

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 4th September 2018 at 7.30 pm.**

Councillors Present Cllr Graham Crowe (Chairman)
 Cllr Stephenie Chorley
 Cllr Terry Dumbrell
 Cllr Phil Gait
 Cllr Daniel Owen
 Cllr Russell Stokes

Also, Present: Mr Peter Coles, County Cllr Pullin and District Cllr Townsend. There were 18 members of the public.

In attendance: Vickie Watts taking the minutes

Question and Answer session with Pete Coles regarding the new Holcombe PC website

Mr Peter Coles explained that the new website www.holcombepc.org.uk is now live. This is constructed using the Wix system, which is easily updated and amended. All Councillors had viewed the live website and it was noted that the main headers were not the easiest to read. Peter explained that this could be easily updated. The missing agendas and minutes will be uploaded

The same host is being used, just redirected to the correct server. Peter explained that the emails could be moved to the Wix system for £2.50 per month per email account which could cost up to £250 per year. The Clerk said that it was important that each Councillor continued to use the Holcombe Parish Council email addresses. Peter said that if the email system continues in the same way as it currently is, it could always be transferred at a later date. It was agreed by Councillors that the email system would remain in its current format.

VW

The Clerk said that the missing agendas and minutes will be uploaded over the coming months to ensure that the site is up to date. Other information can be added to the site as required to ensure that this is a valuable asset for the village residents.

1 Public forum.

There were no issues raised.

2 Apologies for absence.

Cllr Trisha Jordan, Cllr Sue Robinson, Cllr Simon Brand, District Cllr Philip Ham and PCSO Michael Storey sent apologies which were accepted by the Chair.

3 Declarations of Interests and Dispensations

There were none.

4 2018/1966/FUL - Erection of timber outbuilding for use as a dog grooming salon and boarding kennels for up to 4 dogs.

Tower House Charlton Road Holcombe Radstock BA3 5EW

The Applicant attended and explained that she had withdrawn the kennelling part of the application. She was able to show the Chairman a copy of the email communication between herself and the Planning Officer Carlton Langford which confirmed that this was correct although the application on the planning portal was yet to be amended. Nor had Holcombe PC been formally informed. All Councillors stated that the Parish Council would not have supported the application for kennelling but, to expedite the decision-making, they would also consider the changed application.

There were many members of the parish present some of which had objected to the dog kennelling / boarding but would not be too concerned to see the dog grooming go ahead.

A parishioner raised concern over the current visibility splays onto the highway and said that they believed they were not in line with the recommended width. They felt that the completion of the new building will further exacerbate the visibility issues. There were concerns that visitors to the dog

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grooming parlour may need to reverse onto the highway when leaving but the applicant reassured those present that they will be able to drive in around the turning circle before then driving out forwards.

Another member of the Parish said that they believed that in order to achieve the required visibility splays, considerable work would be required which may require the removal of mature trees. The Applicant confirmed that she had no intention of felling trees or moving the already agreed location of the building.

Work to accommodate visibility splays may even impact on where the dog grooming parlour could be sited meaning that it would be closer to the neighbouring property, which is a concern to them. This could also mean less parking area and highways access could be compromised.

It was asked where the commercial waste would be stored and whether it would cause an offensive odour. The applicant said that one week's waste would equate to one bag and it would be disposed of probably at the same time as the other dog grooming business already in the village.

Concern was raised that if commercial use was granted and the house changed hands at a later date then the future owners could have options to open other businesses within the same commercial grade. Parking on the road is already an issue.

Signage was mentioned as part of the original application but we also have a separate application which is not on this agenda.

After much discussion it was proposed by Cllr Gait and seconded by Cllr Dumbrell that, on the basis that the kennelling application has been removed, it would recommend approval of the changed application on condition that:

- The business be restricted to the hours agreed by MDC as acknowledged within the email sent by the Planning officer, Carlton Langford to applicant on the 3 September 2018 time-stamped 14:34hrs
- The business would recruit no employees [as stated in application] and remain single-handed.
- The building be suitably sound proofed
- Highways are content with the access to the property and the possible increase in traffic
- Drainage is appropriate
- If the business closes then the building could only be used as a dog grooming business or shall return to domestic use.

Otherwise, we would recommend that the full, unchanged application originally received by HPC be refused on the grounds of:

- noise and disturbance
- traffic and parking increase.

Vote: 6 For, 0 Against & 0 Abstained

5 Speeding on Charlton Road.

A resident had written to the Council highlighting that speeding on Charlton Road is a serious problem, in particular early in the morning and whilst the village hall is being used. It was also noted that the speed limit signs are currently covered by vegetation, which the Clerk will report to Somerset Highways County Council. The Chairman Cllr Crowe confirmed that the Council has signed up to the Somerset Highways Speed Indicator Device scheme which will mean that the SID will return to Holcombe Hill on 4 occasions each year at the cost of £100 per installation. 4 new locations at Brewery Lane, Stratton Road, Charlton Road and at the top of Holcombe Hill have been requested and once approved can also be added to the scheme. Cllr Crowe also said that it was hoped that the request for the extension of the 30mph limit on Brewery Lane, so that it starts outside of the residential area, will be successfully secured in the same way that it was at the bottom of Holcombe Hill.

VW

A resident raised concern over the way that speed watch was being conducted namely that the volunteers are obscured by a tree until almost the last minute. The point of speed watch is to act as a deterrent and should be visible. Clerk to establish where this can be reported.

VW

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Penny's lorries continue to be an issue whilst passing through the village. Cllr Crowe said that any witnesses to inconsiderate driving should try to secure the registration number, date and time so that it can be reported to the Transport Manager at Penny's Office. He confirmed that assurances had been given by the manager that any complaints would be investigated and reiterated that each lorry has an outward looking webcam which would record any incidents.

6 Minutes of previous monthly meetings held on Tuesday 7th August 2018

The draft minutes for the 7th August had been circulated prior to the meeting. It was agreed that they were an accurate record of the meeting and so were duly signed by the Chair. This was proposed by Cllr Dumbrell and seconded by Cllr Gait.

Vote: 6 For, 0 Against & 0 Abstentions

7 Action points from last meeting and matters arising.

All actions had been completed or would be discussed later in the meeting apart from:

- The Media policy had been amended by the Clerk and circulated to all which now includes reference to the Facebook guidance in line with recommendations made at the August meeting. All Councillors agreed that the policy should be adopted.
- The Clerk confirmed that letters had been sent to all residents at James Close seeking consent or comment regarding the request to switch off the light outside number 5 which in time would be removed.

8 Planning Applications

8.1 2018/1982/HSE – Two storey rear and single storey side extensions, new gable and pitched roof to existing flat roof

Mendip View Longleat Lane Holcombe Shepton Mallet BA3 5DU

All Councillors had considered the abovementioned application prior to discussion. It was noted that there had been no objections reported by neighbours on the MDC planning portal or reported to the Clerk. It was proposed by Cllr Stokes and seconded by Cllr Owen that the application be recommended for approval.

Vote: 6 For, 0 Against & 0 Abstentions

8.2 2018/2037/HSE - Replacement of existing garage with a new garage

Woodbine Villa Holcombe Hill Holcombe Radstock BA3 5DG

All Councillors had considered the abovementioned application prior to discussion. It was noted that there had been no objections reported by neighbours on the MDC planning portal or reported to the Clerk. It was proposed by Cllr Dumbrell and seconded by Cllr Chorley that the application be recommended for approval.

Vote: 6 For, 0 Against & 0 Abstentions

9 Planning Updates

2018/0052/FUL – Proposed conversion of garage to residential dwelling (Revised plans received 26th April 2018).

Lynmoor, Brewery Lane, Holcombe, BA3 5EQ
Mendip District Council approved with conditions

2018/2176/NMA – Application for a non-material amendment to permission 2017/2696/HSE for the change of materials for the windows.

8 Stones Paddock, Holcombe, Radstock, BA3 5EY
Mendip District Council approved with conditions

10 Report

10.1 PCSO Report

PCSO Mike Storey had sent apologies but no report had been received for Holcombe

10.2 Mendip District Council report

District Cllr Townsend confirmed that District Cllr Ham would not be attending the meeting but had asked him to report that MDC had successfully purchased the Saxonvale site in Frome. It has been made secure and the Phoenix board will be meeting soon to discuss the best use of the site.

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Cllr Townsend reported that the potholes on Brewery Lane had been swiftly filled. A meeting with a Somerset Highways representative, Mr Charlie Higgins, had identified offending overhanging branches on Common Lane, the worst of which were from a beech tree at Flint House. Mr Higgins would liaise directly with the owners to of Flint House to ensure that the work is completed.

It would appear that a rave around the site of the quarry at Stoke St Michael was recently deferred. Cllr Townsend reported the suspicions through 101 and direct to Inspector Nicholson and the rave did not take place.

Coleford post office is now open Mondays from 2pm to 4pm and Wednesdays 9am to 11am at the Hub, Church Street Coleford.

Mendip Country Practice Patient Participation Group meeting recently took place when it was discussed that anyone living within a mile radius of the practice will have to use the new pharmacy (or another out of the village) from the 5th September 2018. It had been asked what would happen if the new pharmacy was to fail. Would the old dispensing service from Mendip Country practice be reintroduced? Cllr Townsend will make enquiries and report back.

AT

The recent patient survey of 7109 people showed that Mendip Country Practice was ranked 1062nd in overall service, with a Frome practice ranking 6079th and Oakhill's practice coming in at an impressive 153rd. The next meeting will take place on the 28th November 2018 and Cllr Townsend invited Councillors to pass on any questions that needed to be raised.

11 Finance

11.1 Bank reconciliation – It was agreed that this would be adjourned until the next meeting

Ag

11.2 Update on Internet banking

The Clerk said that she had completed the paperwork which now requires each of the existing bank signatories to read and sign in agreement to the terms.

VW
Ag

11.3 Discuss and agree Clerk salary review

The National Association of Local Councils has approved new pay scales for 2018/19 which came into effect 01/04/18. The Clerks current pay scale is SCP 24 which equates to £11.414 per hour. The new hourly rate for the same pay scale is £11.643 which is a difference of £0.23. It was proposed by Cllr Crowe that the new pay scale be adopted and that the Clerk should submit the back pay accumulated since 01/04/18 for payment at the October meeting, which was seconded by Cllr Stokes.

Ag
VW

Vote: 6 For, 0 Against & 0 Abstentions

Cllr Crowe explained that the Clerk is due an annual appraisal, which could result in an increase in pay scale from SCP 24 to SCP 25. Cllr Crowe to submit a discussion document by email to all Councillors for consideration, which will then be discussed as an agenda item at the October meeting.

GC
Ag

SCP 25 is the highest award in the Clerks current pay scale which raises the question of what should happen in future years. The Clerk to investigate with Somerset Association of Local Councils and report back to the Council.

VW
Ag

11.4 Discuss and decide if dog bins should be purchased & installed at the Holcombe Inn

Requests to install new multi-purpose bins at Longleat Road and Holcombe Inn have been received in an attempt to help reduce dog fouling within these areas. After discussion it was agreed that this would be a good idea. Cllr Crowe proposed that if the landowners agreed and Idverde also gave approval for the locations then the Clerk should go ahead and purchase 2 new multi-purpose bins, the same as those recently purchased and installed at Jubilee Gardens. In May 2018 these cost £983.85 inc VAT from Glasdon.

VW

11.5 Agree whether to pay Data Protection Fee by Direct Debit for

The Clerk had received an email from The Information Commissioners Office requesting the registration fee of £40 as a data controller under the Data protection Act 1998. If paid by Direct debit the fee will be reduced to £35.

VW

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Cllr Gait proposed that the fee be paid by direct debit which was seconded by Cllr Crowe.

Vote: 6 For, 0 Against & 0 Abstained

11.6 Agree recommended applications for Community Project Fund

Cllr Owen confirmed that he along with Cllr Robinson and Cllr Jordan had met to consider the 7 applications received which sought a grant from the Community Project Fund for 2018. Applications were received from:

Kilmersdon School	Safety surfacing
Holcombe Breakfast Club	Cafetieres
St Andrews Church	Toilet fund
Ladies Evening Club	Chairs
Holcombe Welcome Club	Trolley
Holcombe Youth Football Club	Equipment
St Andrews Church	Dyson vacuum

It was agreed that there would be no financial assistance given towards the Church Toilet fund as the Parish Council had sought advice from SALC who confirmed that the Parish Council did not have the power to act on such a request. The request also received from the Church for the vacuum would not be awarded.

Councillors agreed to accept the recommendations as proposed by the working party. Cheques would be written tonight.

Vote: 6 For, 0 Against & 0 Abstained

The Chair thanked the working party for considering the applications and putting forward their recommendations.

The Parish Council agreed that it would like to purchase a Dyson vacuum cleaner for all village groups to use. It would be PAT tested, added to the asset list and stored at St Andrews Church.

WV

11.7 Payments:

The following payments were read out for approval:

Vickie Watts – Clerk Salary for August £282.45 & expenses of £33.92	£316.37
Coleford PC – ¼ of SLCC membership paid by Coleford PC	£36.76
Wix Annual Hosting charge paid by Clerk	£86.40
Community Project Grants:	
Kilmersdon School	£300.00
Holcombe Breakfast Club	£300.00
Ladies Evening Club	£300.00
Holcombe Welcome Club	£300.00
Holcombe Youth Football Club	£300.00
To be paid on behalf of the Playing Field:	
EDF Electricity charge at the Barn paid by the Clerk	£28.76

Payments were recommended for payment by Cllr Chorley and Cllr Stokes and the cheques signed by Cllr Chorley and Cllr Dumbrell.

Vote: 6 For, 0 Against & 0 Abstained

12 General Data Protection Regulations

This will be adjourned until next month.

Ag

13 External meetings to attend and reports on meetings attended

There were none.

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14 Councillor Reports/Updates

(Village Hall, Playing Field, Highways, Cemetery, Footpaths, Speedwatch, SALC etc)

14.1 Highways including update on

1. Extending the 30mph zone on Brewery Lane. Nothing to report. Ag

2. Discuss options for installing a mirror to ease negotiating from Common Lane.
The Clerk had done some research and had managed to find a mirror for installation opposite the junction of Common Lane to help assist with visibility when pulling out onto the hill. The cost including delivery was £17.99. It was proposed by Cllr Crowe that the Clerk should seek approval from the landowner to install the mirror to the wall. If consent is given then the Clerk should go ahead and purchase the mirror and seek quotes from Contractors to install the mirror. This was seconded by Cllr Owen. VW

Vote: 6 For, 0 Against & 0 Abstained

3. Discuss email complaint re Speeding on Charlton Road
This was dealt with earlier in the meeting.

14.2 Village Hall

The next meeting will take place on the 11th October 2018.

Playing Field

14.3 Cllr Stokes confirmed that a meeting had taken place Monday 3rd September. He reported that sadly despite leaving messages for Rick Massey regarding the playing field path he was yet to hear back. The Clerk was asked to speak with Cllr Ham to see if he was able to progress.

The lighting up of the Christmas tree will take place on Sunday 2nd December 2018 which will not be the same night as the Christmas Bingo which is organised by the Church. This will allow more to be made of the evening.

Terms of Reference and fees have been put together and agreed by the committee.

15 Approve car park use of Rainbow Ramble 29/08/18

The Rainbow Ramble was organised by the Church and took place on the 29th August. It had been agreed via the email that the event would qualify for use of the car park.

Cllr Stokes proposed that this should be added to the record of usage which was seconded by Cllr Dumbrell VW

Vote: 6 For, 0 Against & 0 Abstained

Cllr Dumbrell suggested that some event parking signs be purchased to be erected on the day of the event to direct people to the car park. It was also agreed that an A-board either side of the Village Hall to warn drivers that an increased number of pedestrians will be using the road would be a worthwhile purchase. The Clerk to seek quotes. VW

16 Correspondence

- Community Connector Training – All Councillors agreed that no action would be required.
- Email from resident regarding the Change of use/occupation of the Cookswood site. The Clerk explained that she had responded to say that the Parish Council would not be considering this as the application has already been approved.

17 Reports and items for next meeting

Nothing specific was raised.

18 Dates for next meetings

Tuesday 2nd October 2018 – Parish Council meeting

Tuesday 6th November 2018 – Parish Council meeting

Meeting finished 22.00 hrs