

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

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**Minutes from Holcombe Parish Council Meeting, which took place on Tuesday 24 June at
Holcombe Village Hall**

Councillors Present : Cllr Brand (Chairman)

Cllr Davies

Cllr Gait

Cllr Govier

Cllr Kerr

In Attendance: There were no members of the public present. In the absence of a clerk, Cllr Davies took the minutes.

1. Public Forum: None

2. Apologies for absence: Cllrs Eade, Emery, Roberts & Stratford sent apologies which were accepted by the chairman.

3. Declaration of interests and dispensations: None declared.

4. Approve Minutes of previous meeting held on 3 Jun.

The minutes had been circulated in advance to all councillors. As there were no amendments, these were accepted as a true record. Proposed by Cllr Gait, seconded by Cllr Govier.

Vote: 4 For, 0 Against, 1 Abstention (Cllr Kerr had not attended the meeting)

5. Actions/matters arising from the previous meeting

All actions had been completed except the following:

5.1 Cllr Stratford to supply a list of village events to PCSO Coord.

5.2 Cllr Roberts to provide update on second sign (one has been replaced by the turning to the old church).

5.3 Cllr Eade to provide update on cut verges.

6. Reports

6.1 PCSO: no repot.

6.2 Somerset Council: no report.

7. Planning Applications: None.

8. Report on Planning Updates: None.

9. Finance

9.1 Agree bank reconciliation: the bank statements for April and May have yet to be received therefore these months cannot be reconciled

9.2 Consider and approve the year end accounts 31st March 2025

9.3 Review Asset Register 2024/25

9.4 Review Financial Risk Assessment 2025/26

9.5 Annual Accounts – Agree resolution that Holcombe Parish Council meets the criteria for

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2024/25 and wishes to be an exempt authority, not subject to the limited assurance review, for that year. Sign the Certificate of Exemption (AGAR 2024/2025 Form 2); signed by Cllr Brand

9.6 Consider and approve Section 1 - Annual Governance Statement 2024/25: all statements were considered and approved. Signed by Cllr Brand & Cllr Davies

9.7 Consider and approve Section 2 - Accounting Statements 2024/25: considered, approved and signed by Cllr Brand.

9.8 Parish Council Payments:

AML – Accounting Services	£90
HMRC – Outstanding payment	£16.44
*V Watts – Administration Support	£108
Holcombe Village Hall invoice	£63

*Councillors agreed to contract Vicky Watts as temporary clerking support in the absence of a permanent clerk at a rate of £27 per hour.

All the financial matters and payments shown above were proposed for approval by Cllr Govier and seconded by Cllr Kerr. The vote was unanimous.

Action: Cllr Brand to send the Certificate of Exemption to the external auditor

Action: Cllr Govier to publish the various documents on the HPC website as required by Accounts & Audit Regs 2015, the Local Audit (Smaller Authorities) regs 2015 and the Transparency Code for Smaller Authorities.

10. Highways – no updates.

10.1. Update on Auto Speed Watch.

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

10.3. Report of new issues.

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

None.

12. Meetings/Training to attend

All Cllr's to revisit email on SALC courses from Cllr Brand.

13. Correspondence: email from Mr N Sloan dated 20 Jun re the replacement of a headstone in the cemetery. The replacement was approved by Cllr Kerr and seconded by Cllr Govier.

Action: Cllr Kerr to contact Mr Sloan

14. Next Meeting

Parish Council Meeting 2 Sep at 7.30pm