

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

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**Minutes from Holcombe Parish Council Meeting, which took place on
Tuesday 3rd June 2025 at Holcombe Village Hall**

Councillors Present: Cllr Brand (Chair)
Cllr Davies
Cllr Eade
Cllr Emery
Cllr Gait
Cllr Govier
Cllr Roberts
Cllr Stratford

Apologies: Cllr Kerr
In attendance: Jayne Elton

1. Public Forum

Jayne Elton (Holcombe church warden) explained the issue surrounding the absence of a permanent vicar, which makes the future of St Andrews vulnerable. JE requested that councillors show their support to the church by their presence at services/events.

2. Apologies for absence: Cllr Kerr

3. Declaration of interests and dispensations: None

4. A. Approve the Minutes of the Annual Parish Council Meeting held on 6 May: Proposed by Cllr Emery; Seconded by Cllr Govier. Vote unanimous.

B. Approve the Minutes of the Parish Council Meeting held on 6 May: Proposed by Cllr Emery; Seconded by Cllr Govier. Vote unanimous.

5. Actions/matters arising from the previous meeting: All actions had been completed or were on the agenda for consideration. Cllr Brand stated that he had written to the PCSO supervisor who had requested a list of events for PCSO participation be sent to her in due course. Cllr Stratford agreed to compile the list and forward as requested.

Action: Cllr Stratford to compile a list of village events.

6. Reports

- 6.1 PCSO: nothing arising
- 6.2 Somerset Council: nothing arising

7. Planning Applications

There were no applications.

8. Report on Planning Updates

There were no updates.

9. Finance

- 9.1 Agree bank reconciliation - postponed
- 9.2 Consider and approve the year end accounts 31st March 2025 - postponed

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9.3 Parish Council payments:

9.3.1	Arthur Gallagher Insurance Brokers	£559.36
9.3.2	Debbie Widdow's Salary	£474.00
9.3.3	Hill & Hill payments (2 in total)	£568.34
9.3.4	Jo Fielder (replacement defibrillator pads)	£159.95
9.3.5	Western Web	£96.00
9.3.6	SALC	£25.00

All payments: Cllr Stratford proposed & seconded by Cllr Gait. Vote unanimous.

The year end accounts have been submitted to the internal auditor however these are incomplete. Cllr Gait agreed to speak with the auditor and request return so that they can be completed and resubmitted. Once the accounts are approved by the auditor, councillors will need to approve them along with the Annual Governance and Accountability Return (AGAR) in order to gain the Certificate of Exemption. The deadline for submission of the required information is 1 July therefore the PC will need to meet in advance of that date.

Action: Cllr Gait to contact the internal auditor and complete the year end accounts.

Action: The PC to meet to approve the accounts and AGAR prior to 1 Jul.

10. Highways

10.1. Update on Auto Speed Watch: Specific ASW data to be sent to the PCSO by Cllr Stratford for further action. It is important that drivers are reminded of their responsibility to obey the speed limits and that the data compiled by ASW leads to further action.

10.2. Update on existing issues already reported to Somerset Highways.

Action: Cllr Eade offered to arrange for a number of verges to be cut to improve visibility

Action: Cllr Roberts is tasked to obtain a new village sign to replace the missing one on Stratton Road

10.3. Report of new issues. Nil.

11. Councillor Reports/Updates including highways, playing field, village hall, SALC etc.

Cllr Emery reported on the duck race which has raised approximately £500.

Cllr Brand reported on the LCN meeting he attended on 13 May.

12. Meetings/Training to attend

12.1. Operating an Effective Staffing Committee - HR Training
(Thursday, 12 June '25 6pm – 7:30pm) £120. Nil support.

12.2. List of Councillor Training June/July 2025 from SALC - various courses are available for councillors to attend if deemed appropriate.

13. Correspondence

13.1. The clerk submitted her letter of resignation on 29 May. This was accepted by the chair and her employment ceased on 31 May. The process for recruiting a new clerk is underway.

Action: Cllrs Brand, Davies & Kerr to begin the recruiting and selection process.

13.2 With the absence of a clerk Cllr Brand will forward any issues and/or information onto all councillors.

Action: Cllr Govier to update the website in light of the clerk's resignation.

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13.3 Nominations for Service to the Community awards: **Action:** Cllr Brand to collate any nominations.

13.4 Defibrillator: The defibrillator is now fully operational and back in the cabinet. It was agreed that a sign be made and attached to the front of the cabinet if the defib is not available for use. Cllrs considered additional defibrillators for the village and thought that the VH would be a useful place to have one. The councillors thanked Mr Fielder re his support in maintaining the defibrillator.

Action: Cllr Brand to produce a sign for the defib cabinet.

Action: Cllr Emery to discuss with VH committee.

13.5 The councillors discussed an email from Mrs Parker dated 21 May proposing a number of ideas for the village. It was agreed that the Chair will respond to the email.

Action: Cllr Brand to respond to Mrs Parker.

13.6 Email from Cllr Alan Townsend (Coleford) dated 2 Jun raising a couple of planning points were discussed. A representative from Holcombe was invited to attend the appeal by the developer regarding the building of 75 houses on Anchor Rd/Brewery Lane at SHAPE Mendip on 10 Jun.

Action: Cllr Gait offered to attend.

14. Next meetings

Extraordinary Parish Council meeting: 24th June at 7.30 (to be confirmed).

Parish Council meeting: Tuesday 2nd September at 7.30pm.