

**HOLCOMBE PARISH COUNCIL
IN 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

****DRAFT****

**Minutes from Annual Holcombe Parish Council Meeting, which took place on
Tuesday 9th May 2023 at 7.30 pm.**

Councillors Present Cllr Simon Brand (Chair)
 Cllr Phil Gait
 Cllr Helen Kerr
 Cllr Simon Eade
 Cllr Elaine Emery

In attendance: There were no member of the public.
 Vickie Watts the Parish Clerk taking the minutes

1 Election of Chair.

Cllr Gait proposed Cllr Brand as Chair, which was seconded by Cllr Emery. Cllr Brand agreed and signed the Acceptance of office form

Vote: 4 For, 0 Against, 1 Abstention

2 Election of Vice Chair

Cllr Emery proposed that Cllr Gait should be vice chair, which was seconded by Cllr Kerr. Cllr Gait agreed for the coming year.

Vote: 4 For, 0 Against, 1 Abstention

3 Apologies for absence

Cllr Stratford and Cllr Roberts sent apologies which were accepted by the Chair.

4 Co-option of Councillors

The Clerk confirmed that there were a couple of people that had expressed interest which she would follow up.

5 Representation were appointed as follows:

- 5.1 Playing Field Committee – The Clerk
- 5.2 Village Hall Committee – Cllr Emery
- 5.3 Finance working group – Cllr Brand, Cllr Gait and the Clerk
- 5.4 Community Project Fund working group – Cllr Kerr and Cllr Brand
- 5.5 PCSO Liaison (Attend PACT meetings) – Cllr Stratford
- 5.6 Highways – Cllr Eade and Cllr Roberts
- 5.7 Cemetery – The Clerk
- 5.8 Footpaths – Cllr Emery
- 5.9 Somerset Association of Local Councils – Cllr Gait
- 5.10 Planning – Cllr Brand

It was proposed by Cllr Kerr and seconded by Cllr Eade that the above appointments would stand.

Vote: 5 For, 0 Against, 0 Abstention

Action: Clerk to update the website with Councillor roles

6 Resolve that the Parish Council continues to meet the criteria for the General Power of Competence

The Parish Council no longer meets the criteria for the General power of competence as only four sevenths of the Councillors hold office as a result of being elected (including unopposed) when it needs to be two thirds.

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7 The Review and adopt the following policies:

- 7.1 Financial regulations
- 7.2 Code of conduct
- 7.3 Standing orders
- 7.4 Safeguarding policy
- 7.5 Freedom of information publication scheme
- 7.6 Flag flying policy
- 7.7 Audio visual recording & photography at meetings

Some minor amendments had been suggested which all agreed should be incorporated by the Clerk and recirculated to all Councillors. It was proposed by Cllr Kerr and seconded by Cllr Emery that all policies should be adopted with these amendments.

Vote: 5 For, 0 Against & 0 Abstentions

Action: Clerk to make amendments, share with Councillors and upload to the website.

8 Review Bank signatories

The bank signatories are Cllr Brand, Cllr Gait, Cllr Kerr and the Clerk

9. Review Direct Debits and Standing Orders

The Clerk confirmed that there is an annual standing order for £35 to the Information Commissioner's Office and a monthly direct debit for Geeking It Simple for email and web hosting which is currently £40.49 but this varies depending on the number of Councillor emails that are being used.

10. Consider and Agree Annual Insurance for the Parish Council

The Clerk had received two quotes, one from Gallaghers who is the current insurer and the other from BHIB. It was proposed by Cllr Gait and seconded by Cllr Eade that the quote of £477.27 for a 3-year period provided by Gallagher should be accepted.

Vote: 5 For, 0 Against & 0 Abstentions

Action: Clerk to notify Gallaghers that we accept the quote

10. Date of next meeting: Tuesday 6th June 2023

The meeting concluded at 20.30hrs