

**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 8<sup>th</sup> January 2019 at 7.30 pm.**

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

*Also, Present:* District Cllr Alan Townsend

*In attendance:* Clerk, Vickie Watts taking the minutes 2 members of the public

**HOLCOMBE GALA 2019 – INITIAL DIRECTION**

**General**

1. Following discussion at the Parish Council meeting on Tues 4<sup>th</sup> Dec 18, it was decided that the Parish Council would facilitate the Holcombe Gala for 2019. Subsequent to the meeting, Cllrs Crowe and Brand held a brief planning meeting to discuss initial requirements.

**Tasks**

1. The following task-leads have been provisionally identified. It is not anticipated that task leads will deliver all output for their subject area, rather that they will organize and choreograph other volunteers/persons who will deliver for them. Cllrs are, of course, encouraged to assist outside their 'swim lane' if they are able.

- a. **Admin and legal.** Cllrs Stokes and Robinson, David Hirst.
- b. **Finance.** Cllr Brand.
- c. **Marketing and sponsorship.** Cllrs Dumbrell and Gait.
- d. **Flyers and prog.** Cllr Brand.
- e. **Entertainments.** Cllr Owen. Ali Gadd, Chris Webb.
- f. **Refreshments.** Cllr Chorley, Chris Webb.
- g. **Quiz Night.** Jane Dyson.

2. A number of village organisations and groups have already expressed interest. The Parish Council Clerk is requested to raise and maintain a suitable register and advise the task leads as required.

**Format**

As in past years, the Gala will be a two-stage event,

- a. **Quiz night.** Fri 5<sup>th</sup> Jul 19, £5 per person, to include supper.
- b. **Gala.** Sat 6<sup>th</sup> Jul 19.

**Timings**

3. The Gala duration will be reduced to 4 hours. Timings will be 1200 – 1600.

**Activities**

4. The Gala should be at least as good as 2018 but will, ideally, deliver something new in addition. The following activities will be expected:

- a. Dog Show.
- b. Refreshments. (Hog roast, BBQ, Teas, ice cream van, other)
- c. Live music.
- d. Showcase local clubs/organisations.
- e. Main arena events.
- f. Competitions.
- g. Fete games.
- h. Children activities.
- i. Inter-village event?

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**Pricing**

5. Financially, the Gala should aim to break even. A similar pricing structure to last year will be followed.
- a. Charitable organisations: Free.
  - b. Service providers (e.g. Scouts). Free.
  - c. 'for profit' stalls. £25 paid in advance and non-refundable.
  - d. Ice cream. £50 paid in advance and non-refundable.

**Actions**

6. In order to secure facilities, the following resource bookings are required as soon as possible:
- a. **Village Hall:** Afternoon from 3 pm on 5 Jul and all-day 6 Jul 19.
  - b. **Playing Field.** All day 6 Jul 19.

**Summary**

7. Holcombe Gala 2019 should build on last year's success and deliver an event that is even better. By spreading the workload between a greater number of volunteers, the event will be easier to deliver overall. Delivery of the event will be a collaborative affair between all concerned.

**1 Public forum.**

- 1.1 2 gentlemen attended to ask if there had been any feedback from Truespeed which have indicated that they intend to install a 1m high x 2m long cabinet on Common Lane at the end of the pavement at the entrance of Boundary Close which is opposite the property known as St Edith.

In the last email from Truespeed they confirmed that it would be up to the engineers where the cabinets were sited but the representative was going to check whether the locations had been agreed. The Clerk to chase up Truespeed to establish if this has been done and establish with the Planning department whether the cabinets require planning permission.

- 1.2 Cllr Philip Gait confirmed that he has a planning application, which was validated by Mendip Planning Department on the 5<sup>th</sup> December. The application is a resubmission of an application previously approved for the conversion of a barn into a residential dwelling. The build had not commenced and had therefore lapsed. The Clerk confirmed that the planning officer Carlton Langford had declined a request for an extension in time to prevent an extra meeting being held. No paperwork has yet been received. Cllr Crowe suggested an extra meeting be held Tuesday 15<sup>th</sup> January. If the hall is being used then it was agreed that it could be held in the kitchen. Clerk to arrange with the Village Hall booking officer and publish the agenda.

VW

**2 Apologies for absence**

Cllr Jordan, Cllr Brand, District Cllr Philip Ham, County Cllr Pullin and PCSO Michael Storey had 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 12<sup>th</sup> December 2018**

The draft minutes for the abovementioned meeting had been circulated prior to the meeting. It was proposed by Cllr Gait and seconded by Cllr Robinson that the minutes were an accurate record and so were duly signed by the Chair. The Clerk to upload minutes to the website.

VW

***Vote: 7 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 had not been able to make contact with the occupiers of the house opposite the entrance to Common Lane on Holcombe Hill to discuss the installation of a mirror to ease negotiating from Common Lane on to Holcombe Hill. The Clerk suggested seeking approval from Somerset highways for the mirror to be installed on a post in the verge rather than on the homeowner's land. Clerk to progress.

VW

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- There has been no evidence of flooding on Charlton Road outside of the property known as Endeavor. The resident had been asked to forward a photograph showing the extent of the problem during rain.
- Cllr Robinson confirmed that the street sweeper had not cleaned Brewery Lane, Charlton Road, Stratton Road and Holcombe Hill since the Clerk had requested that they attend. Clerk to chase up.

VW

**6 Planning Applications**

2018/2983/HSE – Woodbine Villa Holcombe Hill Holcombe Shepton Mallet BA3 5DG

Demolition of existing garage and replacement with new garage.

Councillor had considered the application which was a resubmission of an application (2018/2037/HSE) which the Parish Council had previously approved. Cllr Dumbrell proposed that the application be approved as there were no objections lodged on the Planning portal or received by the Clerk, which was seconded by Cllr Stokes on the basis that it was previously approved and this is smaller. Clerk to notify the Planning Office.

VW

***Vote: 7 For, 0 Against & 0 Abstentions***

**7 Planning Updates**

7.1 2017/2056/FUL – Sunnyholme, Charlton Road.

Councillors were frustrated by the response of the Planning department when asked about the conditions and whether they had been met. It was agreed that the Clerk would send photos of the trees before & after stating that we believe that it is in contravention of the condition:

VW

“4. No development shall take place until details of all proposed hard and soft landscaping have been submitted to and approved in writing by the Local Planning Authority. All planting, seeding or turfing comprised within the scheme shall be carried out in the first planting season following completion of the development and any trees or plants which within a period of 5 years from completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of a similar size and species, unless other wise agreed in writing by the Local Planning Authority.”

Are the 2 mature trees part of the hard & soft landscaping? The draft letter to be sent to all Councillors before submitting to the planning enforcement department.

7.2 2018/2405/FUL – Briar Croft, Holcombe

Cllr Chorley asked if the bond condition been applied and if not why not? District Cllr Townsend said that he felt it was a highway matter rather than planning

**8 Reports**

8.1 PCSO report

PCSO Mike Storey sent his apologies along with the report for December during which 17 service calls were received. These could range from ASB, road related incidents, burglaries, suspicious sightings and abandoned 999 calls.

Holcombe:

Burglaries – 0  
Non – Dwelling Burglaries – 0  
Criminal Damage – 0  
Theft from a Motor Vehicle – 0  
Theft of a motor vehicle - 0  
ASB – 3

PCSO Mike Storey confirmed that the PACT meeting at Norton St Philip would take place on 23/01/19 @ 7.30pm – Cllr Robinson would not be able to attend.

8.2 Mendip District Council report

Cllr Townsend provided the following report:

- On the 5<sup>th</sup> December Taxi fares were reviewed. It was agreed a small increase would be made and a premium has to be paid for a Sundays.

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- Much time has been spent on a Scrutiny review of the draft Somerset Housing Strategy 2018-2023. Along with partners in the County and other Districts a Strategy which addresses the Housing needs of the county drawing together the three aspects of The Economy, our Health and Housing impacts is being put together. In Mendip District Council this will be converted into a Mendip specific Action Plan. Infrastructure, especially highways and Broadband are key issues.

Cllr Townsend reported on behalf of District Cllr Ham that there have been numerous meetings since the start of December regarding the Saxon Vale development. The first consultation with the public will take place this weekend with drop in sessions on Friday 2pm until 7pm and Saturday 10am until 3pm at the Silk Mills building.

It was also noted that the Parish Forum has been moved from January and is now on 28<sup>th</sup> February at 6.30pm to be held at the Mendip District Council Chambers.

**8.3 County Councillor Report**

County Cllr Pullen did not attend and did not provide a written report.

**9 Litter Pick 2019**

A National Clean up event is scheduled to take place between the 22<sup>nd</sup> March to the 23<sup>rd</sup> April. It was proposed by Cllr Crowe and seconded by Cllr Owen that Holcombe Parish would complete a litter pick on Saturday 6<sup>th</sup> April which would combine with scheduled Playing Field Spring Clean.

Clerk to book equipment and prepare posters.

***Vote: 6 For, 0 Against & 1 Abstention***

VW

**10 Finance**

10.1 Bank reconciliation – The Clerk had prepared the bank reconciliation which had been checked by Cllr Owen prior to the meeting and was found to be in order.

10.2 3<sup>rd</sup> Quarter budget review

Cllr Crowe explained that the Finance working party met last week to review the budget figures as at the 31<sup>st</sup> December 2018. He highlighted areas which differed from the budget set at the beginning of the year but generally there were no issues.

Cllr Stokes was asked to establish if there is a project pending which the £500 Parish Council grant could go towards.

RS

Cllr Crowe also reminded Councillors that they were all entitled to claim for 1x printer ink cartridge & a ream of paper for reimbursement. This was more relevant now as the hard copy of the agenda is no longer provided by the Clerk.

ALL  
Ag

Cllr Chorley proposed that the budget be signed as an accurate record of the accounts which was seconded by Cllr Dumbrell

***Vote: 7 For, 0 Against & 0 Abstentions***

10.3 Agree budget and precept for 2019/20

Cllr Crowe explained that at the recent Finance working party meeting a draft budget for 2019/20 was put together to help guide where the Precept should be set. The Councillors ran through the spreadsheet and it was proposed by Cllr Stokes and seconded by Cllr Chorley that the precept would remain the same as last year at £11,300. The Clerk will notify the Finance team at Mendip District Council.

VW

***Vote: 7 For, 0 Against & 0 Abstentions***

10.4 Discuss & agree whether to award grant to Mendip Community Transport

The Clerk had written to Mendip Community Transport but no response had been received. Adjourn until a response had been received.

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**10.5 Update on Internet banking**

After discussion it was proposed by Cllr Gait and seconded by Cllr Dumbrell that the Clerk, Vickie Watts and the Chairman, Cllr Crowe should be set up as the 2 users with full access to online banking. Either of the users will be able to access the accounts, make payments, transfers etc. Payments will be authorised at the monthly meetings as usual with cheques written. The online access will allow the Clerk to monitor the account and make prompt online payments as required. To manage the risk, it was agreed that the bank reconciliation must be checked at each meeting and both authorised users will be expected to log on periodically each month and monitor the accounts. Clerk to ensure that the application form is signed and sent to Nat West Bank.

VW

***Vote: 7 For, 0 Against & 0 Abstentions***

**10.6 Update on dog bins for Holcombe Inn & Longleat Road**

The 2 x multi-purpose bins and the dog waste bin have been delivered. The Somerset Highways have confirmed that the bin can be installed on the pavement at Longleat Road next to the garages, however we are now waiting for Roads Records to process the licensing. The Clerk also needs to establish if planning permission is required.

VW

The Clerk confirmed that despite best efforts she is yet to receive any quotes from contractors to install the bins but will continue to seek someone to complete the work.

VW

**10.7 Payments:**

The following payments were read out for approval:

Vickie Watts – Clerk Salary for December	£291.29 & expenses of £41.84	£333.13
	Holcombe Village Hall Hire	£60.50
Grass cutting – Cemetery @	£697.20 & Playing Field @	£1197.60
	Glasdon UK Ltd – 2 litter bins & replacement dog waste bin	£1258.50

It was proposed by Cllr Owen and seconded by Cllr Stokes that the above payments be approved. The Cheques were duly signed by Cllr Chorley and Cllr Stokes.

***Vote: 7 For, 0 Against & 0 Abstention***

**11 Update on Emergency planning training session held on 15/12/18**

Cllr Robinson reported that it had been a good training session and it was requested that the Clerk writes a thank you letter to Mr Ash Smith for giving up his time to organise the event. It was felt that it would be good idea to have a full rehearsal during the summer, which would include the call out procedure. All agreed that a date in September would be beneficial. Cllr Robinson will liaise with Mr Smith to agree a date.

VW

SR

**12 Update on General Data Protection Regulations**

The Clerk to liaise with Cllr Gait. Agenda item for the next meeting.

VW/Ag

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

Parish Forum at MDC has been postponed from 17/01/19 to 28/02/19 at 6.30pm held at the Council Chambers.

PACT meeting 23/01/19 at 7.30pm at the Palairret Hall, Norton St Philip

Frome Town Council – Climate Emergency & Fuel poverty event – 15/02/19

Mendip District Council – Conservation listed building event – 30/01/19 @ 6pm Council Chambers

Cllr Gait and the Clerk attended the SALC AGM in the 18<sup>th</sup> December. The Election of officers took place and it was agreed that SALC should become a limited company. There was a presentation about the pending 2019 elections and slides from the presentation will be circulated to all for information.

VW

**14 Councillor Reports/Updates**

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

**14.1 Highways including update on**

1. Extending the 30mph zone on Brewery Lane – Cllr Crowe to progress.

GC

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2. Discuss options for installing a mirror to ease negotiating from Common Lane – Clerk to approach Highways for permission to install on the verge. VW
3. Consider improving speed limit signage – This will form part of a conversation for traffic calming with the Highways Department.
4. Demise of the Speed indicator device scheme – Will also form part of a conversation for traffic calming with the Highways Department.
5. Grit bins – After discussion it was agreed that a new grit bin should be located at the cross roads with Burrows Lane, Pitcott Lane and Stratton Road. It was suggested that once approval has been granted, that the small bin currently at the Lychgate should be relocated to the new location and a larger bin purchased for the original site. This was proposed by Cllr Dumbrell and seconded by Cllr Stokes. VW

***Vote: 7 For, 0 Against & 0 Abstention***

**14.2 Village Hall**

Cllr Chorley reported that no meeting had taken place since last Parish Council meeting. There will be a breakfast morning held on the 12/01/19 from 9.30 until 11am with the next Village Hall meeting being held on 22/01/19.

**14.3 Playing Field**

Cllr Stokes confirmed that there had been no meeting since last Parish Council meeting, with the next being held on 23/01/19. The Playing Field Path will be the big issue for this year, which will be discussed in detail later this month at the next meeting. The Christmas Tree lights are now down thanks to Cllr Crowe and Cllr Gait.

It was noted that the notice board next to the fence at the Lychgate is locked closed. Clerk to investigate. VW

- 14.4 Cemetery** – The Clerk had been informed that the moles had moved in. It was proposed by Cllr Stokes and seconded by Cllr Chorley that the Clerk should instruct for a contractor to remove the moles.

***Vote: 7 For, 0 Against & 0 Abstention***

**15 Correspondence**

Miners Welfare letter seeking Charity Commissioners documents, Trustee documents and Land Registry documents. The information required is in order to collate all documents and to form a dossier of information in respect of each of the properties/facilities funded by the Miners Welfare. The information once collated will be held in a hard copy file, on a Computer hard drive, an external hard drive and on a CD - – Clerk to investigate & respond

Speedwatch – Clerk to seek volunteers whilst Mr Mulroy is not actively participating in Speedwatch

The Somerset Wood – To be circulated to all and considered at the next meeting

Newsletter Avon & Somerset – Distributed within the reading pack

CPRE – Somerset Voice – Distributed within the reading pack

Clerks & Councils Direct – Distributed within the reading pack

VW

VW

Ag

**16 Reports and items for next meeting**

There were no points raised.

**18 Dates for next meetings**

Tuesday 15<sup>th</sup> January 2019 – Planning meeting – check hall availability & use kitchen if necessary  
Tuesday 5<sup>th</sup> February 2019 – Parish Council meeting

Meeting finished 21.55hrs