



**BURNHAM-ON-SEA AND  
HIGHBRIDGE TOWN  
COUNCIL  
PRESENTS:**

**FREE FIREWORKS DISPLAY**

**Pre-Carnival ( Monday 8 November 2010 )**

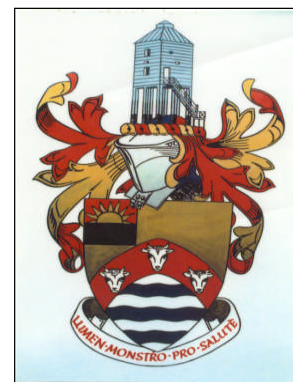
**SUNDAY  
7 NOV 2010**



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**BURNHAM-ON-SEA AND  
HIGHBRIDGE  
TOWN COUNCIL**



**ANNUAL REPORT  
AND  
ACCOUNTS  
2009/10**

**Some general information on how to contact us, and keep in touch with what we do.**

Contact the Town Clerk at:

Burnham on Sea and Highbridge Town Council  
The Old Courthouse  
Jaycroft Road  
Burnham on Sea  
Somerset  
TA8 1LE  
Tel: 01278 788088  
e-mail: [townclerk@burnham-highbridge.org](mailto:townclerk@burnham-highbridge.org)

Please visit our new improved website:  
**[www.burnham-highbridge.org](http://www.burnham-highbridge.org)**

Here you will find agendas of all Town Council meetings, and the meetings of its committees (so that you can find out what is being discussed) and once approved, copies of the minutes from all our meetings.

All our agendas are also published on our public notice boards at the following locations:

- The Council offices in Jaycroft Road, Burnham
- The Princess (opposite the library) in Burnham
- The Community Hall, Market Street, Highbridge.

All council and committee meetings are open to the public, and provided that you give proper notice to the Clerk, you may address the council for three minutes on any issue of local concern.



**Mayor & Mayoress Cllr Derick & Mrs Christine Cooper, plant a tree in Jubilee Gardens, Highbridge on Tuesday 20th April 2010.**

*“It has been a very busy and enjoyable year for Christine and I. We wanted to give something back to the two towns to mark the end of a wonderful year”*

## CHAIRMAN'S REPORT 2009/2010

### Your Town Councillors

<u>Name</u>	<u>Ward</u>	<u>Contact</u>
P Burrige-Clayton*	North	780130
D Davey*	North	780591
E Gill*	North	783570
K Smout	North	786003
N Jones*	North	785905
Mrs P Pollard	North	780311
J Morgan	Central & South	785466
M Clarke	Central & South	788826
A Thorogood*	Central & South	785454
M Mansfield*	East	783271
M Lloyd	East	783085
Mrs P Harling	West	789874
J Leach*	Burnham Marine	785379
Mrs P Burge	Highbridge	788134
Mrs J Keen	Highbridge	782909
D Cooper	Highbridge	789773
C Williams	Highbridge	787274
D Titcombe*	Highbridge	

### County Councillors

J Woodman	Burnham South & Highbridge	07970235256
P Burrige-Clayton	Burnham North	780130

### Other District Councillors

J Laband	Highbridge	01934 733799
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*\*Denotes also a member of Sedgemoor District Council*

The committee chairperson's reports will give you all the information on the tasks that this council has carried out during the past year. As you read them you will see how demanding this year has been and just how much work the members have undertaken. In common with all sections of the community, balancing finance and all the things they want to do for our town has been the biggest challenge. They have deliberated long and hard on many issues and I hope that the decisions they have made will at least satisfy some of you, some of the time.

On a personal basis, this year has been enormously enjoyable for my wife Christine and me, one of the most memorable of our lives together, I have seen it as my job to show recognition of all that the community does for itself and those who need our help. By the time my year in office has ended I will have attended about 150 events plus council and committee meetings.

We are approaching a period of time when we will have to rely more than ever on those who are prepared to give their time, energy and money for the good of the community. It will be no good sitting back waiting for others to do the jobs, we must all get involved. I am sure that our two towns will rise to the challenge.

Fortunately as I am retired I have been able to attend most of the events to which I have been invited, but nevertheless, I am grateful to the Deputy Mayor Cllr Danny Titcombe and to the second Deputy Cllr John Morgan for stepping in when I was unavailable.

I am also grateful to the Mayor's Cadet, Nick Jones and to Fr Robin Lodge and the Reverend Andrew Jackson, for their prayers, friendship and help as I have performed my duties.

Of course I need someone to keep me in order and to ensure that I was in the correct place at the right time, and that role was carried out splendidly by the Town Clerk Eileen Shaw, Denise Emery (Deputy Clerk) and Lorna Brewer. Thank you to all for your help, it was and still is, appreciated.

Finally, thank you to everyone who has been so kind to Christine and I during our year, to my fellow councillors, my friends and family who have been so supportive and to the members of our many voluntary organisations who have made us so welcome at their events.

**Cllr. Derick Cooper**  
**Town Mayor and Chairman**



**Policy & Finance Committee report to Annual Towns Meeting**  
**7 April 2010**

The main function of this committee is to set and monitor the Town Council's budget and expenditure, ensuring that appropriate levels of reserves are maintained, minimising any risk (financial or otherwise to the Council) and considering matters of policy in response to consultation documents on a wide range of issues. It is also responsible for allocating grant funding for local organisations that benefit the community in which we live.

**Budget 2010/11**

The biggest issues facing the Council in the coming year is finance, and this Committee spent many hours debating the level of the budget for 2010/11, which sets the share of the council tax paid by local residents which comes to this Town Council.

One of the challenges in setting the budget was a request from Sedgemoor District Council to enter discussions with it and other parish councils about the possibility of joint funding or other innovative ways of providing those services that are discretionary – ie the District Council having no statutory duty to provide them.

Discussions on this are on-going but this Committee made a recommendation to the full Council (which was accepted) that this year's budget included a contingency sum of £75,000 towards funding those services the District Council may not be able to continue.

At the time of writing this report, £50,000 of this £75,000 has been committed to ensure that the Tourist Information Centre on the Esplanade remains open until March of next year. Sedgemoor District Council was on the brink of closing this facility at the end of last month (March 2010) but the Town Council's funding has allowed a "breathing space" while efforts are made by a Working Party, set up through the efforts of the Town Council, to secure long term funding from April 2011 onwards.

issues, road safety and the impact on local services. Local knowledge from Town Councillors is an important part of the planning process.

I would like to thank members, and especially my deputy Cllr Mrs Burge, who have attended the many meetings of the planning committee over the past year.

Cllr Mrs Pauline Pollard  
Chairman  
April 2009



## **PLANNING APPLICATIONS COMMITTEE REPORT APRIL 2010**

The Planning Applications Committee members attended 20 meetings over the past year, meeting every 2 to 3 weeks in order to meet the 21 days consultation period. As well as considering all planning applications for Burnham on Sea & Highbridge the committee also consider a small number of applications for neighbouring parishes if they consider the application will impact upon the towns in any way. For example the development of 53 dwellings on land to the west of Lawrence Close and North of Wallace Wells road, the site is in Burnham Without parish but sits on land between Highbridge and Burnham, and future residents will use facilities such as shops, doctors schools etc. in our towns.

This year the committee considered 115 planning applications, as well as several enforcement issues, applications for road closures and requests to name streets on new developments. The committee also considers other consultation documents on matters that affect the development of our towns, such as conservation issues, listed buildings, the electoral review and Hinkley Point. In order to keep informed on such subjects the committee have heard from the conservation officer at Sedgemoor District Council on the dismantling of the Highbridge Hotel and have attended presentations from EDF, the Community Council and Sedgemoor District Council on Hinkley Point.

Hinkley Point C is still in the consultation process and we are currently awaiting the Stage 2 consultation document, as well as the transportation report from EDF. In the meantime we are collating our response to the Infrastructure Planning Committee, along with other parishes in the District, to inform them of the information we would like to see in the Environmental Statement that EDF are currently compiling.

Each application must be considered on its own merit, taking into account properties in the surrounding area, environmental

The remaining £25,000 will enable the Town Council to negotiate with Sedgemoor District Council (and others) about future services and possible joint funding/working.

In coming to this decision, the Town Council was also very conscious of the decision by Somerset County Council not to increase its share of the Council tax at all, and whilst at the moment, the County Council does not appear to be proposing any cuts in its services, this was not confirmed at the time of the budget setting process for this Council.

The budget considerations resulted in the Town Council setting a net budget of £416,472 for 2010/11 which means a payment of £60.99 for a band D property, an increase of £9.51 per annum over 209/10.

The committee continues to monitor the investment of the Council's reserves, endeavouring to secure a balance between achieving the best interest rates and minimising the risk of any loss.

### **Risk Management**

The Town Council manages risks in several ways – insurance, risk assessment, and financial controls, and all of these need to be reviewed on an annual basis. This is both good practice, and a requirement of the Town Council's auditors who wish to see a robust risk management policy in place. The review of these policies takes a great deal of time for this committee.

### **Staffing**

A sub committee, chaired by Cllr Smout, has spent a considerable amount of time over the past year reviewing existing staff contracts to ensure that they meet current legislation. This is an on-going situation for which the Town Council pays for professional advice.

The Council employs a total of 9 staff, which includes the Town Clerk, a deputy Clerk and a general administrative assistant, a handyman and five groundsmen for its three cemeteries.

## Grants

Grants funding awarded for this year totalled just over £11,000 and we wish all recipients success in their various ventures to support our local community.

I thank the members of this Committee and my deputy Cllr John Morgan for their support during this difficult year, as well as the Town Clerk and her deputy for their work providing the information required to enable us to make informed decisions.

Cllr Danny Titcombe  
Chairman  
**April 2010**



## **Youth Town Council- Annual Towns Report**

This year, the Youth Town Council has been focussing on the organisation of the 2009 and 2010 Youth Fests. Last year's Youth Fest was, by all accounts, a huge success and feedback from the young people who attended was positive. We are hoping to build on the successes of the '09 Youth Fest to produce a bigger and better Youth Fest this year.

The Youth Town Council is once again working with Lions International, and their support for last year's event was invaluable. For example, their funding helped secure a climbing tower, which became one of the main attractions for the event.

We have already secured a number of high-profile groups to appear at the event this summer, and we are hoping to attract even more participants to ensure this year's festival is even better!

We have struggled with membership levels over the past year, but we have managed to attract a few new members from junior schools in the area. We are looking at working with Sedgemoor District Council in a District Youth Council. Mrs Burridge-Clayton, a mentor for our members, has helped establish a link with schools in our area to aid the recruitment progress.

Meetings continue to be held monthly; our next meeting will be held at the Shed on Friday, April 23<sup>rd</sup>.

If you would like more information about the Youth Town Council, or want to join, please visit our website at [www.youthtowncouncil.com](http://www.youthtowncouncil.com). Thank you

Christopher Burr ridge-Barney  
Chairman  
April 2009

## **Town Improvements Committee 2009-10 Report to the Annual Towns meeting 7 April 2010**

and the High Street, and the Highbridge War Memorial, and from 2010 onwards also bus shelters, town signs and other street furniture (although the installation of new street furniture will still fall under the remit of the Town Improvements Committee).

### Allotments

The committee is also responsible for two allotment sites – one just off Love Lane in Burnham on Sea, (leased and managed by a Tenants' Association) and the other at Walrow in Highbridge (under the direct control of the Town Council). Whilst there is a small budget for the allotment site at Highbridge, it is to a large extent self-funding, rental income being offset against running costs.

Allotments continue to be popular and regrettably there are still waiting lists for both sites, despite our best efforts to find additional land – no easy task at a time when there appears to be an ever increasing demand for housing land.

Finally, I would like to thank our Clerk, Eileen Shaw, for overseeing all the work of the committee, and for her support and advice during the year. My thanks also go to the deputy clerk, Mrs Denise Emery, for the administration of the Highbridge allotments.

Cllr Dennis Davey  
Chairman  
April 2010



Having been re-elected as the Chairman of this Committee last May, it falls to me once again to report on its activities over the past year and plans for the coming year.

The remit of this Committee is to undertake minor improvement schemes to enhance our environment, to organise events to try to make our towns a better place to live for residents, and to help promote tourism, which plays such a vital role and brings benefits to all.

### **Environment**

#### Public seating:

During the past year, new seats have been installed in Pepperall Road, Westmere Crescent and Love Lane.

Members of the public have now pledged funding for at least two more (possibly three) seats which it is hoped will be installed during 2010/11, once all the necessary permissions from land owners, and the Highway Authority, have been obtained.

Our town handyman (funded through this committee) continues to work in partnership with the Probation Service's Community Payback team on a rolling programme of public seat maintenance in both towns. (It should be noted however that the seats in public parks and on the Esplanade are owned by Sedgemoor District Council and the maintenance of these seats is their responsibility).

The Town Clerk also has a very good working relationship with officers at Sedgemoor District Council and the probation service, and is in regularly contact over seats and other environmental officers.

#### Landscaping:

Working in partnership with Sedgemoor District Council and the County Council, this committee provides funding for addi-

tional grass cutting on the Queens Drive, and the A38 Isleport to Bristol Bridge since it is felt that these two major entrances to our towns deserve extra attention.

The Clerk continues also to work closely with both Sedgemoor District Council and the Highbridge in Bloom committee to raise the standard of maintenance in Alpha House gardens.

We have also supported various community groups with additional litter picking, and are particularly grateful to the Rotary Club of Burnham on Sea for their support along the Queens Drive, and the Highbridge in Bloom group in Highbridge.

Thanks to the parish bulb planting scheme supported by Sedgemoor District Council, we have also seen additional daffodil bulbs planting this year in both Burnham and Highbridge and again thank the Rotary Club and Highbridge in Bloom group in particular for their generosity in time to plant the bulbs.

For this coming summer, the Clerk is working with the Highways Authority and the Highbridge in Bloom committee to try to arrange for some railway bogey wheels, with appropriate landscaping, can be placed close to the Walrow roundabout.

Lastly the Town Council continues to fund the planting of additional flower towers in both Burnham and Highbridge, which help to bring additional colour over the summer months.

#### Marine Cove Gardens:

Funding from the Town Council to assist with the restoration of these gardens remains ring-fenced for this purpose, but much now depends on the outcome of Sedgemoor District Council's bid for Heritage Lottery funding. A meeting with representatives from the Heritage Lottery organisation is planned for next week, and I shall be attending to represent the Town Council.

#### Christmas:

This committee was once again pleased to fund the provision of two town Christmas trees, one for Burnham and one for Highbridge, and to provide some new lighting for both. It also funded the Christmas lighting competitions in both towns.

gency lighting system, total cost of £500. This work has now been completed.

Storage at the Old Courthouse has presented some particular problems, particularly for the handyman's equipment, the fuel, chemicals and other materials he requires for his work and the additional measures identified as part of our on-going risk assessment policy with regard to health & safety.

It was decided therefore to erect a prefabricated garage and storeroom in the car park at one end of this building, total cost £10,000. This has two main advantages – one, providing safe and secure storage for hazardous materials, and the handyman's tools, and a garage for the council-owned vehicle used by the handyman, and two, freeing up valuable space in the building with a letting potential to bring additional income to assist with the running costs of this building.

Work on erecting a secure fence on land adjacent to the Old Courthouse has now been completed and it is hoped that in the years to come, ownership of this land will add considerably to the value of this property.

During the past year it has also been necessary to spend £700 on repairs to the fire alarm system. It should also be noted that funds are being set aside in the long term to upgrade both the fire and intruder alarm systems.

The Clerk also oversees other general minor repairs to the building as necessary.

Part of the cost of the works to keep the Old Courthouse in good repair is met from the rental income the committee receives and this is reviewed on an annual basis. General lettings of the Council Chamber bring in an income of approximately £4000 annum, with a further £3500 from permanent lettings.

#### Other properties

This Committee also oversees maintenance on all other properties owned or maintained by the Town Council – the bandstand in Manor Gardens, the Victorian Drinking Fountain in Sea view Road, the water splash feature at the junction of Marine Drive

## **PROPERTY COMMITTEE - ANNUAL REPORT 2009-10**

I was pleased to be re-elected as Chairman of this Committee for the year 2009-10, and I would like to thank to my vice-chairman, Cllr Derick Cooper, and the committee for their hard work, advice and consideration of all the issues before this committee during the past year.

### **Old Courthouse**

The main responsibility for this Committee remains the maintenance of the Council offices in Jaycroft Road – interior and exterior decoration, maintenance of the roof, the boiler, the fabric of the building, maintenance of the intruder and fire alarm systems, and the car parks.

During the financial year to 31 March 2010, we have paid for a survey of the tiled sections of the roof at the Old Courthouse, and it was widely reported in the press that this Council was to spend almost £100,000 on repairs. I must stress that this is the total MAXIMUM cost, and it could be considerably less. This is because until the tiles are removed, it is not possible to inspect the roof trusses since there is no loft space in the main part of the building, so if it turns out that the roof timbers are in good condition, the cost could well be considerably less.

It must be remembered however that the building is around 90 years old in parts, and the major (and certainly most valuable) asset of the Council.

The total cost also includes improved insulation to the roof which we are confident will have an impact on the fuel bills.

This cost will be spread over the next 4-5 years, starting with the financial year 2010-11, dealing with the roof section by section.

Recognising that maintaining the roof in a good state of repair as a priority, the committee has deferred plans to modernise the heating system.

As part of the fire risk assessment for the Old Courthouse, a survey of the electrical systems has been completed, as a result of which some work was required in the boiler room and the emer

### **Jubilee Gardens**

The Town Council has been in close consultation with the landscaping team at Sedgemoor District Council, and you will no doubt have noticed the improvement works currently taking place there.

### **Town Handyman**

The town handyman, funded through this committee, continues to undertake many of the “little” jobs neglected by others – cleaning the town signs, cleaning bus shelters, making sure alleyways and footpaths are passable, and removing as far as possible fly-posting and graffiti.

### **Annual Fireworks Display:**

The Town Council once again funded the Annual Fireworks Display on the Esplanade, generally considered to be a “curtain-raiser” for the Highbridge and Burnham Carnival on the following day, and despite a delay at the start, the display was appreciated by a large crowd of residents and visitors to our town.

The Town Council is very grateful to those businesses who supported this event financially

Over events supported by this committee include the Stert Island swim, the Farmers’ Markets in the High Street, the Vale of Avalon Vintage Car Rally, the BARB Escape Day and a Brass Band concert in the Manor Gardens.

The Town Council is also in discussion with Sedgemoor District Council about the possibility of a further continental market, and concessions for the Esplanade for the next three years. The list of concessions includes such things as donkey and pony rides, a trampoline/bouncy castle concession, deck chairs and the land train – all the sort of things you would expect to see in a traditional seaside resort, much valued by local families and local residents alike.

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**Residents' Guide:**

The new edition of the residents' guide was published at the end of the summer and the Town Council is very grateful to Moose for its help in distributing it to every household in both towns. Copies are still available from the Council offices in Jaycroft Road.

**Civic Awards:**

This Committee filters all the nominations for Civic Awards and will be considering nominations for 2010 at its meeting at the end of April. No announcement is generally made however until nearer the time of the Annual Civic Service (date not yet agreed).

**Other Issues**

**CCTV cameras:**

After much consultation with the police, Sedgemoor District Council, our two County Councillors and Burnham Holiday Village on ways to deter anti-social driving on the South Esplanade, funding was finally agreed (via the Policy & Finance Committee) to support the installation of an additional CCTV camera and ANPR (automatic number plate recognition) cameras.

Additional funding was also secured to provide additional coverage for other areas of the Esplanade, Marine Drive, and Market Street in Highbridge.

**Esplanade lighting:**

This committee continues to maintain the existing lighting on the Esplanade although, because of economic pressures in other areas, is not in a position to make any substantial funding available for replacement lighting.

**Dog and litter bins**

This is another area where the Town Council works with Sedgemoor District Council by providing funding for additional dog and litter bins which then are passed into the ownership of the Dist-

	<b>Represented By</b>	
78,549	GENERAL RESERVE	79,124
2,500	EMR ELECTIONS	5,000
1,375	EMR PC O/C GEN MTCE	0
0	EMR PC O/C ROOF	6000
500	EMR PC BANDSTAND	1000
485	EMR PC WAR MEMORIAL	635
50,040	EMR TI REGENERATION	45,000
2,000	EMR TI ESPLANADE SPEED SIGNS	0
993	EMR TI DOG/LITTER	1,000
1,250	EMR TI WATER FEATURE	750
2,250	EMR TI H/B MISC FUNDING	2,750
4,500	EMR MARINE COVE	4,500
1,508	EMR WALROW ROUNDABOUT	0
3,500	EMR REPLACEMENT VAN	0
500	EMR RAILWAY MEMORABILIA H/B	2,000
2,000	EMR ALLOTMENTS LL	0
1,455	EMR FIREWORKS	6,500
1,000	EMR HIGHBRIDGE TOWN GREEN IMP	0
100	EMR VICTORIAN DRINKING FOUNTAIN	200
625	EMR TI PUBLIC SEATING	0
1,350	EMR TRAINING BUDGET	1,350
3,765	EMR ESP LIGHTING	0
1,750	EMR BUS SHELTERS	0
6,500	EMR ENHANCED TOWN CLEANING	0
46,991	EMR MISC CONTIGENCY FUND	42,000
0	EMR HIGHBRIDGE CLOCK	2,440
0	EMR THE PRINCESS	15,000
0	EMR NEW TELEPHONE SYSTEM	665
0	EMR VALUATION FEES	600
0	EMR SECURITY / ALARMS	1,000
0	EMR NEW GARAGE	565
0	EMR OIL O/C HOUSE	575
0	EMR HISTORY PANELS	3,780
0	EMR POSTER POINTS	1,000
<b><u>215,486</u></b>		<b><u>223,434</u></b>

## Burnham & Highbridge T C 2009-2010

### Balance Sheet as at - 31st March 2010

31st March 2009

31st March 2010

#### Current Assets

499	DEBTORS	2000
1,708	VAT REFUNDS	3,187
6,118	ACCRUED INTEREST RECEIVABLE	809
1,825	NATWEST CURRENT ACCOUNT	-3,395
0	NATWEST DIRECT RESERVE	40,414
100000	NATWEST ONE YEAR BOND	50,000
50,000	NATWEST 3 month bond	0
58,048	ABBEY NATIONAL	83,491
0	FIXED RATE BOND	50,000
79	PETTY CASH	104
<b>218277</b>	<b>Total Assets</b>	<b>226610</b>

#### Current Liabilities

0	CREDITORS	116
2,126	ACCRUALS	2,058
475	YOUTH COUNCIL	677
190	RECEIPTS IN ADVANCE	325
2791	<b>Total Liabilities</b>	3176
<b><u>215486</u></b>	<b>Total Assets Less Current Liabilities</b>	<b><u>223434</u></b>

## **BURNHAM JOINT BURIAL COMMITTEE 2009/10**

This year the Burial Committee have carried out 83 interments within the three cemeteries that they operate, as well as processing 122 applications for memorials.

Staff in the cemeteries have attended Cemetery Operatives Training, bringing them up to date with current health & safety regulations, and working practices. Following on from the course, new shoring equipment has been purchased for all three cemeteries. Staff also attended a first aid course.

Highbridge Cemetery has just 4 burial plots remaining, after which interments will continue to take place in reserved graves, as well as interments of cremated remains. Highbridge cemetery lost one of the mature trees in the main section of the burial grounds during storms in January this year, when the tree uprooted and collapsed. Fortunately no-one was hurt, although staff were working in the cemetery at the time, and no damage was sustained to any memorials. The fallen tree was removed within 48hrs and all trees in the cemetery will continue to be surveyed and maintained.

In Brent Road Cemetery the first memorial was placed in the Rose Garden in March 2010. The Rose Garden offers an alternative style of memorial through the purchase of a Rose and plinth commemorating a loved one.

The Burial Committee is committed to maintaining the three cemeteries to the highest standard, and this includes maintenance of the records for all three cemeteries. Records are held in the Council offices for all interments, memorials and reserves since the cemeteries were opened, and this helps the Burial Committee locate family graves for relatives.

The Burial Committee continues to plan for the future maintenance of all three cemeteries and in particular the expansion of Brent Road Cemetery. As new sections are opened for use, new

## Burnham & Highbridge T C 2009-2010

### Income & Expenditure Account for Year ended - 31st March 2010

31st March 2009

31st March 2010

#### Income Summary

348,693	INCOME - PRECEPT	348,693
0	INCOME - PRECEPT BJBC	0
7,117	INCOME - BANK INTEREST	3,400
<b>355810</b>	<b>Sub Total</b>	<b>352093</b>

#### Operating Income

3,105	ADMINISTRATION	5148
908	GRANTS (INCL S137)	910
7,375	OLD COURTHOUSE	7,934
667	ALLOTMENT HIGHBRIDGE	864
0	ALLOTMENT BURNHAM	0
8,043	TOWN IMPROVEMENTS	8,636
760	TOWN IMPROVEMENTS MTCE	2,490
8,000	HANDYMAN	2,188
<b>384,668</b>		<b>380263</b>

**STAFFING S**

**BURNHAM-ON-SEA & HIGHBRIDGE  
BURNHAM JOINT B**

