

**HOLCOMBE PARISH COUNCIL  
IN THE COUNTY OF SOMERSET**

[www.holcombepc.org.uk](http://www.holcombepc.org.uk)

Clerk: Vickie Watts, Gallant Hill Farm, Foxcote, Radstock, BA3 5YB  
[clerk@holcombepc.org.uk](mailto:clerk@holcombepc.org.uk) 07971 516916 / 01479 880428

**Minutes from Holcombe Parish Council Meeting, which took place on  
Tuesday 7<sup>th</sup> May 2024 at Holcombe Village Hall**

**Councillors Present**

- Cllr Davies (Acting Chair)
- Cllr Eade
- Cllr Emery
- Cllr Gait
- Cllr Govier
- Cllr Kerr
- Cllr Roberts
- Cllr Stratford

**In attendance:**

- 3 members of the public present.
- Clerk Vickie Watts taking the minutes.

**1. Public forum**

3 members of the public attended the meeting to raise concern over the large new entrance which had been installed at the lower part of Holcombe Hill. It was acknowledged that there was already a small gateway at the location which had become overgrown through lack of use and that there were 2 other access points to the field. They questioned how they were able to remove such a large section of mature hedgerow without planning permission especially given that birds could have been nesting within at this time of year. It was also stated that the location of the gate was not the same as submitted as part of the planning application 2023/0488/FUL which was further up the hill.

A planning enforcement officer had written and asked the Clerk to publicise that they were aware of the work to create the new access but that they did not intend to take any formal planning enforcement action at that point but would consider options once the application had been determined and should it be refused.

After discussion it was agreed that a letter would be sent to the planning officer covering the following points:

1. When would a decision on the application be made?
2. Highlight that the new entrance is not at the location specified within the plans
3. The new entrance is large, on a bend, has been tarmacked (so is permanent) and could have caused environmental disruption and should have been subject to planning permission.
4. Request that the application 21023/0488/FUL be considered by the planning committee

The Clerk would contact the enforcement officer to highlight that the gate has not been installed at the location specified in the planning application and should therefore be investigated.

**Action: Clerk to draft letters to the planning officer and enforcement officer and copy in the Somerset Cllrs**

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**2. Apologies for absence**

Cllr Brand sent apologies, which were accepted by the Chair.

**3. Declaration of interests and dispensations**

There were none.

**4. Approve Minutes of previous monthly meeting held on Tuesday 2<sup>nd</sup> April 2024**

The minutes had been circulated to all Councillors prior to the meeting. It was proposed by Cllr Kerr and seconded by Cllr Emery that they accurately reflected the meeting and should be approved.

***Vote: 8 For; 0 Against; 0 Abstention***

**5. Action updates from last meeting**

All actions had been completed or would be covered as agenda items during the meeting apart from:

- Bird boxes - Cllr Kerr accepted an offer of 5 bird boxes made by a local Men's Shed group for erection around the village. Cllr Stratford fitted 1 in Jubilee Garden and the old church and 3 on the playing field. Thanks were expressed to all involved.

***Action: Clerk to promote on the website.***

**6. Reports**

6.1 PCSO – No report had been received

6.2 Somerset Council – No report had been received

**7. Planning Applications**

7.1 2021/2815/FUL – Application to vary condition 9 (materials) of planning approval 2021/2815/FUL (Redevelopment of stables with 1no. dwelling) to grey concrete slates and Upvc windows/doors.

The Old Stable, Brewery Lane, Holcombe

All Councillors had considered the plans prior to the meeting. Cllr Gait outlined the application and after discussion it was proposed by Cllr Gait and seconded by Cllr Kerr that the application should be recommended for approval.

***Vote: 8 For; 0 Against; 0 Abstention***

***Action: Clerk to notify the planning officer***

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- 7.2 2024/0593/HSE - First floor extension to provide additional bedroom.  
Little Tynning Charlton Road Holcombe

All Councillors had considered the plans prior to the meeting. Cllr Gait outlined the application and after discussion it was proposed by Cllr Gait and seconded by Cllr Eade that the application should be recommended for approval.

***Vote: 8 For; 0 Against; 0 Abstention***

***Action: Clerk to notify the planning officer***

**8. Planning Updates**

2024/0289/PAA at Field to the South of Cedarwood House Holcombe Hill

A Councillor attended the planning committee meeting on the 7<sup>th</sup> May and reiterated the decision made by the Parish Council that the application should be refused. The Planning Committee voted in favour of refusing the application.

**9. Finance**

9.1 Bank Reconciliation

This would be an agenda item for the next meeting

9.2 Consider and approve the year end accounts 31<sup>st</sup> March 2024

The Clerk had circulated the year end accounts which had already been considered by the Finance working party who recommended that they should be approved. There were no questions raised. Cllr Gait proposed and Cllr Kerr seconded that that the accounts should be signed off as an accurate record.

***Vote: 8 For; 0 Against; 0 Abstention***

9.3 Review and Agree Reserves

The Clerk had shared a document showing how the reserves of £18,859.97 had been allocated. It was proposed by Cllr Kerr and seconded by Cllr Emery that the reserves should be agreed as specified in the report.

***Vote: 8 For; 0 Against; 0 Abstention***

9.4 Review Asset Register 2024/25

The Clerk had shared a document showing all Parish Council assets totalling £51,146. It was proposed by Cllr Kerr and seconded by Cllr Emery that the asset register should be agreed.

***Vote: 8 For; 0 Against; 0 Abstention***

9.5 Review Financial Risk Assessment 2024/25

The Clerk had shared the Financial Risk assessment which remained unchanged from last year. It was proposed by Cllr Kerr and seconded by Cllr Gait that the document should be adopted and signed by the Chair.

***Vote: 8 For; 0 Against; 0 Abstention***

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- 9.6 Annual Audit – Agree resolution that Holcombe Parish Council meets the criteria for 2023/24 and wishes to be an exempt authority, not subject to the limited assurance review, for that year. Sign the Certificate of Exemption

The Clerk had circulated a copy of the Certificate of Exemption – AGAR 2023/24 Part 2 prior to the meeting. The certificate was read out by the Clerk when it was confirmed that the Parish Council was able to certify itself as compliant and therefore exempt from having to undertake a limited assurance review. It was agreed that the Parish Council was eligible for exemption and the certificate of exemption was signed by the Chair.

*Vote: 8 For, 0 Against and 0 Abstentions*

- 9.7 Consider and approve section 1 of the Audit - Annual Governance statement 2023/24

The Clerk had circulated a copy of the annual governance statement to all Councillors prior to the meeting. The Clerk read through questions 1 to 9 with the Councillors answering yes to all apart from question 9 which was not applicable. It was agreed that the statement should be signed by the Chair.

*Vote: 8 For, 0 Against and 0 Abstentions*

- 9.8 Consider and approve section 2 of the Audit - Accounting statements 2023/24

A copy of the completed accounting statement which had been signed by the Clerk had been sent to all Councillors prior to the meeting. It was agreed that the statement should be signed by the Chair.

*Vote: 8 For, 0 Against and 0 Abstentions*

- 9.9 Parish Council Payments:

The following invoices were presented for payment:

Vickie Watts – Salary & Expenses	£350.79
Npower – Lychgate Electricity Supply	£115.46
Unit Glass Ltd – Glass for Lychgate	£796.70
Gordon Ellis & Co – Bench for Jubilee Garden	£489.19
Western Web – Annual domain fee	£ 30.00
AJG Insurance Brokers – Annual Insurance	£494.25
Vickie Watts – Mileage	£ 13.20

- 9.10 Playing Field Payments: There were none.

It was proposed by Cllr Govier and seconded by Cllr Kerr that the abovementioned payment for the Parish Council should be approved.

*Vote: 8 For; 0 Against; 0 Abstention*

## 10. Highways

- 10.1 Update on Auto Speed Watch (ASW)

Cllr Stratford reported that during the month the unit had captured a significant amount of useable data which created reports showing the list of persistent offenders and those driving at the highest speeds. Data reports showed that the highest speed was 49 mph and the most persistent offender was the same vehicle as the previous month.

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10.2 Update on existing issues already reported to Somerset Highways (SH)  
There was nothing to report.

10.3 Report of new issues  
It was noted that the traffic lights on Charlton Road were there for 5 days when there was only 1 day of work undertaken.

**11. Discuss request from Somerset Council for engagement in an exercise to help pull together a guidance toolkit for public rights of way maintenance**

It was agreed that the Clerk would complete the questionnaire notifying Somerset Council that Holcombe Parish Council does not fund regular repairs /improvements to the Rights of Way.

**Action: Clerk to complete**

**12. Councillor Reports/Updates including Playing Field, Village Hall, SALC, etc**

Planning Development Group – Cllr Davies confirmed that he attended the first meeting where there was much talk about neighbourhood plans and whether a plan would carry any weight with Somerset Council. The group were also keen to establish if neighbouring villages would like to join. The next meeting is scheduled for 9<sup>th</sup> May 2024.

Village Hall – Cllr Govier attended the Village Hall Committee AGM on 30<sup>th</sup> April 2024. The minutes had been circulated to all Councillors.

Somerset Association of Local Councils – Various training opportunities had been shared with Councillors. Councillors should notify the Clerk if you would like to attend.

**13. Meetings/Training to attend**

12<sup>th</sup> May 2024 from 9am to 11am – ‘Meet your PCSO’ at The Holcombe Farmshop.  
10<sup>th</sup> June 2024 Time to be confirmed – Shepton Local Community Network @ Shape Mendip, Shepton Mallet

**14. Correspondence**

Somerset Council – Grassland Management and Conservation overview. Shared with Councillors but no action required.

**15. Next meetings**

4<sup>th</sup> June 2024                      Parish Council meeting

The meeting finished at 20.15 hrs