

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 / 01479 880428

****DRAFT****

**Minutes from Holcombe Parish Council Meeting, which took place on
Tuesday 10th May 2022 at 7.30 pm at The Hub, Coleford**

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

In attendance: District Cllr Philip Ham
 There was 1 member of the public.

1. Public forum

There were no points raised.

2. Apologies for absence

There were none.

3. Declaration of interests and dispensations

There were none.

4. Approve Minutes of previous meeting held on Tuesday 5th April 2022

The Clerk had circulated the minutes prior to the meeting. Cllr Kerr proposed that they should be approved which was seconded by Cllr Gait. The Clerk to upload to the Parish website.

Vote: 4 For, 0 Against and 0 Abstentions

5. Action updates from the last meeting

All actions had been carried out or would be discussed later in the meeting as an agenda item apart from:

- Clerk to submit the Memorandum of Agreement for the use of a speed indicator device to Somerset Highways and arrange the ‘working on highway’ training for the volunteers.
- The Clerk had sought quotes to relocate the multi-use bin to the new site adjacent to the grit bin at the junction of Longleat Road and Longleat Lane. It was agreed that this would be carried forward to the next meeting to allow further quotes to be received.2022/23

Action: Clerk to action.

6. Reports

6.1 PCSO report

A generic report had been circulated to all but there was no specific reference to Holcombe.

Action: Clerk to follow up on whether the PCSO is able to attend Sunday 5th June.

6.2 Somerset County Council

No report received

6.3 Mendip District Council

No report received

7. Planning Applications

7.1 [2022/0659/FUL](#) - Demolition of the existing single-storey residential dwelling including all associated outbuildings and temporary structures & erection of single-storey residential dwelling including bike and machine store and temporary mobile home
Tan Farm, Common Lane, Holcombe

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The applicant attended and explained that he had recently purchased the land and intended to build a single storey 5 bed dwelling on the site of the dilapidated buildings. They intend for the property to be a long-term family home rather than a development project to sell. They are happy to work with the council to reach an agreeable proposal.

Cllr Brand outlined that the buildings are beyond repair and that the proposed dwelling is in keeping with the existing footprint, is single storey to ensure minimal impact and will be constructed from red brick, render and zinc materials. An ecological appraisal has been completed and recommendations given regarding the creation of a pond, hedgerows and areas of wildflowers to enhance the area and encourage wildlife.

It was noted that there were 4 objections lodged with Mendip District Council planning office, which referred to previous issues with enforcement, concerns over drainage and the impact the application could have on the site of special scientific interest which borders the land.

It was proposed by Cllr Brand and seconded by Cllr Kerr that the application should be approved.

Vote: 3 For, 0 Against and 1 Abstention

Action: Clerk to notify the planning office

7.2 [2022/0688/HSE](#) - Erection of two storey side extension
Green End Edford Green Holcombe

Cllr Brand outlined the application and explained that as the property was next to Stowell's yard it would not impact on other neighbouring residents. There were no objections currently lodged with Mendip District Council Planning Office.

It was proposed by Cllr Gait and seconded by Cllr Eade that that application should be recommended for approval.

Action: Clerk to notify the planning office

8. Planning Updates

There were none.

9. Finance

9.1 Bank Reconciliation

Cllr Gait had checked the bank reconciliation which was in order.

9.2 Consider year- end review 2021/22

The Clerk had circulated the spreadsheet to all Councillors for consideration. It was proposed by Cllr Brand and seconded by Cllr Kerr that the year-end review should be approved.

Vote: 4 For, 0 Against and 0 Abstention

9.3 Review and Agree Reserves

After discussion the reserves were agreed for the purpose of the AGAR 2021/22 and would be submitted as required. This was proposed by Cllr Kerr and seconded by Cllr Gait.

Vote: 4 For, 0 Against and 0 Abstention

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9.4 Annual Audit – Agree resolution that Holcombe Parish Council meets the criteria for 2021/22 and wishes to be an exempt authority, not subject to the limited assurance review, for that year. Sign the Certificate of Exemption

The Clerk confirmed that the total payments exceeded £25K and therefore the Council were not eligible for exemption this year.

9.5 Consider and approve section 1 of the Audit - Annual Governance statement 2021/22

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. It was proposed by Cllr Brand and seconded by Cllr Gait that the statement be signed and dated by the Clerk and by the Chairman.

Vote: 4 For, 0 Against & 0 Abstentions

9.6 Consider and approve section 2 of the Audit - Accounting statements 2021/22

A copy of the completed accounting statement which had been signed by the Clerk had been sent to all Councillors prior to the meeting. It was proposed by Cllr Gait and seconded by Cllr Brand that the document was accurate which will be signed and dated by the Chairman at the earliest opportunity

Vote: 4 For, 0 Against & 0 Abstentions

ACTION: Clerk to ensure that the Audit paperwork is submitted on time.

9.7 Parish Council payments

The following invoices were presented for payment:

V Watts – Salary £235.90 and expenses £25.46	£261.36
N Power Commercial Gas Ltd	£ 35.77
CPRE The Countryside Charity	£ 36.00

10.7 Playing Field payments

There was no payment to be made.

Cllr Gait proposed that all payments should be made which was seconded Cllr Kerr.

10. Highway

11.1 Update on volunteer training and installation of Speed Indicator Device (SID)

There was nothing to report

11.2 Update on existing issues already reported to Somerset Highways

There was nothing to report

11.3 Report of new issues:

There were none.

Action: Agenda item for the June meeting

11. Agree meeting dates for 2022/23

The Clerk confirmed that the dates had been listed for 2022/23 with the Annual meeting of the Parish bought forward to take place in March 2023 rather than May when it had more recently been held. This will prevent increased workload when the Clerk has financial year-end, the annual governance and accountability return and the Annual Parish Council meeting.

Action: Clerk to circulate the dates to all Councillors

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12. Councillor Reports / Updates including Playing Field, Village Hall, SALC etc

There were none.

13. Meetings/Trainings to attend

Somerset Association of Local Council training dates were circulated to all.

Action: Councilors to notify the Clerk if they wish to attend any of the sessions.

14. Correspondence

Mendip District Council – Mendip’s Climate Change team & The Woodland Trust Tree walking tour. No action required.

Mendip District Council – Election results 07/05/22. No action required.

Nat West Bank – Notification of higher rate of interest and changes to banking charges and terms. No action required.

16 Next meetings

Annual meeting of the Parish - 17th May 2022

Parish Council meeting -7th June 2022

Meeting closed at 20.47hrs