

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 - 01749 880428

**Minutes from Holcombe Parish Council meeting, which took place on
Tuesday 7th May 2019 at 7.00 pm.**

Councillors Present Cllr Graham Crowe - Chairman
Cllr Stephenie Chorley
Cllr Terry Dumbrell
Cllr Sue Robinson
Cllr Russell Stokes

Also, Present: There were no others present

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

Public forum.

- 1 The applicant for planning application 2018/1966 – Dog Grooming Parlour attended the meeting to say that she was disappointed and upset to have seen published in On the Map that there were concerns that the size of the build breached the planning permission. She confirmed that the build was within the permission specified and she had spoken with MDC Planning who will be inspecting and signing off the build. The Chairman apologised and said that the reference should not have been included within the parish magazine.
- 2 A resident attended the meeting and explained that he was hoping the plot at the property known as Briar Croft. If successful he would be seeking to change the planning permission which has already been granted. He intends to amend the permission to allow for a glass front to overlook the south side rather than the single window which has currently been approved. Cllr Crowe ran through the planning process and said that the Parish Council was a consultee and would consider the application against its usual principles. He advised that he speaks with the neighbours to seek their views and approval in advance if possible. The Councillors thanked the resident for attending the meeting.

VW

2 Apologies for absence

Cllr Simon Brand, Cllr Gait, District Cllr Townsend, District Cllr Ham 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 2nd April 2019

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

Vote: 5 For, 0 Against & 0 Abstentions

5 Action points from last meeting and matters arising.

All actions have been completed or are to be discussed during the agenda apart from:

- Blocked Drains on Charlton Road – A letter is to be compiled by Cllr Dumbrell stating the history of the blocked drains so that it can be sent to the Somerset highways department with a request that the drains be cleared properly.

6 Planning Applications

- 6.1 2019/0559/HSE - New roof design to accommodate loft conversion, creation of a wooden structured gable end to the front and to the rear of the property finished in wooden cladding. Shalimar Lane Off Holcombe Hill Holcombe Shepton Mallet BA3 5DE

All Councillors had considered the plans prior to discussion. It was proposed by Cllr Crowe and seconded by Cllr Stokes that the application be refused on the basis that there is not enough information within the plans, for example the plans provided do not have sufficient information and the council is unable to locate the precise plan inside the plot. The Council is unable to consider if overlooking is a problem.

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The Application should be resubmitted with more detailed information on its precise location and orientation.

Vote: 6 For, 0 Against & 0 Abstentions

7 Planning Updates

7.1 [2019/0397/HSE – Proposed porch to front elevation and first floor rear extension](#)
[Chez nous, Brewery Lane, Holcombe, Radstock BA3 5EF](#)
Mendip District Council approved the application.

7.2 [Camping at Dark Lane](#)
Mendip District Council Enforcement officers are investigating the matter.

8 Reports

8.1 PCSO Reports

PCSO Mike Storey sent his apologies along with the report for April. Holcombe had received 13 service calls which 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 – 1

PACT report

Cllr Robinson attended the meeting held on 16th April at Nunney Village Hall. The minutes from the meeting were circulated to all Councillors. Cllr Robinson reported that the crime statistics for the first quarter had shown a decrease in crime overall.

| Crime type | Recorded for this period | Recorded for last period | Trend |
|---------------------------|---------------------------------|---------------------------------|--------------|
| Theft | 41 | 64 | -23 |
| Violence against a person | 24 | 67 | -43 |
| Vehicle offences | 23 | 23 | --0 |
| Public order offences | 14 | 18 | -4 |
| Arson and criminal damage | 13 | 35 | -22 |
| Burglary | 13 | 36 | -23 |
| Total Crime | 128 | 243 | -115 |
| ASB | 63 | 15 | +48 |

Anti-social behaviour had seen a large increase although it was noted that speeding fines are now classed as anti-social behaviour. It was noted that the Police have no authority over double yellow lines.

8.2 District Council Report:

District Cllr Townsend and District Cllr Ham did not attend. Cllr Townsend emailed the following report:

As you know Philip and I were re-elected last week and we look forward to working with you all for the next four years.

We regret that we have to offer our apologies for this evening's meeting as an urgent meeting has been called for this evening at Mendip so we will be unable to attend.

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We have little to report from the Mendip front because of the 'purdah' period, but for information the make-up of the new Council is

Lib Dems 22
Conservatives 10
Greens 10
Independent 5

A whole new raft of roles and responsibilities is being set up before formal agreement at Full Council next Monday 13th.

8.3 County Council Report

County Cllr Pullin did not attend or submit a report.

9 Finance

9.1 Income - There was none.

9.2 Discuss and agree annual insurance - The Clerk confirmed that the next 12 months were the last year of the 3-year agreement with Came and Co which met all the Parish Council's requirements. The renewal premium is £330.23.

9.3 Bank reconciliation - In light of the Councillors present all being bank signatories it was noted that on this occasion the prepared bank reconciliation would have to be checked by a signatory

9.4 Review year end 2018/19 accounts - The year end accounts had been circulated to all Councillors prior to the meeting. It was noted that the figures for the year end 2018/19 were:

| | |
|------------------------|------------|
| Income | £17,018.27 |
| Expenditure | £17,117.97 |
| Total in bank accounts | £34,665.75 |

It was proposed by Cllr Chorley and seconded by Cllr Dumbrell that the year end accounts were accurate and should be approved.

Vote: 5 For, 0 Against & 1 Abstentions

9.5 Review Financial risk assessment and combined statement for 2019/20 - The Clerk had circulated that financial risk assessment and combined statement for 2019/20. This included a new section which related to managing the risk of internet banking. It was proposed by Cllr Stokes and seconded by Cllr Robinson that the statement should be approved.

Vote: 5 For, 0 Against & 1 Abstentions

9.6 Review Asset register 2019/20 - The asset register had been circulated to all Councillors for consideration. It was noted that the value of the bench installed at Jubilee Gardens had been removed as there was no cost incurred by the Council, it having been donated to the Council. It was proposed by Cllr Dumbrell and seconded by Cllr Chorley that the register was accurate as circulated and should be approved.

Vote: 5 For, 0 Against & 1 Abstentions

9.7 Annual Audit – Agree resolution that Holcombe Parish Council meets the criteria for 2018/19 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 2018/19 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. The Certificate of exemption was then signed and dated by the Clerk and the Chairman.

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9.8 Consider and approve section 1 of the Audit - Annual Governance statement 2018/19
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. The statement was then signed and dated by the Clerk and the Chairman.

9.9 Consider and approve section 2 of the Audit - Accounting statements 2018/19
A copy of the completed accounting statement which had been signed by the Clerk had been sent to all Councillors prior to the meeting. All Councillors agreed that the document was accurate which was then signed and dated by the Chairman

9.10 Clerks pay review
The Chairman had circulated information relating to the national salary award for 2019/20 with a note to say that the Clerk is due a pay review as well as the new pay rate. After discussion it was proposed by Cllr Crowe and seconded by Cllr Stokes that the Clerk be lifted to the next pay scale which on the new scales was now SCP 18 to £12.64 per hour. This would take effect from the 1st of April 2019.
Vote: 5 For, 0 Against & 1 Abstentions

9.11 Payments
The following payments were presented for payments:

| | |
|---------------------------------------|---------|
| Vickie Watts – Clerk Salary expenses | £454.74 |
| Vickie Watts - Book of Condolence | £26.99 |
| SALC / NALC Affiliation Fees | £268.80 |
| Campaign Protect Rural England | £36.00 |
| E-On – Lychgate Electricity | £53.67 |
| Came & Co – Annual Insurance | £330.23 |
| Chris Ingrem – Finger post renovation | £225.00 |
| Adrian Mason – internal Audit | £35.00 |

It was proposed by Cllr Chorley and seconded by Cllr Stokes that the payments should be made. Cheques were signed by Cllr Chorley and Cllr Crowe.

Vote: 5 For, 0 Against & 1 Abstentions

10 Consider quote for the purchase and installation of a flag pole Ag
Adjourn until the next meeting.

11 Update on General Data Protection Regulations Ag
Adjourn until the next meeting.

12 External meetings to attend and reports on meetings attended
PACT meeting 16/04/19 – Attended by Cllr Robinson and report provided earlier in the meeting.
SALC training for new Councillors – various dates provided. Councillors to notify the Clerk if they wish to attend.

13 Councillor Reports/Updates
(Village Hall, Playing Field, Highways, Cemetery, Footpaths, Speedwatch, SALC etc)

13.1 Highways
It was agreed that the Clerk would try to arrange a meeting before the next meeting with Highways representatives to discuss a way forward to tackle the speeding through the village. If this is not possible then the Clerk to ask for an explanation of why it is not possible. VW

Cllr Chorley had been asked by a member of the parish if the street sign for Stratton Road could be renovated. The Clerk to ask Somerset Highways to replace it as it is a Health and safety risk in its current state. If they refused then the Clerk to get a quote from them and agreement that the parish Council can complete the work ourselves. This will be an agenda item for next meeting. VW

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13.2 Village Hall

There was nothing to report. The next meeting will take place on the 13th August 2019.

13.3 Playing Field

The playing field committee met on the 24th April 2019. It was agreed that no planning permission would be required to build the playing field path. A decision had been made that the path would be installed by Ryan Symes in conjunction with Rick Massey who will be providing the materials. The work will not commence until after the Gala. It has been confirmed that Wainwrights have agreed to give a donation of £1K towards the cost of installation, which was gratefully accepted.

Cllr Dumbrell has been exploring the safety concerns relating to the Zip Wire. He will continue to progress and report back to playing field committee.

Community Pay Back scheme – It was agreed that if priority could be given to the sanding and retreating the benches (with exception of David Hirst wife's bench which he likes to maintain) and the post and rail fence. The boules pitch and layby opposite the village hall also need to be weeded. Amie Hood to liaise with the Clerk regarding tools and equipment.

Amie Hood has agreed to host a face painting stall at the Gala to raise funds for the playing field.

Ray Smith has now taken back the responsibility for completing the weekly play inspections. The Clerk had put together a list of work that was required for contractors to quote. This will be reviewed by the Playing Field committee at a future meeting.

GC

A request was made for Cllr Crowe to provide written instructions for the lights for decorating of the Christmas tree. Cllr Crowe to respond.

A complaint had been received stating that the timber on the bench adjacent to the Lychgate had become rotten and needed repair. It was also noted that the stinging nettles along the fence line to the right of the Lychgate beneath the bench were growing up through the seat. It was agreed that the Clerk would ask Tony Dyson to strim the fence line and will seek quotes from contractor to spray the boundary fence line using environmentally/child friendly chemicals.

VW

The next meeting will take place on the 30th May at 7.30

13.4 Cemetery – The Clerk confirmed that the Combe Garden Maintenance – the contractor who originally quoted in February 2018 for the installation of a path to the Parish Council Cemetery had agreed to hold the price of £850.

VW

Cllr Crowe proposed that we should agree to pay the cost of installation but that the Church, Revd Clarissa Cridland, should deal with securing the faculty and any planning permission that might be required.

ALL

13.5 SALC – Cllr Crowe confirmed that there is an all-day training course, 'Managing employees' to be held on 05th June which he would like a Councillor to attend. He requested that Councillors consider their diaries and confirm if they are able to attend.

14 Correspondence

Wells Vineyard – Request for funding. Clerk to investigate how long they have been running and whether they have helped anyone from the parish?

VW

CAB – Thank you letter for £500 award

Clerks & Councils Newsletter – To be circulated

CPRE newsletter – To be circulated

15 Dates for next meetings

Tuesday 28th May 2019 – 7.30pm for Annual meeting of the Parish

Tuesday 4th June 2019 – 7pm for monthly Parish Council meeting

Meeting finished 21.40hrs