

**HOLCOMBE PARISH COUNCIL**  
**MENDIP DISTRICT OF 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 - 01749 880428

**Minutes from Holcombe Parish Council meeting, which took place on  
Tuesday 6<sup>th</sup> August 2018 at 7.30 pm.**

*Councillors Present* Cllr Graham Crowe (Chairman)  
Cllr Simon Brand  
Cllr Stephenie Chorley  
Cllr Terry Dumbrell  
Cllr Phil Gait  
Cllr Daniel Owen  
Cllr Sue Robinson  
Cllr Russell Stokes

*Also, Present:* District Cllr Ham. There were no members of the public.

*In attendance:* Vickie Watts taking the minutes

**1 Public forum.**

Cllr Crowe thanked Cllr Brand for taking the lead at this year's Gala and making it a great success.

**2 Apologies for absence.**

Cllr Jordan, District Cllr Townsend, County Cllr Pullin and PCSO Michael Storey sent apologies which were accepted by the Chair.

**3 Declarations of Interests and Dispensations**

There were none.

**4 Minutes of previous monthly meetings held on Tuesday 3<sup>rd</sup> July 2018**

The draft minutes for the 3<sup>rd</sup> July had been circulated prior to the meeting. It was agreed that they were an accurate record of the meeting and so were duly signed by the Chair. This was proposed by Cllr Brand and seconded by Cllr Gait.

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

**5 Action points from last meeting and matters arising.**

All actions had been completed or would be discussed later in the meeting apart from:

- The Clerk explained that she had written to the land owner who had requested the removal of the street light in James Close to ask if they still wanted to proceed in light of them having to apply for a licence to create the dropped kerb which will incur a fee. The work would have to be completed by a Somerset County Council Highway approved contractor. It was agreed that the Clerk would write again asking for a response by a set date.

Cllr Chorley said that she had received the Speedwatch reports despite informing them that she had stood down from Speedwatch. Cllr Chorley to forward the report to the Clerk.

**6 Planning Applications**

There were none

**7 Planning Updates**

2018/1008/HSE – Proposed repair of flat roof and proposed balustrade to allow use as a roof terrace.  
Ham Mill, Ham Hill, Holcombe, BA3 5QD  
Mendip District Council approved with conditions

**8 Report**

**8.1 PCSO Report**

PCSO Mike Storey had sent apologies along with a report which had been circulated to all Councillors prior to the meeting. The crime figures for Holcombe for July are:

- Burglaries x 0
- Non-dwelling burglaries x 0
- Criminal damage x 0
- ASB x 0

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It was noted that an abandoned vehicle in Stratton on the Fosse has still not been removed. The Clerk to report to Mendip District Council.

VW

**8.2 District Council report**

District Cllr Ham reported that a complaint had been made regarding the work being undertaken at 8 Stones Paddock. Enforcement were called to look into complaints about working hours and materials being used.

District Cllr Townsend will be meeting with Charlie Higgins this week. He will be raising the issue of overhanging branches on Common Lane.

District Cllr Ham said that he had been working with Rick Massey regarding the playing field track.

District Cllr Townsend had sent his apologies along with a short report which read as follows:  
Local Land Charges (Searches) - Capita have advised that the backlog was fully cleared by 13-7-18 and the scheduled 8 working day turnaround will be fully achieved in September.

Finances - Despite all the gloom we hear about Council finances, at the end of the 1st Quarter Mendip are forecasting a year end outturn of an underspend of £51k in their budget of £15Million with no reduction in service levels.

Dark Lane - Highways responded swiftly to the request to repair the potholes.

**County Councillor report**

County Cllr Pullin sent his apologies but no report was supplied.

**9 Finance**

9.1 Bank reconciliation – The Clerk had completed the reconciliation which is to be checked by Cllr Owen at the end of the meeting.

9.2 1<sup>st</sup> Quarter Budget Review – All Councillors had received a copy of the spreadsheet showing the current spend from 1<sup>st</sup> April to the 30<sup>th</sup> June 2018. It was agreed that the Clerk would write to the Playing Field Committee and Village Hall Committee to ask if they had any projects which might benefit from a Village Grant. The total budget is £1500. Cllr Brand had applied for a Community Project grant on behalf of the Gala for help to purchase a gazebo, which could be used as a village asset. It was agreed that £500 from the Village grants award should be used for this purpose.

VW

VW

After some discussion the budget review was agreed and signed by the Chairman, Cllr Crowe.

Cllr Brand said that Mrs Marlene Croker had kindly rejuvenated the village floral displays, which everyone agreed looked impressive. It was agreed that Cllr Brand would purchase and send a thank you card to Mrs Croker from the Parish Council. The Clerk will also write to Susan Lang to say that someone had volunteered to help with the displays.

9.3 Agree Internet banking – The Clerk explained that she wanted the Parish Council to set up online banking to help with reviewing the Council's accounts without having to go into branch. All Councillors agreed that this would be a positive step forward. The Clerk will ensure that the relevant paperwork is completed before passing to the required signatories for them to read and complete. This will be an agenda item next month to ensure that the application has been submitted.

VW  
Ag

Cllr Stokes recommended that the online accounts be set up which was seconded by Cllr Robinson.

***Vote: 8 For, 0 Against & 0 Abstained***

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9.4 Applications received for Community Project Fund – Closing date 31/07/18

The following applications had been received:

Kilmersdon School  
Holcombe Breakfast club  
St Andrews Church  
Holcombe Gala Committee  
Ladies Evening Club  
Holcombe Welcome Club  
Holcombe Youth Football Club  
St Andrews Church

The working party made up of Cllrs Robinson, Jordan and Owen will give consideration and bring their recommendations to the September meeting for payment.

PJ/SR  
DO  
Ag

9.5 Payments:

The following payments were read out for approval:

Vickie Watts – Clerk Salary for July	£245.40 & expenses of £33.92	£279.32
	Holcombe Village Hall Hire April to June	£49.50
Apollo Technology – Microsoft office home & business 2016 and set up		£265.10
	(£183.42 plus installation £37.50 both plus VAT)	

POST MEETING NOTE! The Clerk's cheque was incorrectly made out for £265.10 rather than £279.32. The difference of £14.22 to be added to next month's payment.

Payments were recommended for payment by Cllr Dumbrell and Cllr Crowe and the cheques signed by Cllr Dumbrell and Cllr Chorley.

***Vote: 8 For, 0 Against & 0 Abstained***

**10 Review Policies**

1. Media Policy – Cllr Brand had added wording to include the newly adopted Facebook policy but was unable to attach to the document due to the format it had been sent in. The wording has been sent to the Clerk in order that she can add to the Media policy and highlight amendments before circulating to all for consideration. Agenda item for signing off at the September meeting.

VW  
Ag

2. Risk assessment – The document had been amended by Cllr Brand and circulated to all Councillor prior to the meeting. It was proposed by Cllr Owen that the document be adopted which was seconded by Cllr Stokes

***Vote: 8 For, 0 Against & 0 Abstained***

3. Complaints procedure – The Clerk had amended the document to remove the reference to "other proper officer". There was one which had not been removed which was deleted by hand and signed by the Chairman as the adopted version.

**11 Finger post signs**

The Clerk had received quotes from the following contractors:

<b>Contractor</b>	<b>Lychgate</b>	<b>Common Lane</b>
Chris Ingrem	£250	£225
Dorothea Restorations	£2986	£2820
Somerset Forge	£665	£480
West Country Forge	£750	£400

After discussion it was proposed by Cllr Chorley that Chris Ingrem would be instructed to undertake the renovation work to the 2 finger post signs, which was seconded by Cllr Robinson. Clerk to write to all Contractors to thank them for quoting.

***Vote: 8 For, 0 Against & 0 Abstained***

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**12 Update on the new Parish Council website**

The Clerk explained that progress has been made with building the new website and now are trying to establish the best way forward for dealing with hosting the domain name and email. Councillors felt that it would be beneficial to speak with both Peter Coles and Tony Dyson to establish exactly what we would get with each option. Clerk to invite Peter and Tony to the September meeting.

VW

**13 General Data Protection Regulations**

Adjourned until September meeting.

Ag

**14 External meetings to attend and reports on meetings attended**

Cllrs Gait and Chorley attended the MDC Parish Forum. Topics covered included the prospect of a Unitary authority, Waste partnership and how collections will become 3 weekly but more plastics would be accepted through recycling. A Binegar Parish Councillor encouraged all Councils to shop locally.

Cllr Gait confirmed that at future Parish Forums a Group Manager would attend to speak about their role at Mendip District Council. A list will be circulated with direct contact numbers for Group Managers.

A request was made for more members to attend the Somerset Association of Local Councils meetings.

**15 Councillor Reports/Updates**

(Village Hall, Playing Field, Highways, Cemetery, Footpaths, Speedwatch, SALC etc)

15.1 Highways including update on

1. Speed Indicator Device scheme

The Clerk confirmed that 2 emails had been received stating that speeding in Holcombe was not isolated to just the hill but also on Charlton Road, Stratton Road and Brewery Lane.

The Clerk had spoken to Mr Nick Cowling of Highways department who confirmed that each installation of a Speed Indicator Device (SID) would cost £100. The Council could request how many visits it would like but the schedule would be put together by the Highways team. Installation and downloading of data would also be dealt with by them and sent to the Council.

After discussion it was proposed by Cllr Gait that the Council should sign up for 4 sessions at the current site on Holcombe Hill at the cost of £100 per session totalling £400 for the year, which was seconded by Cllr Dumbrell.

VW

***Vote: 8 For, 0 Against & 0 Abstained***

It was agreed that the other sites which were previously agreed by Johan Smit of the Highways department; should be signed off with Mr Cowling to ensure that they are in place if we wish to utilise them in the future.

VW

2. Extending the 30mph zone on Brewery Lane

Adjourned until the September meeting.

Ag

3. Discuss options for installing a mirror to ease negotiating from Common Lane

Adjourned until the September meeting.

Ag

15.2 Village Hall

Cllr Chorley confirmed that Steve Blount had been taken ill. The next meeting will take place on the 11<sup>th</sup> October 2018.

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**15.3 Playing Field**

After recently losing Glenn Mason as a committee member, Cllr Stokes was pleased to welcome Stephenie Chorley, Bob Mitchell and David Hirst. At the recent meeting it was agreed that:

- Charges for playing field facilities would be reviewed.
- The completed bank mandate form would be submitted by the Clerk. It is hoped that the new Nat West account will soon be set up and the HSBC account can be closed.
- Cllr Stokes met Rick Massey at the site to discuss the path. Mr Massey will now put together a quote for the work.
- A keysafe unit has been installed at the barn to alleviate any issues with users having access to the barn. The code will be regularly changed to maintain security.
- The Barn is being used for a child's birthday party.
- A car boot sale is taking place on the field to raise money for charity and the playing field committee will receive £2 per car.
- It is hoped that an official opening of the playing field track can be held along with the annual Christmas tree event.
- The next meeting will take place on the 3<sup>rd</sup> September 2018.

VW

**15.4 Update on the Holcombe Gala 2018**

Cllr Brand confirmed that an after-action report and income and expenditure had been submitted to all Councillors prior to the meeting. There was £1033 in the account having reimbursed the Parish Council the £1000 loan. There is one outstanding bill to pay for £50 which will be offset by the return of the £50 fee from Westfield Choir. Generous donations were received in lieu of advertising in the programme.

Cllr Brand believes that it would be difficult to host the event for less than £2000 and this year 46 people were involved in organising and hosting the event, which again would be a minimum requirement. This year approx. 250 people attended.

He confirmed that there had been some problems with the sound system so for future events it would be advisable to ensure that a reliable system is secured as it is an important tool for the day. Cllr Brand believes that the running of the event should be led by the Parish Council with Councillors taking on responsibilities like marketing, sponsorship, refreshments etc. The Village Hall and Playing Field should also be included within the organisation of the event. He also suggested that the event be combined with Armed Forces Day.

It was proposed by Cllr Crowe that at this stage we would like to see a 2019 Gala which was seconded by Cllr Stokes. The Clerk to write to village groups highlighting key points to assess if they would also commit to helping to host the event.

VW

**16 Correspondence**

Including Call for evidence: Rural Economy. It was agreed that each Councillor should reply as an individual rather than a Council response being submitted.  
By Laws on sites for specific interest

ALL

It has been confirmed that the footpath between the Silver Street and Charlton Road will be inspected and renovated, which was well received.

**17 Reports and items for next meeting**

Nothing specific was raised.

**18 Dates for next meetings**

Tuesday 4<sup>th</sup> September 2018 – Parish Council meeting

Tuesday 2<sup>nd</sup> October 2018 – Parish Council meeting

Meeting finished 21.45hrs