyne.

1 Apologies

Lyn Chick & Pauline Knight.

2 Correspondence

- a** Emails from Bruce Benton from the Devon & Somerset Twinning Circle (i) with an update on the meeting on April 25th at Uffculme, and (ii) Minutes of the meeting. The AGM will be close to home in Clevedon on October 17th.
- b** Email from Jenny Golding with a summary of the talk by Bel Deering of the Somerset Rivers Authority, at our April meeting, to be forwarded to members.
- 3** The vote to agree the Minutes of the meeting on 16th March 2026 was proposed by Dennis Davey, and seconded by Gail Norton. All in favour.

Matters arising

a Visit to Fritzlar 2026

Gillian will contact Marlies re transport from Frankfurt Airport to Fritzlar, the number of members on their committee (for gifts), and their nominated Charity for our donation. After discussion, Jenny Golding proposed, seconded by Dennis Davey, that we give 250 Euros (£216). All in favour. (ii) Small jars of local honey were suggested for the Committee. Gillian will see what's on offer in the Farm Shop in the High Street and Sanders, and Penelope will check out Westcroft Farm. If this is unsuccessful, Jenny will go to Rich's Cider. (iii) Gillian will contact the Mayor, Mike Facey, re a Civic gift.

b The next general meeting is on Wednesday 27th May. The Speaker will be our very own Gail Norton on "Mauritius".

At our June meeting on 24th, our speakers will be George Cossey & Joe Bass on "The Comino de Santiago (de Compostela)", (with their wives and John & Eunice Cossey). Penelope Jackson proposed, seconded by Jenny Golding, that we give a donation of £40. All in favour. Jenny will send the information to LocalReach.

c The next Committee meeting will be on Monday 15th June at Mulberry Court at 7 pm.

Dennis Davey will supply the biscuits.

There was no Treasurer's Report or AOB so the Chairman, Andy Brewer closed the meeting at 8.12 pm.

Burnham-on-Sea and Highbridge Town Council Current Committee Membership 2025/26

		TOTAL
Finance & Governance	Cllr Ganesh Gudka (Chair) Cllr Mike Murphy Cllr Barbara Vickers Cllr Kate Pearce Cllr Paul Mills	Cllr Alan Matthews (Vice Chair) Cllr Peter Clayton Cllr Cath Searing Cllr Roger Keen 9
HR Sub-Committee	Cllr Sharon Perry (Chair) Cllr Ganesh Gudka Cllr Barbara Vickers Cllr Lesley Millard	Cllr Peter Clayton (Vice Chair) Cllr Roger Keen Cllr Alan Matthews 7
Asset and Amenities	Cllr Peter Clayton (Chair) Cllr Lesley Millard Cllr Mike Murphy Cllr Barbara Vickers Cllr Ben Metcalfe	Cllr Sharon Perry (Vice Chair) Cllr Paul Wynn Cllr Paul Mills Cllr Cath Searing 9
Planning	Cllr Alistair Hendry (Chair) Cllr Julie Flurry Cllr Paul Wynn Cllr Kate Pearce	Cllr Barbara Vickers (Vice Chair) Cllr Peter Clayton Cllr Ben Metcalfe 7

Body	Frequency of meetings	Current Council Representative	Rep for 2026-27
Air Training Corps	Annual AGM	Cllr Millard	
BAY Centre	Quarterly, more if needed	Cllr Searing	
Better BOS		Cllr Gudka + Cllr Murphy	Group winding up
BiARS	Annual AGM	Cllr Murphy	
Burnham and Highbridge Community Association	Monthly	Cllr Gudka	
Burnham Chamber of Trade	Annual AGM + 2-3 meetings a year		
Burnham LCN	Annual AGM + approx 6 meetings a year	Cllr Millard + Cllr Flurry	
Burnham LCN Highways	Quarterly	Cllr Clayton + Cllr Facey	
Cross LCN Active Travel Steering Group	Quarterly, more if needed	Cllr Gudka	
Gravity Local Community Forum	Quarterly	Cllr Clayton + Cllr Metcalfe	
Green Team	2 monthly approx	Cllr Clayton + Cllr Metcalfe	
Highbridge Community Hall Management	unknown	Cllr Murphy	
Highbridge Festival of the Arts	AGM + 2 meetings	Cllr Millard	
Highbridge Station Group		Cllr Millard	
LCN Youth + Families Group	unknown	Cllr Millard	
NALC Coastal Community Network	Quarterly	Cllr Clayton	
NALC Super Councils Network	Quarterly	Cllr Perry + Town Clerk	
NHS Somerset Foundation Trust Stakeholders Reference Group	2 monthly approx	Cllr Keen	
Royal British Legion Councillor Network	unknown	Cllr Keen	
SALC- Somerset Association of Local Councils	unknown	Cllr Gudka + Town Clerk	
Sea Cadets	Annual AGM	Cllr Matthews + Cllr Facey	
SEED Arts Panel Consortium		Cllr Pearce	Group winding up
Sedgemoor Community partnership (Morland HUB)	Ad Hoc	Cllr Millard	
Somerset Armed Forces Conference	Annual	Cllr Keen	
The Community Breakfast at TKASA	5 a year	Cllr Facey	
The Waffle Hub	Unknown if still active	Cllr Vickers	
The Tree Equity Project	unknown	Cllr Pearce	
Town Twinning - Fritslar Group	AGM + monthly general meetings	Cllr Facey	

Working Group	Current members	Members for 2026-27
Carbon Neutral Working Group	Cllrs Millard, Perry and the Town Clerk	
Electric Vehicle Charging Points Group	Cllrs Gudka, Murphy, Clayton, Hendry, Tolley and the Town Clerk	
Highbridge Regeneration Group	All Highbridge Town Councillors + cllr Murphy	
Princess Review Group	Cllrs Perry, Vickers, Clayton, Metcalfe, Mills + Matthews	



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

Complaints Procedure

Date Adopted: 15th May 2023, reviewed 13th May 2024, reviewed 19th May 2025, reviewed 18th May 2026

To be reviewed annually

This complaints procedure applies to complaints about the council's service, its administration and procedures. It might also be used to address a complaint about how the council has dealt with your concerns.

Burnham-on-Sea and Highbridge Town Council is committed to providing and improving the quality of service for the benefit of the people who live and work in its area. If you are dissatisfied with the level of service you have received from this Council, or are unhappy about an action or lack of action by this Council, this complaints procedure sets out how you may complain to the Council and how we will try to resolve your complaint.

We hope that most complaints can be settled quickly and informally through contact with a councillor or member of staff. We will aim to put matters right or give you an explanation. If that isn't possible or if that approach hasn't worked for you, you should follow this complaints procedure.

We regret that we are usually unable to acknowledge or consider complaints that are submitted anonymously and you are therefore encouraged to supply your name and address in all correspondence.

We take all complaints seriously and do our best to learn from them. We will investigate complaints in a fair and confidential way. Making a complaint about us does not mean that in future you will be treated differently to any other resident.

How to make a complaint

All complaints will be addressed according to the following procedure:

You may make your complaint about the Council's procedures or administration to the Town Clerk. You may do this in person or by writing to the Town Clerk at The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE or emailing townclerk@burnham-highbridge-tc.gov.uk.

Your complaint will initially be dealt with by the Town Clerk who will acknowledge it within five working days.

The Town Clerk will investigate your complaint and might ask for further information if necessary from you and/or from councillors or staff.

The Town Clerk will try to resolve your complaint within fifteen working days. However, if the matter requires consideration at a committee meeting, it might take up to eight weeks before a full response can be given. You will be informed if this is the case.

If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Full Council and usually within eight weeks you will be notified in writing of the outcome of the review of your original complaint. The Full Council's decision is final.

Matters not dealt with under this complaint's procedure

Complaints about a councillor:

Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Town Council. All complaints should be made to the Monitoring Officer at Somerset Council.

The Monitoring Officer
Somerset Council,
County Hall, Taunton, Somerset, TA1 4DY
Email – monitoringofficer@somerset.gov.uk

If a complaint against a Councillor is received by the Town Council, it will be referred to the Monitoring Officer at Somerset Council.

Further information on the process of dealing with complaints against Councillors may be obtained from the Somerset Council website <https://www.somerset.gov.uk/council-and-democracy/complaints-about-councillors> or telephone 01823 357628.

Complaint about a member of staff:

Any complaints about staff, including the Town Clerk, will be dealt with under this Council's Disciplinary and Grievance procedure. The Council will not, under any circumstances, enter into any correspondence or discussion about any action taken, formally or informally.

Complaints about staff should be sent to the Town Clerk and marked as confidential. Please be aware that individual councillors have no staff management responsibility and will redirect any complaints to the Town Clerk.

Complaints about the Town Clerk should be addressed to the Chair of the Human Resources Sub-Committee.

Comments falling short of a formal complaint

The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter.

You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There is also the opportunity to raise your concerns in the public participation section of council meetings.

If you are unhappy with a council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

To register to speak, please email info@burnham-highbridge-tc.gov.uk or telephone 01278 788088.

Information available from Burnham-on-Sea and Highbridge Town Council under the ICO model publication scheme (adopted by Council on 30/10/2023, reviewed on 18th May 2026)

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Included in Minutes and on website	Free
Borrowing Approval letter	Apply to Clerk	See Appendix A
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Provided with Finance & Governance Committee agendas on website	Free
Expenditure over £500	Website	Free
Government Procurement Expenditure	Website	Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Website. Included in Minutes	Free
Strategic Plan	Website	Free
Annual Governance & Returns including Internal and External Audit Reports	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website and on TC noticeboards Copies available on request	Free See Appendix A
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and hard copies available on request	Free See Appendix A
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	See Appendix A
Responses to consultation papers	Included in Minutes (see above)	Free
Responses to planning applications	Included in Minutes (see above)	Free
Bye-laws	Government Website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	Website	Free
Delegated authority in respect of officers	Website	Free
Code of Conduct	Website	Free
Members allowances and expenses	Members expenses paid are included in minutes or apply to Town Clerk. The Mayors allowance details.	Free See Appendix A Website

Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment procedures (including current vacancies) Policies and procedures for handling requests for information Complaints procedures	Website Apply to Clerk Website – when vacancy Website Website	Free See Appendix A Free Free Free
Information security policy	Not currently available	
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies - privacy notices	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Apply to Clerk – Inspection only	Free
Assets Register	Included in Town Council agenda pack annually. Apply to Clerk	Free See Appendix A
Register of members' interests	Website	Free
Register of gifts and hospitality	Apply to Clerk	See Appendix A
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only		
Allotments	Website	Free
Burial grounds and closed churchyards	The Town Council maintains 3 Cemetery's within Burnham-on-Sea and Highbridge Website	Free
Bus shelters	Apply to Clerk	See Appendix A
Seating, litter bins, clocks, memorials	Apply to Clerk	See Appendix A
Public conveniences	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free

Contact details:

Address: Town Clerk, Burnham-on-Sea and Highbridge Town Council, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE

Email – townclerk@burnham-highbridge-tc.gov.uk. Website – <https://burnham-highbridge-tc.gov.uk/> Tel – 01278 788088

APPENDIX A - SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying A4 @ 15p per sheet (black & white)	Actual cost plus nominal charge for electricity consumption, stapling etc.
	Photocopying A4 @ 25p per sheet (colour)	Actual cost plus nominal charge for electricity consumption, stapling etc.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)

Reviewed: 30th October 2023 Minute No158.0.T23

Permitted development rights for onshore wind turbines in England: consultation document

Consultation questions

Eligible contexts

1a. Do you agree that a new PDR should be introduced for a wind turbine in non-domestic settings?

No

1b. Please explain your answer.

In non-domestic settings, permitted development rights are not an adequate substitute for the full planning process. Consultation is not the same as planning: planning provides a structured assessment of visual impact, noise, cumulative effects, safety, and local context, whereas consultation alone does not guarantee these matters are properly considered or mitigated.

Number of turbines

2a. Do you agree that this PDR should be limited to a single turbine within the boundary of the curtilage?

Yes

2b. Please explain your answer.

Depends on the size of the land.

Size limits

3a. Do you agree with a maximum 30 metre tip height for the non-domestic wind turbine?

Yes

3c. Do you agree with a maximum rotor swept area of 200m²?

Yes

3d. Please explain your answer.

Helps ensure that turbines permitted under the PDR remain within a small- to medium-scale category.

Additional or larger turbines

4a. Do you think that a PDR should facilitate the installation of larger turbines on a site?

Yes

4b. Please explain your answer, including any evidence, examples or case studies that inform your view.

A PDR could appropriately facilitate larger turbines where the site characteristics justify it. Larger non-domestic sites—such as agricultural holdings, industrial estates, often have the space.

4c. What types of impacts (positive or negative) might arise from allowing larger turbines to be installed under a PDR?

Noise pollution, shadow flicker and visual impact.

4d. Do you think that a PDR should facilitate the installation of multiple turbines on a site?

Yes

4e. Please explain your answer, including any evidence, examples or case studies that inform your view.

Two turbines can be accommodated per 250 hectares, provided that spacing, orientation, and separation distances are maintained.

4f. What types of impacts (positive or negative) might arise from allowing multiple turbines to be installed under a PDR?

Noise pollution, shadow flicker, visual impact, loss of farming land, wildlife impacts.

4g. If you answered 'yes' to Q4a or Q4d, are there specific criteria the policy could introduce to help determine when more than one turbine or larger turbines may be appropriate?

Two turbines may be accommodated per 250 hectares, provided that all other impact considerations are met.

4h. If you answered 'yes' to Q4a or Q4d, what criteria, safeguards, additional requirements or approaches should apply to ensure that the impacts of allowing more than one turbine or larger turbines could be effectively managed?

Turbines must not be climbable or accessible to the public, two turbines per 250 hectares, controls should prevent turbines from appearing "all over the country". A requirement to assess visual, noise, and shadow flicker effects.

Excluded sites

5a. Do you agree with the proposed list of areas where the PDR will not apply?

Yes

5b. What, if anything, would you change about the proposed list of excluded areas?

Nothing

Additional siting conditions

6a. Do you agree with the proposed additional condition to minimise visual impact on nearby heritage sites and important landscapes?

yes

6b. Please explain your answer.

Protecting wildlife, important landscapes, and the setting of heritage sites is essential when considering turbine development. Turbines should not be located where they would harm the character of valued landscapes or sit prominently near heritage assets.

6c. Do you think the proposed conditions are sufficient to prevent impacts from turbines installed on land nearby or adjacent to designated habitat sites?

Yes

6d. Please explain your answer and provide any evidence you have.

While the proposed conditions provide a good baseline for protecting designated habitat sites, some locations may still require additional safeguards.

6e. Do you think additional conditions are necessary to mitigate radar interference from nearby turbines?

Yes

6f. Please explain your answer and provide any evidence you have.

Additional protections are appropriate because radar interference can affect aviation safety, air-traffic monitoring, and defence operations.

Buffer distances

7a. Do you agree with requiring a buffer distance of the tip height + 10% from the boundary of the curtilage?

Yes

7b. Please explain your answer.

This ensures that if a turbine were ever to fail or collapse, it would not fall beyond the site boundary and onto roads, neighbouring buildings, or public areas.

7c. Do you agree with requiring a buffer distance of ten times the rotor diameter from the curtilage of protected buildings?

Yes

7d. Please explain your answer.

A buffer distance of ten times the rotor diameter provides an appropriate level of protection for listed buildings, scheduled monuments, and other protected structures. A generous separation distance helps ensure that turbines do not create unacceptable visual, noise, or shadow flicker impacts, and that the character and setting of protected buildings are not compromised.

Separation distance

8a. Do you think this PDR should include a separation distance between turbines?

Yes

8b. Please explain your answer. If you have said yes, please also provide views on what you consider to be an appropriate separation distance in metres.

30m + 10%.

Certification standards

9a. Do you agree that non-domestic wind turbine installations should be certified to the relevant MCS standards?

Yes

9b. Please explain your answer.

Certification ensures that all installations mandatorily meet the relevant technical and safety standards.

9c. Do you agree that turbines meeting an equivalent standard should be allowed to be installed under this PDR?

Yes

9d. Please explain your answer.

Provided that a valid certificate is supplied to demonstrate safety, performance, and efficiency requirements

9e. What schemes or standards, if any, would you consider as equivalent certification to MCS?

Unsure.

Visual and environmental considerations

10a. Do you agree with the proposed condition on use of non-reflective materials on blades?

Yes

10b. Please explain your answer.

Using non-reflective materials on turbine blades helps prevent unwanted glare and light reflection, which can be distracting for road users, nearby residents, and wildlife.

10c. Do you agree with the proposed condition on removal of the turbine and associated infrastructure when no longer needed?

Yes

10d. Please explain your answer.

Essential for safety and environmental protection.

Prior approval

11a. Do you agree with including prior approval in respect of siting, impact of the development on the amenity of the area, and land contamination risks?

Yes

11b. Please explain your answer.

Prior approval is important because it provides a necessary checkpoint to ensure that turbines are safely and appropriately sited.

Other considerations

12. Are there any other matters or likely impacts that should be considered if a new PDR is introduced for non-domestic wind turbines?

No Comments

Environmental Impact Assessment

13. Do you have any comments on the relationship between EIAs and PDRs for small-scale, non-domestic wind turbine installations?

No Comments.

Existing permitted development rights

14a. Do you think government should make changes to existing PDRs for small-scale turbines in domestic settings?

No

Repowering and community energy projects

15a. Do you think government should introduce a new PDR for repowering projects?

Yes

15b. Please explain your answer.

Repowering allows existing turbine sites to be upgraded, often within the same established footprint and ensures that older turbines can be replaced safely and responsibly.

15c. Do you have views on how the planning system in England could be improved for repowering (or life extension) projects, beyond changes to the NPPF?

No

16a. Do you think government should introduce a new PDR for community energy projects?

Yes

16c. Do you have views on how the planning system in England could be improved for community energy projects, beyond changes to the NPPF?

Retrospective fitting of solar panels.

17. Do you have suggestions for any other circumstances where a PDR could be used for onshore wind installations?

No

General questions and evidence gathering

18. Do you have any further comments on the proposals in this consultation?

No

19. Do you have any further evidence or data to share?

No

Public Sector Equality Duty

20a. Do you think that the changes proposed in this consultation could give rise to any impacts on people who share a protected characteristic (Age; Disability; Gender Reassignment; Marriage or Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex; and Sexual Orientation)?

No



Report for councillors: Update on Biodiversity Actions

Issued to: Town Council - 18th May 2026

1. Purpose of Report

To provide the Council with an update on actions being processed since the adoption of the Biodiversity Policy in January 2026

2. Update to Model Action Plan

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)
Whole council area	Raise local awareness of biodiversity	Gain local support for action	Ongoing
Protect and support biodiversity	Encourage suitable planting to support biodiversity	Connect & diversify habitats to meet the needs of a variety of wildlife species	Majority of plants ordered for towns flowerbeds are sustainable
			Flowerbed by Signal box being restored
Cemeteries	Additional planting	Increased diversity of habitats and food sources	
	Maintain and renew bird boxes as required		Order placed for bird and bat boxes for the cemeteries, which are being made

			by the Men's Shed
	Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm Remembrance	Increased cover for invertebrates, reptiles, amphibians and small mammals	Areas in Brent Road and Westfield Cemeteries have been left for No Mow May
	Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates	Encouraging insects particularly butterflies and bees	
Recreation grounds	Sympathetically maintain hedging	Food sources and cover	N/A at current time
	Leave some areas unmown	Encourages insects	
	Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions	Sustain and enhance natural habitats	
Common/other open spaces	Adopt a management plan	Sustain and enhance natural habitats	
	Encourage residents to remove litter and pick up after their dogs	Protecting habitats	
	Work with the Somerset Council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety	Protecting/enhancing habitats Regular attention	
	Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals		
The built landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan	Protecting/enhancing habitats	
	Encourage hedgehog/small animal Extending habitats		

	Highways with permeable boundaries		
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the parish	Engagement/ownership of biodiversity	
	Raise awareness of the importance of gardens as habitats for wildlife	Promote biodiversity	
	Create a page on the council website for photographs/information/links	Promote biodiversity	
	Encourage local farmers to contribute	Promote biodiversity	
	Provide seed bombs / bulbs etc. for residents' use	Extending habitats	
	Discourage floodlighting	Protect nocturnal animals	
Support Community Projects	Support hedge/tree planting in any appropriate areas	Extending habitats	Supporting the Green Team and working with the Woodland Trust on a Tree Equity Project
	Consider events and offer volunteering opportunities to support biodiversity, working with local organisations	Promote biodiversity	



Report for councillors: Unmetered Electricity Supplier Report

Issued to: Town Council - 18th May 2026

1. Purpose of Report

To provide Councillors with an alternative provider of electricity for the unmetered supply of the Christmas Lights and Highbridge Clock.

2. Background

EDF currently provide the electricity for the Councils unmetered supplies for Christmas Lights and Highbridge Clock. These have not been included in previous assessments of contracts as the majority of suppliers will not quote for them.

Last year the cost of the clock increased by c.£50 per month and the Christmas lights by over £750 for the year due to changes in the way unmetered supplies are now billed.

3. Financial implications

There is only one other provider SSE that will take on unmetered supplies. Quotes have been obtained for both supplies through the broker Utility Aid (please see attachments) which indicate that savings of close to 50% can be achieved by switching to SSE, reducing our overall cost for the two supplies from just under £5,000 for the year to just under £2,500.

Please note these costings are based on total expenditure 2025-26. Costings for 2026-27 may vary.

Prices given are subject to daily fluctuations in the market but can be used as a guideline for costs.

4. Recommendation

To change supplier to SSE from EDF for the Councils unmetered electricity supplies.

Quotation Summary

Energy Type	Meter Location	Meter Type	Quantity
Electricity	See Attached Quotation	Electricity : 00 Profile	2

Annual Consumption

Day	Night	Eve/Wknd	Total
1,822	1,025	0	2,847

Supplier Offers

Current Estimated Annual Spend £4,965.01

SSE, Term:30/04/2029, Product:SSE Protect, Fuel:NHH	£2,483.74
Estimated Annual Saving	£2,481.27
Estimated Percentage Saving	49.98%

SSE, Term:30/04/2029, Product:SSE Protect, Fuel:NHH

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>2200042109325</u>	Christmas Lighting, Jubilee Ga	01/05/2026	30.719	30.719	0	0	220.434	Pence per day	1,822	1,025	0	2,847	£1,679.15
<u>2200042109399</u>	Unmetered Supply, Public Clock	01/05/2026	30.201	30.201	0	0	220.434	Pence per day	0	0	0	0	£804.58



Report for councillors: Tree Equity Project

Issued to: Town Council - 18th May 2026

1. Purpose of Report

To receive an update on the Tree Equity Project and to consider being the lead Council for the project.

2. Background

Further to the report that was considered at Council on 15th December 2025, unfortunately Bridgwater Town Council was unable to be the lead Council in the project due to already receiving funding from Hinkley Point.

The project details are the same as previously advised (as detailed below) although the timeframes have changed. However, for the project to move forward, Burnham-on-Sea and Highbridge Town Council would need to be the lead council which would include employing the full-time Tree and Woodland Community Officer.

Project details;

The Woodland Trust has undertaken a tree mapping survey and has found that Burnham-on-Sea, Highbridge and Bridgwater have a low tree canopy and would like to work with the Councils in making a funding bid to Hinkley Point to increase the number of trees, hedges and wildflowers etc. in the areas.

The full details of the proposal are still being drawn up, but an application has to be submitted before August 2026. The draft proposal would be for a funding bid of between £150,000-£300,000. A full-time Tree and Woodland Community Officer would be employed for a 3 year period (to be confirmed) and work 2 days in Burnham/Highbridge and 3 days in Bridgwater.

The project would involve working with landowners and for the community to be involved with planting. It is anticipated that a minimum of 200 trees would be planted in the Burnham and Highbridge area.

3. Financial Implications

There would be no cost to the Council, as all costs would be covered by the Hinkley Point funding. Office space would need to be provided for the Tree and Woodland Community Officer and some staff time.

4. Recommendation

That the Town Council agrees in principle to be the lead Council for the Tree Equity Project, subject to the funding bid being approved and details relating to the job role being approved by Human Resources-Sub Committee as required.



Burnham-on-Sea & Highbridge Town Council

Christmas Tree Supply and Installation Specification

Date

Christmas Tree Supply & Installation Specification (3 Year Contract)

Burnham-on-Sea & Highbridge Town Council

1. Contract Overview

The Town Council seeks a contractor to supply, deliver, install, secure, and remove two Norway Spruce Christmas trees, each 19ft in height, for the Christmas seasons covering 2026, 2027, and 2028.

The Council will supply the lighting sets; the contractor is responsible for safe installation, removal and storage of the lights as part of the overall service.

2. Locations

1. **Burnham-on-Sea Town Centre** – exact position to be confirmed annually.
2. **Highbridge Town Centre** – exact position to be confirmed annually.

Contractor must undertake a site visit each year before installation.

3. Tree Specification

- **Height:** 19ft, measured from base to tip after trimming.
- **Type:** Premium-grade Norway Spruce or Nordmann Fir (or equivalent), symmetrical and full-bodied.
- **Condition:** Freshly cut, healthy, free from disease, with strong central leader.
- **Trunk:** Diameter suitable for existing ground fixings.

4. Lighting (Provided by the Council)

The Council will supply for each tree:

- 24 sets of 24V LED pure white static string lights
- 6 × 24V transformers

Contractor responsibilities:

- Check all lights well in advance of fitting and notify the Council immediately if replacements are required.
- Install lights evenly and securely across the full height of each tree.
- Ensure transformers and cabling are weather-protected, safely positioned, and compliant with electrical safety standards.
- Provide any additional ties, fixings, or waterproof housings required.
- Ensure lights are PAT tested annually throughout the 3-year contract term.

5. Installation Requirements

The contractor must:

- Deliver and erect both trees using appropriate lifting equipment.
- Install both trees **no later than 5 days prior** to the annual switch-on events (dates confirmed each year).
- Ensure trees are installed **securely and vertically** using the Council's existing ground sockets or approved alternative fixings.
- Provide all labour, plant, and equipment required for safe installation.
- Install the Council-supplied lighting sets.
- Ensure all works comply with relevant health and safety legislation, including LOLER and PUWER.
- Provide Risk Assessments & Method Statements (RAMS) at least 14 days before installation.
- Ensure lights operate on timers until 6th January each year.

6. Storm Checks & Call-Out Requirements

Storm Monitoring & Post-Storm Safety Checks

The Contractor must monitor Met Office weather warnings throughout the installation period. Following any significant storm event or severe weather warning (Yellow, Amber, or Red), the contractor must carry out a post-storm safety check on both Christmas trees to ensure they remain stable, secure, and safe for public areas.

The Contractor must:

- Inspect the tree structure, trunk, and fixings
- Check for movement, leaning, or instability
- Inspect lighting, cabling and transformers for weather-related damage
- Report findings to the Council within 24 hours of completing the check
- Carry out any required remedial works within the response times set out below

Call-Out Response Time

Where the Council report concerns regarding the stability, lighting, or safety of either tree, the Contractor must attend site in accordance with the following tiered response times.

Tier 1 — High Risk / Safety-Critical Issues (4–12 hours)

Used where there is any risk to public safety or potential for escalation.

Definition: Issues that present an immediate or foreseeable hazard, including:

- Tree instability, leaning, or movement in high winds
- Structural failure of the trunk, base, or fixings

- Exposed electrical wiring, smoking/flickering connections, or water ingress
- Lighting faults that create a trip hazard or electrical risk
- Any issue reported by Police, Fire Service, or the Council as requiring urgent action

Requirement: The Contractor must attend site **within 12 hours** of notification and make the tree safe. Where the risk is severe, the Council may require attendance **within 4 hours**.

Tier 2 — Routine Operational Issues (within 24 hours)

Used where the issue affects appearance or function but is not dangerous.

Definition:

- Partial lighting failure (non-hazardous)
- Decorations displaced or damaged
- Minor adjustments to alignment or presentation
- Non-urgent electrical resets

Requirement:

The Contractor must attend site **within 24 hours** of notification to carry out remedial works.

Tier 3 — Non-Urgent / Cosmetic Issues (within 48 hours)

Used for matters that do not affect safety or core functionality.

Definition:

- Decorative elements requiring tidying
- Minor aesthetic concerns raised by the Council
- Non-essential adjustments

Requirement:

The Contractor must attend site **within 48 hours** of notification.

7. Removal Requirements

By the 16th January each year the Contractor must:

- Remove lights and Contractor to store the lights for the duration of the contract.
- Remove both trees and dispose of them responsibly (preferably via recycling/green waste).
- Leave sites clean, tidy, and free from debris.

8. Programme

- **Installation:** November each year (exact dates confirmed annually).

- **Removal:** by 16th January each year.

9. Insurance & Compliance

The contractor must hold:

- £10 million Public Liability Insurance
- £5 million Employers' Liability Insurance
- Evidence of relevant training/competence for operatives working at height and using lifting equipment.
- Risk Assessments & Method Statements
- Annual PAT testing certification for the lighting

10. Contract Duration

Three years: **2026, 2027, 2028**

11. Payment to Contractor

Costs are to be evenly spread across the 3 contract years.

Invoices should be addressed and submitted to the Town Clerk on completion of the works. Payments will be made within 28 days, once the work is signed off to the council's approval.

12. Queries

Any queries regarding the specification should be addressed to: -

Katherine Noble, Town Clerk

Telephone: 01278 788088

E-mail: townclerk@burnham-highbridge-tc.gov.uk