

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

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

In attendance: K. Noble (Town Clerk), Nicole Brooks (RFO), three Police Officers and six members of the public

Before the start of the meeting the Mayor advised Councillors of the sad passing of former Councillor Chris William.

Public Participation:

A resident spoke regarding ongoing issues with Burnham Car Wash. In 2023, complaints concerning noise and fumes were addressed by Somerset Council. However, the business is now under new ownership and the generators currently being used are diesel and not electric, which is causing the issue with noise and fumes again. The Car Wash is also operating outside the hours granted under planning permission. Residents have contacted the landowner and Somerset Council but to date no action has been taken.

The Mayor thanked the resident and confirmed that a letter of support would be sent to Somerset Council and the issue will also be raised with Somerset Councillor Hendry.

A resident raised concerns regarding anti-social behaviour in Burnham High Street. There are issues with scooters being ridden the wrong way up the road and on the pavement, mopeds doing laps and youths shouting. The resident also raised the issues of unauthorised encampments in the Pier Street Car Park.

PC Manhire responded to confirm that the Police were aware of the issues raised and it is a complex issue managing this, however, the Police are actively targeting and seizing scooters where they can. With regards to the unauthorised encampments, the most recent encampment was removed by Police due to the disruption being caused.

Councillors commented on the need for more Police presence, repeated issues of anti-social behaviour need to be addressed and staff should be focused on the problem areas. PC Manhire stated that warning letters had been sent to 15 young people recently. A monthly Police drop-in surgery is being held on the third Wednesday of every month at The Waffle Hub between 10am – Midday. Residents were reminded to report incidents of anti-social behaviour through 101.

A representative from Fox Cycling spoke regarding the services he provides in teaching children how to learn to ride and that he would like to explore how he can work with the Council.

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

727.0.T26 Apologies for absence

Apologies were received from Councillors Hendry, Wynn and Flurry.

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

There were no declarations of interest.

729.0.T26 To receive and approve the minutes of the Town Council meeting held on 18th May 2026

The minutes of the previous meeting of the Town Council, held on 18th May 2026, were presented by the Mayor.

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

730.0.T26 Matters arising from previous minutes

Councillor Murphy stated he cannot attend Planning Committee meetings due to a conflict with Somerset Council Planning Committee.

731.0.T26 To receive Mayor's report

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

732.0.T26 To receive report from the Police

Councillors thanked the Police Officers for attending.

Councillors were given the opportunity to raise questions regarding the circulated report, which were answered. They included; was there an update on the team review? This is ongoing and a fuller answer would be provided in due course. Do the Police get help from other agencies when dealing with mental health and domestic issues, to help with preventative measures? There are multi-agency meetings that take place and referrals are made.

(Three Police Officers left the meeting at this juncture)

733.0.T26 To receive any reports from Somerset Councillors

It was asked if some of the information could be made available on the website, which was confirmed.

No questions were raised.



734.0.T26 To receive minutes of previous committee meetings

Planning Committee – 13th May and 8th June

No questions were raised.

Finance & Governance Committee – 8th June

No questions were raised.

735.0.T26 To receive list of payments up to 18th June 2026

The attached list of payments was received and noted.

A Councillor queried why the Princess Theatre payments were included and not separate, the RFO explained that the payments all come out of the same bank account, but the costs are coded to separate budget codes.

736.0.T26 To receive Town Council Accounts for month of May 2026

The accounts for May 2026 were received and no queries raised.

737.0.T26 To approve the bank reconciliation for May 2026

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

738.0.T26 To receive the Internal Audit year-end report for 2025/26

Resolved that the recommendations are accepted and will be implemented.

739.0.T26 To review and adopt the updated Data Protection Policy

Resolved that the Data Protection Policy is adopted.

740.0.T26 To receive Town Council Accounts for year ending 31st March 2026

A query was raised whether some monies could be moved from general reserves to earmarked reserves, the RFO will look into this and it could be considered in the autumn during the budget setting process.

A query was raised regards the legacy clock and it was confirmed that Somerset Council still have not given permission for a clock to be installed.

The detailed accounts were presented and accepted.

741.0.T26 To approve the Annual Governance Statement (s.1 of the Annual Governance and Accountability Return for 2025/26)

A briefing note had been circulated detailing the control measures in place and the RFO was thanked for the information.



The RFO read out each statement, which was then considered and voted on.

Resolved that Section 1 of the Annual Governance Statement for 2025/2026 was completed, approved and signed.

742.0.T26 To approve the Annual Accounting Statement for the year ending 31st March 2026 (s.2 Annual Governance and Accountability Return 2025/26)

Resolved that Section 2 of the Annual Governance Statement for 2025/2026 was approved and signed.

743.0.T26 To note the public rights and publication notice dates

The public rights notice will be published on the Council's website and noticeboard on 30th June and the Public Rights will commence on 1st July 2026 until 11th August 2026.

744.0.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.

It was agreed to appoint another councillor onto the Burnham Neighbourhood Stakeholder Reference Group at the next meeting.

The Highbridge Festival of the Arts were very pleased with the working relationship with the Theatre Manager and dealing with the professional staff.

745.0.T26 To receive Working Group update reports

- **Highbridge Regeneration**

Numerous topics and issues are being followed up and this is work in progress.

746.0.T.26 To consider response to correspondence received

746.1 To consider request to support the first draft of the Somerset Bus Franchising Proposal (May 2026)

It was agreed that further information was required and that the authors of the proposal be invited to attend the next meeting.

746.2 To consider a request from a resident of Isleport Grove regarding use of CIL funds for sports facilities on the estate

Councillor Millard advised that following representation at a previous council meeting regarding a community hall for Isleport Grove, a meeting for residents and developers was arranged.



Unfortunately only one resident came forward, therefore the meeting did not go ahead.

A lengthy discussion took place with concerns raised about the isolation of the development and lack of pathways and cycle routes into the town. It was agreed that further consultation to understand the residents' requirements was needed.

Resolved that the Town Clerk makes contact with the developer and that the Highridge Regeneration Working Group review options for taking forward.

746.3 To consider responding to the Somerset Council Local Plan Scoping Consultation

Resolved that a Task and Finish Group of Councillors Vickers, Millard, Perry, Murphy and Facey draft a response to the consultation.

747.0.T26 To approve residents' advice letter and use of Town Council Offices for meetings re unauthorised encampments

Resolved that the circulated letter is approved and distributed to the local residents in the areas close to unauthorised encampments and that the evening meetings can be held at The Old Courthouse (max twice per year).

748.0.T26 To review the current bank signatories for all Town Council accounts

The bank signatories were reviewed

Resolved that Councillor Murphy be added to the Natwest accounts authorisation list.

749.0.T26 To review and adopt the Strategic Plan

Aim 2 - Better BOS needs to be removed.

Under Aim 4 - the cost of living item, change 'maintain' to 'redesign' and add Councillor Gudka to the lead councillors list.

Resolved that the updated Strategic Plan is approved, subject to the changes above.

750.0.T26 To consider provision of IT equipment for Councillors

A query was raised why 18 laptops are not being purchased, considering the election next year. It was confirmed that all councillors were asked if they required a laptop. The requirement for further laptops will be considered near the end of the financial year.



Resolved that the Council approves the purchase of 10 councillor laptops and accepts quotation A at a cost of £5,769.

751.0.T26 To approve a request to release earmarked funds for a replacement exterior door for the men's public conveniences on the Esplanade

Resolved that the Council agrees to release £3,525 from the public conveniences earmarked reserve for the purchase of a replacement door

752.0.T26 To approve the Christmas Lights contract

Resolved that Company B be awarded the Hire and Installation of the Christmas Lights Contract for Burnham-on-Sea and Highbridge for the next 3 years.

753.0.T26 To appoint an internal auditor for 2026/27

The RFO advised it was good practice to change Internal Auditors after 3 years. A lengthy discussion took place and it was felt that the quotation from the existing auditor was the best value for money and was the only local company.

Resolved that Hillside Business Services be appointed as the Internal Auditor for 2026/27 at an estimated cost of £828.

754.0.T26 To consider Telecom lease at Brent Road Cemetery

Members were advised why the payments were being reduced and a discussion took place regarding the pros and cons.

Resolved that the lease is not renewed and EE are given 12 months' notice to relocate the apparatus.

755.0.T26 To consider a request to install a generator at Brent Road Cemetery

Resolved that the request for a generator to be installed at Brent Road Cemetery is denied.

756.0.T26 Date of next meeting

Resolved The next meeting of the Town Council will be held on 10th August 2026 at 7 pm.

757.0.T26 Resolved to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960

758.0.T26 To consider report on Highbridge Community Hall

Members were updated on the management of the Community Hall.

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
28/05/2026	Healthmatic Limited	15469	replacement door - Pcons - deposit	£1,312.50	£262.50	£1,575.00	paid 29/05/26
22/05/2026	Amazon	GB61AAKYABEY	soap dispensers - Princess	£94.44	£18.88	£113.32	paid 10/06/26
22/05/2026	Business Waste	P2033873	waste collection - Cemeteries	£4.56	£0.91	£5.47	paid 10/06/26
22/05/2026	Bridgwater Mowers	104305	ALKO/SOLO mower - Estates	£378.33	£75.67	£454.00	paid 10/06/26
24/05/2026	Aquablast	103136	drain blockage toilets - Apex Park	£150.00	£30.00	£180.00	paid 10/06/26
25/05/2026	Amazon	GB619X56ABEY	shelves - Pcons	£76.07	£15.24	£91.31	paid 10/06/26
25/05/2026	Stephanie Anne Hamer	PT10	seated exercise Mar-May 26			£480.00	paid 10/06/26
26/05/2026	Spot On Supplies	31694307	cleaning materials	£127.57	£25.51	£153.08	paid 10/06/26
26/05/2026	Amazon	GB61AUN3ABEY	stationery	£10.74	£2.15	£12.89	paid 10/06/26
28/05/2026	J Middleton	01506	Creative writing settlement			£90.00	paid 10/06/26
28/05/2026	Healthmatic Limited	15469	replacement door - Pcons - balance	£637.50	£127.50	£765.00	paid 10/06/26
29/05/2026	SALC	3189	Canva training - Reception			£80.00	paid 10/06/26
29/05/2026	Somerset Council	848971	job advert - Estates Manager	£65.00	£13.00	£78.00	paid 10/06/26
29/05/2026	Les Locksmith	29.05.26	lock repairs Public Conveniences			£640.00	paid 10/06/26
29/05/2026	Aquablast	103084	Remove blockage - Apex toilets	£130.00	£26.00	£156.00	paid 10/06/26
31/05/2026	Sopha	2154	Community Toilet Scheme - HB	£100.00	£20.00	£120.00	paid 10/06/26
31/05/2026	Glayshears	31.05.26	balance for Cemetery wall repair			£13,701.00	paid 10/06/26
31/05/2026	Biffa	308C102582	waste collection - Princess	£146.30	£29.26	£175.56	paid 10/06/26
31/05/2026	Business Waste	P2038861	waste collection - Cemeteries	£0.24	£0.05	£0.29	paid 10/06/26
01/06/2026	Business Waste	P2045594	waste collection - Cemeteries	£43.12	£8.62	£51.74	paid 10/06/26
01/06/2026	Business Waste	P2046304	waste collection - TC & Cem	£137.08	£27.41	£164.49	paid 10/06/26
01/06/2026	Screwfix	2013308114	COSHH storage	£383.32	£76.67	£459.99	paid 10/06/26
02/06/2026	Iris	INV-ISL-1435950	payroll - May 2026	£110.46	£22.09	£132.55	paid 10/06/26
03/06/2026	TKS Training	603611FF-0064	legionella training	£9.99	£2.00	£11.99	paid 10/06/26
03/06/2026	TKS Training	603611FF-0063	IOSH training	£120.00	£24.00	£144.00	paid 10/06/26
	Fay Hicks		eye test - expenses			£25.00	paid 10/06/26
	Emma Shaw		mileage - First Aid Course			£9.99	paid 10/06/26
01/04/2026	ICCM	4128/2026/27	membership fee ICCM			£110.00	
29/05/2026	Aroma Café Bar	29.05.26	seniors event refreshments			£390.00	
31/05/2026	Danfo	INV-1005	cleaning Pcons	£3,433.01	£686.60	£4,119.61	
31/05/2026	Business Waste	P2058584	waste collection - Cemeteries	£0.70	£0.14	£0.84	
31/05/2026	Business Waste	P2058695	waste collection - TC & Cem	£2.10	£0.42	£2.52	

31/05/2026	Business Waste	P2063530	waste collection - Cemeteries	£0.72	£0.14	£0.86
31/05/2026	Business Waste	P2063517	waste collection - Cemeteries	£0.48	£0.10	£0.58
01/06/2026	Microshade	260600476435	IT services	£1,054.80	£210.96	£1,265.76
03/06/2026	Amazon	GB61DDOJABEY	shelves for Pcons	£22.93	£4.58	£27.51
03/06/2026	Mynett Electrical Ltd	128304	repair to fan in Café kitchen	£78.00	£15.60	£93.60
04/06/2026	Three Ways Fire Prevention	12685	fire extinguisher check all sites	£274.00	£54.80	£328.80
06/06/2026	Aquablast	103292	clear blocked toilets- Apex	£130.00	£26.00	£156.00
10/06/2026	Screwfix	2013577077	padlock for carpark gate	£14.57	£2.92	£17.49
11/06/2026	Green Machine	INV-0170	cleaning Princess - June 2026	£408.11	£81.62	£489.73
11/06/2026	Amazon	GB6000948DIQ31	trailer side markers	£18.24	£3.65	£21.89 returned 19/06/26
11/06/2026	Somerset Adventures Ltd	4893	Emergency first aid at work x 12 places	£500.00	£100.00	£600.00
12/06/2026	Screwfix	2013622660	padlock for small gate - TC offices	£14.16	£2.83	£16.99
12/06/2026	ITEC	1206976	photocopier services	£74.32	£14.86	£89.18
12/06/2026	Bravo	1536	haze liquid - technical theatre	£80.80	£16.16	£96.96
15/06/2026	SALC	3243	Planning training Cllrs Vickers, Gudka, Millard, Matthews			£180.00
15/06/2026	Amazon	GB6008OD8WZ271	3 x strimmer wire	£102.48	£20.50	£122.98
15/06/2026	Mynett Electrical Ltd	128311	emergency lighting - Jaycroft Road	£377.68	£75.53	£453.21
15/06/2026	Top Secret Productions Ltd	TS26062	The Secret - show settlement			£328.34
16/06/2026	EJ Music	PTB001	Ed is Elton settlement			£1,181.13
16/06/2026	Riverside Plant Nurseries	BOSH217	46 x hanging baskets, 2 x cauldrons	£1,312.00	£262.40	£1,574.40
16/06/2026	Riverside Plant Nurseries	BOSH223	bedding plants & perennials	£1,440.00	£288.00	£1,728.00
16/06/2026	Amazon	GB601GDY2KMA51	ear plugs (for noise reduction)	£16.32	£3.26	£19.58
16/06/2026	Amazon	GB60048OTGHC31	tyre inflator	£45.82	£9.16	£54.98
16/06/2026	Proper Job	Z0009T02-712050	paint brushes & roller set	£5.95	£1.20	£7.15
17/06/2026	Bridgwater Mowers	104727	mower repairs	£48.00	£9.60	£57.60
17/06/2026	Bridgwater Mowers	104728	mower repairs	£20.00	£4.00	£24.00
17/06/2026	Bridgwater Mowers	104729	mower repairs	£67.68	£13.54	£81.22
18/06/2026	Taylor Plant Limited	INV-8839	new carpark entrance - Jaycroft Road	£18,475.16	£3,695.03	£22,170.19
18/06/2026	Vantech Commercial	8308	number plate replacement LF74RLW	£65.15	£13.03	£78.18
	Air Cadets		grants 2026-27			£277.00
	Somewhere House		grants 2026-27			£1,400.00
	Mark Moor Bowling Club		grants 2026-27			£490.00
	BEES		grants 2026-27			£1,400.00
	Academy Swim Team		grants 2026-27			£1,400.00
	Break A Leg		grants 2026-27			£1,400.00
	Hillview Juvenile Carnival Club		grants 2026-27			£2,000.00

BOSFest		grants 2026-27	£1,400.00
Burnham Heritage Centre		grants 2026-27	£630.00
Monarchs Gymnastics		grants 2026-27	£1,340.00
Sea Cadets		grants 2026-27	£2,000.00
The Waffle Hub		grants 2026-27	£1,400.00
BOS Bookfest		grants 2026-27	£630.00
Somerset Council	Jun-26	pension payment	£9,481.95
			<u>£81,008.90</u>