

HOLCOMBE PARISH COUNCIL
MENDIP DISTRICT OF THE COUNTY OF SOMERSET

www.holcombepc.org.uk

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

****DRAFT** Minutes from Holcombe Parish Council Meeting, which took place on
Tuesday 1st June 2021 at 7.30 pm at Holcombe Village Hall.**

Councillors Present Cllr Graham Crowe (Chair)
Cllr Simon Brand
Cllr Phil Gait
Cllr Anne Golledge
Cllr Sue Robinson

In attendance: District Cllrs Alan Townsend
The Clerk, Vickie Watts taking the minutes and 6 members of the public

1. Public forum

- a) The Clerk read out a letter from a Parishioner thanking the Parish Council for arranging and funding the installation of the playing field path which will provide safe, road free access from Charlton Road to Brewery Lane as well as a place to exercise. No action required.
- b) The Clerk had received two requests for Allotments – It was agreed that the Clerk would ask if there is any interest in village allotments within the monthly report for On the Map. It was agreed that this would be an agenda item for the next meeting when the Council should consider if there is any Parish Council owned land or parishioners that might want to lease out a garden or land.

Action: Agenda item for June. Clerk to investigate Council's responsibilities

- c) Cllr Robinson asked the Clerk to arrange for the road sweeper to sweep Brewery Lane & Holcombe Hill.

Action: Clerk to contact Idverde

- d) Holcombe Hive – Four members of the group attended the meeting and introduced themselves as a community group looking to host events within the village, to raise funds for village groups. So far, they have hosted the Halloween Horror on Holcombe Hill, the Christmas Market and Holcombe in Wonderland at Easter. The money for the first two events went to the Playing Field and the funds raised from the Easter event have been held back to fund the Music event which will be held later in the year. They have a bank account set up in the name of Holcombe Hive.

Cllr Brand raised concerns over the transparency of the funds raised and the safety of those attending. Who is taking on the responsibility for insurance, risk assessments etc for events on the playing field or in other locations? The Clerk confirmed that the 1st two events were covered under the Playing Field insurance as the funds raised were for the Playing Field. The risk assessments were prepared by Lynn Cox. The group now have their own insurance, a copy of which was to be sent to the Parish Council.

All Councillors agreed that the enthusiasm of the group and the events hosted have been great for the village. Cllr Crowe said that there should be an alignment with the Parish Council and Playing Field to ensure that there is no clash and that all groups are working towards the same goal.

Action: The HIVE to put together a plan of events for the next 6 months and discuss this with the PC prior to publication.

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2. Co-option of Councillors

Simon Eade attended, introduced himself and explained why he wanted to join the council. Councillors had the opportunity to ask questions before Simon then left the room at 20.21hrs for Councillor's discussion. All agreed that Simon is a willing volunteer and has often been involved with village activities and Gala Day. It was proposed by Cllr Crowe and seconded by Cllr Golledge that Simon should be co-opted on to the Council.

VOTE: 5 For; 0 Against & 0 Abstentions

Simon returned and the Chair welcomed him to the Council. The Clerk will liaise with Cllr Eade to ensure that the relevant paperwork is completed.

Action: Clerk to ensure all paperwork is completed by Cllr Eade

3. Apologies for absence

Cllr Pete Jennings & District Cllr Philip Ham sent apologies which were accepted by the Chair.

4. Declaration of interests and dispensations

There were none.

5. Approve Minutes of previous meeting held on Tuesday 4th May 2021

The abovementioned minutes had been circulated to all Councillors prior to the meeting. It was proposed by Cllr Brand and seconded by Cllr Gait that they accurately reflected the meeting and should therefore be signed by the Chair.

Vote: 5 For, 0 Against & 0 Abstentions

Action: Clerk to upload to the website

6. Action points from last meeting and matters arising

All matters arising had been completed or would be discussed as an agenda item during the meeting apart from:

- The Clerk to write a strong letter to Alan Jones and Sara Davies of Somerset Highways asking what can be done about the highway issues. County Cllr Pullin and District Cllr Ham and Townsend to be copied into the email to add weight to the request.
- The Clerk confirmed that she had spoken with the home owners at 1 Vale Cottage regarding the possible relocation of the dog waste bin at the top of Holcombe Hill. They confirmed that the proposed work is not likely to happen over the next year but they said if this changed, they would get in touch with the Parish Council to give plenty of notice for it to be relocated.

It was agreed that the Clerk would resend transparency code to Cllr Gait.

Action: Clerk to ensure all actions were completed.

7. Reports

7.1 PCSO - No report had been received

7.2 District Council - District Cllr Townsend attended the meeting and gave the following update: The Unitary Poll for Stronger Somerset had been delivered to households across the County but due to the One Somerset web address being entered incorrectly, it pointed readers to a spoof Somerset County Council website which was derogatory and distasteful.

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District Cllr Townsend said that there is an argument to say that the error makes the Poll biased and also brings the Council into disrepute.

The Inspectors final version of Local Plan Part II was expected by the end of May but is yet to be delivered. District Cllr Townsend had asked what weight would it carry once received? Andre Sestini of Mendip District Council has said that it will carry substantial weight. This will be important to Coleford parish council for the Gladman application.

District Cllr Townsend said that he would be meeting with Charlie Higgins of Somerset Highways soon when they will be discussing issues around the area. Councillors were invited to inform him of any issues that need to be raised.

7.3 County Council - County Cllr Pullin did not attend or provide a report.

8. Update on the Unitary debate and meeting hosted by Frome Town council

District Cllr Townsend reported on the latest meeting which the Clerk also attended. A matrix was prepared by Frome Town Council to show the different services that the County and District Councils are currently delivering but in the future Parish Councils might like to take on. Parish Councils were invited to add to the list. Future methods of communication were discussed and at what level decisions would be made. It was felt that there should continue to be a presence at this meeting for the time being.

9. **Planning Applications** – There are no applications for consideration

10. Planning Updates

Farm shop parking – The Clerk confirmed that she had received an email from a resident at Edford regarding the inconsiderate parking at the new Farm shop. The effects of which are having a negative impact on their lives. The Clerk spoke to both the resident and Toby Brett the owner and it was agreed that a 'No Parking' A board sign would be purchased along with paint hatched on the entrance to Barlake Road to highlight that it must remain clear at all times. The Clerk to ascertain if Somerset Highways have any issues with marking the road. Clerk to continue to act as a go between to ensure that these measures are implemented, which it is hoped will go some way to resolving the issue for the resident.

Action: Clerk to speak with Somerset Highways and help with purchase of signs and painted hatching on the entrance lane.

It was noted that cars are parking up the hill towards the entrance of the business park which at times is causing cars overtaking the parked vehicles to negotiate the bend into oncoming traffic. Continue to monitor.

11. Finance

11.1 Discuss and agree changes to bank mandate. Clerk has started the process.

11.2 Bank Reconciliation – Adjourned until next month

11.3 Parish Council Payments:

V Watts – Salary	£417.06 and Expenses	£33.20	£450.26
Scott Constructions			£6425.60
Scott Constructions			£4800.00 (Paid 15/05/21)

11.4 Playing Field Payments:

Scott Constructions		£1000.00
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It was proposed by Cllr Brand and seconded by Cllr Golledge that all invoices should be paid.

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Vote: 5 For, 0 Against & 0 Abstentions

12. Consider quote for tree survey on Holcombe PC Land

The Clerk explained that she had sought advice from Came and Company the Parish Councils insurance company who reiterated that the risk assessment and survey should be completed by a qualified Arborist. A second quote had been sought but had not yet been received, however, they proved to be much more expensive for Cranmore Parish Council than Hillside Trees Ltd. After discussion it was proposed by Cllr Gait that the quote received from Hillside Trees Ltd to complete the Tree survey at £120 for Jubilee Garden and the Cemetery should be accepted.

The Playing Field Committee would be informed that the responsibility lies with them to have the survey completed and to pay for it. The quote from Hillside of £250 would be sent to them for consideration.

Vote: 5 For, 0 Against & 0 Abstentions

Action: Clerk to accept the quote from Hillside and advise the Playing Field Committee of their responsibilities

13. Update on the Playing Field path

The Playing field path has been completed within timescale and on budget. It is unfortunate that there has been some negativity regarding the selection of Scott Construction and the total cost of the project. The process has been thorough with 12 contractors originally invited to tender against a detailed specification. 5 quotes were received and the information was entered onto a spreadsheet for supplier bid assessment taking into account price, where the company was based, previous experience etc which was scrutinised by all Councillors.

Scott Construction and Stonemark were shortlisted and asked to review their quotes to include the price of hoggin as a new surface which needed to be deeper than the original option.

At the March meeting Scott Construction was selected as the contractor and the price agreed at £10,188 plus VAT. Rick Massey agreed to provide the sub surface stone free of charge.

The majority of the feedback has been extremely positive and the Councillors agreed that it was good to see the project completed.

Cllr Brand suggested that a letter be sent to Rick Massey to thank him for the 100 tonnes of stone provided free of charge as well as a letter to Neil Scott thanking him for the professional job done installing the path with minimal disruption to field users.

It was agreed that as part of the On the Map report Parishioners would be advised that if they have any issues with the Parish Council that they should raise them at the monthly meeting and voice withing the Public Forum.

It was proposed by Cllr Crowe and seconded by Cllr Gait that the above actions be taken.

Vote: 5 For, 0 Against & 0 Abstentions

Action: Cllr Brand to draft letters of thanks to be sent to the Clerk to be sent out on headed paper. Clerk to report in OTM

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14. Consider the request from the Playing Field Committee to unlock the playing field car park between the hours of 8am to 8pm Saturday, Sundays and bank holidays in line with the varied conditions 2017/1743/VRC to enable parents and carers to safely park to use the playing field.

The Clerk had circulated the conditions relating to the Playing Field car park for consideration. After discussion it was proposed by Cllr Gait and seconded by Cllr Golledge that the car park should be unlocked within the times specified in the conditions for each Saturday, Sunday and bank holidays for members of the public to park safely and access the play equipment and field. It is essential that signage is created for the gate making it clear that the gate will be locked at an agreed time and is only for the use of Playing Field Patrons. Exact wording to be agreed. Volunteers ensure the gate is unlocked and locked each day.

Vote: 5 For, 0 Against & 0 Abstentions

Action: Clerk to report to the Playing Field Committee the decision made by the Parish Council

15. Consider whether adjustments need to be made to the footpath gate from the playing field to Charlton Road

The Clerk had sought advice from Rights of Way who felt that the gate itself was acceptable. After discussion it was agreed that the Clerk would ask Tony Dyson to cut the hedge back tight to the right hand-side as you leave the field to improve the visibility for pedestrians as they leave the field.

It was also agreed that the Clerk would speak with Somerset Highways to see if they are able to improve the signage for pedestrians on this road and on Holcombe Hill near Edford.

Actions: Clerk to contact Tony Dyson & Somerset Highways

16. Highways

An email had been received from a resident who was requesting dropped kerbs at Common Lane. It's an accessibility issue and is hampering the freedom of the resident who is unable to get to the Church without assistance. It was agreed that Cllr Crowe will draft a letter stating the current law on dropped kerbs namely the Disability and Discrimination Act 1995

Another letter had been received from a resident regarding the narrow pinch points on Charlton Road and it was asked that the Clerk should raise this with Sara Davies of Somerset Highways

Actions: Cllr Crowe to draft a letter regarding dropped kerbs. Clerk to write to Somerset Highways regarding the narrow pinch points and improved signage.

17. Councillor Reports/Updates including Playing Field, Village Hall, SALC

SALC training dates to be sent to Simon Eade

18. Meetings to attend

There were none

19. Correspondence

The letter from the Secretary of State had been circulated to all Councillors and was discussed earlier in the meeting.

20. Next meetings:

Parish Council meeting – Tuesday 6th July 2021

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Meeting finished 21.36hrs