

**Minutes of a meeting of the Town Council held on 18th May 2026 in
the Council Chamber, The Old Courthouse, Jaycroft Road,
Burnham-on-Sea at 7 pm**

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

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

Public Participation:

A resident stated that the roads were full of potholes through the town and also that the lighting is still not working on the south esplanade.

701.0.T26 Election of the Mayor for the ensuing year and to receive the declaration of acceptance

Resolved Councillor Facey was elected as Mayor. The declaration of acceptance of office was signed.

Councillor Facey thanked the Councillors for their support. Cllr Facey had attended many events over the past year and promoted the towns. He stated that many people do not realise that Town Councillors are not paid. A lot has been achieved over the past year and looks forward to the Councillors continuing to work together.

702.0.T26 Apologies for absence

Apologies were received from Councillor Pearce.

703.0.T26 To receive any declarations of interest on items included on this agenda

There were no declarations of interests.

704.0.T26 Election of Deputy Mayor for the ensuing year and to receive the declaration of acceptance of office

Resolved that Councillor Wynn be elected as Deputy Mayor. The declaration of acceptance of office was signed.

705.0.T26 To receive and approve the minutes of the Town Council meeting held on 13th April 2026

The minutes of the previous meeting of the Town Council, held on 13th April 2026, were presented by the Mayor.



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

706.0.T26 Matters arising from previous minutes

Councillor Perry asked if the Better BOS items could be discussed. It was confirmed that this will be considered at the June Council meeting.

707.0.T26 To receive Mayor's report

The Mayor's report had been circulated with the agenda. A copy of the Mayor's report provided at the Annual Town's Meeting had also been circulated.

708.0.T26 To receive any reports from Somerset Councillors

Somerset Councillor Murphy will provide a report which will be circulated to members by email.

709.0.T26 To receive minutes of previous committee meetings

Planning Committee - 8th April and 29th April

No questions were raised.

Assets & Amenities Committee - 21st April

No questions were raised.

Finance & Governance Committee - 27th April

The query in the minutes regarding the CCTV report was raised. It was confirmed that the reports are provided to the Finance and Governance Committee as they are delegated to monitor the CCTV contract. It was agreed that if there are any concerns with the reports, they be raised at a Council meeting.

710.0.T26 To receive list of payments up to 5th May 2026

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

711.0.T26 To receive Town Council Accounts for month of April 2026

A query was raised if any deadlines for spending of the Community Infrastructure Levy monies were imminent. It was confirmed that this is monitored by the Finance and Governance Committee.

The accounts for April were received.

712.0.T26 To approve the bank reconciliation for April 2026

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



713.0.T26 To approve list of Direct Debit/BACS/Standing Orders payees for 2026/27

Resolved that the attached list of Direct Debit/BACS/Standing Orders payees for 2026/27 was approved.

714.0.T26 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.

Only a small number of participants from the Fritzlar Group are visiting Germany this year. A civic gift has been provided.

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

A proposal was made for Planning Committee meetings to be held before another Committee meeting, to try and increase attendance and reduce the number of evenings Councillors are required to attend meetings. Members on the Assets & Amenities Committee and Finance and Governance Committee would be expected to serve on the Planning Committee and attend when the Planning Committee precedes the meeting they are attending at 7pm.

A lengthy discussion took place regarding the proposal and concerns regarding the timings of the Planning meeting were debated.

Resolved that Planning Committee meetings are held at 6.30pm, unless the Chair requests a 6.15pm start and will take place prior to another Committee/Council meeting. That the Committee meeting timetable be amended accordingly. The membership of the Planning Committee is increased to 12. Members of the Assets & Amenities and Finance and Governance Committees be appointed onto the Planning Committee.

Resolved that the following Committee Membership is approved for the 2026/27 civic year:

Finance and Governance Committee

Councillors Mills, Searing, Vickers, Murphy, Keen, Clayton, Flurry, Gudka and Matthews.

Human Resources Sub-Committee

Councillors Millard, Clayton, Perry, Gudka, Keen and Matthews.

Assets and Amenities Committee

Councillors Millard, Mills, Murphy, Vickers, Perry, Clayton, Searing, Metcalfe, Hendry.



Planning Committee

Councillors Millard, Murphy, Vickers, Perry, Searing, Metcalfe, Hendry, Clayton, Gudka, Flurry, Matthews and Mills.

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

Resolved that the Committee Chairs and Vice Chairs of the Council Committees are elected as follows for the 2026/27 civic year:

Finance and Governance Committee

Chair - Councillor Gudka

Vice Chair - Councillor Matthews

Human Resources Sub-Committee

Chair - Councillor Perry

Vice Chair - Councillor Clayton

Asset and Amenities Committee

Chair - Councillor Clayton

Vice Chair - Councillor Perry

Planning Committee

Chair - Councillor Hendry

Vice Chair - Councillor Clayton

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

Resolved that the following appointments were agreed;

Body	Nomination
Air Training Corps	Councillor Millard
BAY Centre	Councillor Wynn
BiARS	Councillor Murphy
Burnham and Highbridge Community Association	Councillor Gudka
Burnham Chamber of Trade	Councillor Perry
Burnham LCN	Councillor Millard and Councillor Flurry as Deputy
Burnham LCN Highways Working Group	Councillors Clayton and Facey
Cross LCN Active Travel Steering Group	Councillor Gudka



Gravity Local Community Forum	Councillor Clayton and Councillor Metcalfe as Deputy
Green Team	Councillors Clayton and Metcalfe
Highbridge Community Hall Management	Councillor Murphy
Highbridge Festival of Arts	Councillors Millard and Mills
Highbridge Station Group	Councillors Millard and Hendry
LCF (Gravity Local Community Forum)	Councillor Millard
LCN Youth + Families Group	Councillor Millard
NALC Coastal Community Network	Councillor Clayton
NALC Super Councils Network	Cllr Perry and Town Clerk
NHS Somerset Foundation Trust Stakeholders Reference Group	Councillor Keen
Royal British Legion Councillor Network	Councillor Keen
SALC – Somerset Association of Local Councils	Councillor Facey and Town Clerk
Sea Cadets	Councillors Matthews and Facey
Sedgemoor Community Partnership(Morland HUB)	Councillor Millard
Somerset Armed Forces Conferences	Councillor Keen
The Community Breakfast @ TKASA	Councillor Facey
The Waffle Hub	Councillor Vickers
Town Twinning- Fritzlar Group	Councillor Facey

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

Resolved that the Electric Vehicle Charging Points Group and Princess Review Group be disbanded. The following appointments on Working Groups are agreed;

Carbon Neutral Working Group

Councillors Millard, Perry and Town Clerk.

Highbridge Regeneration Working Group

Councillors Vickers, Hendry, Metcalfe, Murphy and Perry.

719.0.T26 To review and adopt updated Complaints Procedure

Resolved that the updated Complaints Procedure is adopted.



720.0.T26 To review and adopt the Model Publication Scheme

Resolved that the updated Model Publication Scheme is adopted.

721.0T.26 To consider response to correspondence received

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

Councillor Gudka circulated a draft response and gave some background to the consultation and his proposal.

Resolved that Councillors submit any further comments to the Town Clerk by 21st May, which will be added to the circuited draft response for submission.

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

Councillors were reminded to read the consultation documents before meetings, to ensure clear responses can be given.

Resolved that the draft response is approved and submitted.

721.3 To consider screening the National Emergency Briefing

Councillor Millard gave some background information to the request.

Resolved that a screening of the National Emergency Briefing is shown at the Princess Theatre. The MP as well as other representatives be invited to sit on a panel for discussion after the showing. Councillors Millard and Vickers to lead on this.

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

The Town Clerk was thanked for progressing changes since the policy was implemented.

The report was noted.

723.0.T26 To consider the report on unmetered electricity supplier

Resolved that recommendation to change supplier to SSE for the Council's unmetered electricity supply is approved.

724.0.T26 To consider tree equity project report

Councillor Millard gave an overview of the project and advised that Bridgwater was no longer able to participate.



Some concerns were raised regarding ongoing maintenance. Councillors also requested assurance that the project would have absolutely no cost to the Council, which was confirmed.

Resolved that in principle, the Council agrees to lead the Tree Equity Project, subject to a funding bid being successful and details relating to the job role being approved by the Human Resources Sub-Committee.

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

Resolved that the circulated specification is approved.

726.0.T26 Date of next meeting

Resolved: The next meeting of the Town Council will be held on 29th June 2026 at 7 pm

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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>	

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	