

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 2nd October 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
Cllr Simon Brand

Also, Present: District Cllr Townsend. There was 1 member of the public.

In attendance: Vickie Watts taking the minutes

1 Public forum.

1.1 It was reported that a drain outside of the property called End-ever on Charlton Road, needs attention. It has not functioned properly since the building of the houses which now form Mendip Gardens and flooding is a regular issue. District Cllr Townsend will raise this with Charlie Higgins, the representative for Somerset Highways. AT

1.2 A member of the public attended to say that some of the residents that attended the last meeting to speak in opposition to the planning application 2018/1966/FUL - Erection of timber outbuilding for use as a dog grooming salon at Tower House, Charlton Road, Holcombe, were disappointed with the way the meeting was conducted. They felt that they had not been given an opportunity to voice their concerns regarding the dog grooming parlour. The Chair thanked the resident for coming along to raise this matter and said that the Parish Council would take time to consider the way that the planning applications were heard at Council meetings and would address any issue where they felt it could be improved. Ag

2 Apologies for absence.

Cllr Trisha Jordan, Cllr Sue Robinson, County Cllr Pullin, 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 Minutes of previous monthly meetings held on Tuesday

The draft minutes for 4th September 2018 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 Chorley and seconded by Cllr Stokes.

Vote: 7 For, 0 Against & 0 Abstentions

5 Action points from last meeting and matters arising.

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

- The Clerk had uploaded all of the agendas and minutes for the last year to the new website. It was agreed that due to the time it would take to upload the historic copies that a note would be added to the website to say that if anyone wanted to see a specific copy from the past that they should contact the Clerk who would be able to help. VW
- The Clerk had yet to seek approval from the homeowner for the installation of the mirror to help ease negotiating from Common Lane. Agenda item for November meeting. VW
Ag

6 Planning Applications

There were none.

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7 Planning Updates

2018/2229/NMA – Creation of a side access to the garage – 8 Stones Paddock, Holcombe.
Mendip District Council approved

Councillors asked for the Clerk to query what the planning departments definition of non-material amendments.

VW

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.
Mendip District Council approved with conditions

8 Report

8.1 PCSO Report

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

Cllr Robinson had attended the PACT meeting held on the 11th September 2018, the minutes from which had been circulated to all Councillors and would be uploaded to the website by the Clerk.

VW

8.2 Mendip District Council report

District Cllr Townsend attended and gave the following report:

10-9-18 LICENSING BOARD – This special meeting was convened to set fees for licences for the new Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 which came into force on 1-10-18. The legislation extends to smaller operations and covers:

- Selling animals as pets
- Providing or arranging the provision of Boarding for cats and dogs
- Hiring out horses
- Breeding dogs
- Keeping or Training animals for exhibition

For detailed advice please contact the MDC Licensing Team

19-9-18 PLANNING BOARD – Two items of interest

- A large Brew Tank to be displayed over the new micro-brewery being established in front of the concrete wall of the old Amulet in Shepton Mallet.
- In North Wootton a dwelling approved outside of development limits as it was considered the normal restrictions were outweighed by the benefit of the family releasing social housing in the village.

1-10-18 PLANNING SEMINAR

Rachel Tadman introduced herself as leader of the East Mendip Team and Acting i/c Development Services. Planning have 3 Temps at the moment but permanent staff are sought. David Lloyd is in post as Senior Enforcement Officer. Rachel reported that 94% of major applications were approved in the last year and 94% were turned around within the target date, putting MDC in the top 100 councils in the country. The very useful Planning Pre-app service is to be upgraded. A Fast Track service for smaller schemes is planned. Finally, a Planning Template is being prepared for Parish Councils to help focus responses.

Nina Richards of Mendip Housing reported the success of the Council in facilitating the delivery of 1093 Affordable Houses since 2010, of which 111 are on Rural Exception sites.

Andre Sestini, Local Plan Manager, introduced the new National Planning Policy Framework (NPPF). The main thrust is to facilitate the delivery of the Government's target of up to 300,000 new homes a year. This number is subject to review in the light of the latest Office for National Statistics (ONS) predictions of demand. One aim is to focus development in areas where the ratio of average earnings to average house prices is greatest in order to meet the obvious demand and make home ownership more achievable. In addition to the South East, Somerset is a main target. Also, there will be greater visibility of the Viability Assessment which developers may use to claim that it is not economically viable for them to provide the required 30% of Affordable Housing on any scheme.

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CHARLTON ROAD – good to report that Mendip responded rapidly to my request to remove a second plague of fly-tipping at the lay-by at the Charlton end.

District Cllr Ham did not attend the meeting but provided the following report:
The last couple of months have been extremely busy with the Transformation projects coming live after months of work being done confidentially.

In August MDC secured the Boots property in Truro, and Cox and Cox in Frome, which brings the total now borrowed to £25M which will give us £1.04M in receipts after all costs to spend on front line services.

MDC also bought the Saxonvale site in Frome which is a brownfield site that has been around for over twenty years, due to different land owners being unable to agree, but due to a pension company having to sell it came to the market. This has since resulted in many meetings with Security firms, Contamination experts, Highways, Frome town council, other landowners, civic society, chambers of commerce, Developers, Lawyers, Planners and others. This is a 5 Year project which will provide housing, retail, commercial, office and elderly living provision. MDC are hoping to start building in around nine months.

MDC are also working through Shape Mendip housing in conjunction with BANES housing company (Aqueous) to build some new homes in Mendip to raise more income to support services. The reason for this activity is that between 2010 and 2020 MDC will have lost all its government grants from central government. MDC are being proactive and solving its own problems.

MDC won the court case against the travellers at Moorlands in Glastonbury, but now need to prove they need the land before the last 11 need to move.

MDC Cabinet had an away day last week discussing the financial situation of SCC, the 13M pounds worth of cuts to be applied immediately in year, and the effects this will have on MDC. This included the funding of CAB, Salting and Gritting of Roads, Youth services, Mineral planning, Highways. MDC are working on all these areas and sharing thoughts with neighbouring districts.

They also discussed the Unitary options; our MPs thoughts and the way central government might look at our situation here in Somerset - it was a lively debate.

Cllr Ham said that he hoped the running track project was moving forward, but said to get in touch if any further help or expertise was required. Cllr Stokes asked if the Clerk could ask Cllr Ham if he could assist in progressing the project.

8.3 County Councillor Report

County Cllr Pullen did not attend and did not provide a written report.

9 Finance

9.1 Bank reconciliation – The Clerk had prepared the bank reconciliation which had been checked by Cllr Owen prior to the meeting and was found to be in order.

9.2 Update on Internet banking – Cllr Chorley and the Clerk had read through the application for Internet banking but were concerned that there was no option for more than one person to authorise payments which would not conform with Parish Council regulations. Natwest do offer an account with this option but it would be liable to a £20 monthly fee and charges for transactions. The Clerk had sought advice from SALC who had confirmed that the Parish Council internet banking would need to have the same 'safeguards' in place as our current cheques. Therefore, it should not be possible for one person (the clerk) to make a payment, in every case two members of the council should be required to authorise each payment. Most business banking offered by the high street banks don't offer online banking that conforms to local government requirements. They recommended Unity Bank which offers a good internet banking service which would conform but charges a small fee.

Cllr Dumbrell had highlighted various articles from other Parishes experiencing the same issues. It was agreed that Cllr Gait would review all the information and report back at the next Parish Council

PG
Ag

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meeting.

9.3 Discuss and agree Clerk salary review

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 had emailed the Councillors to recommend that a pay increment was warranted. After a brief discussion it was proposed by Cllr Chorley and seconded by Cllr Owen that the pay increment be awarded (SCP 25). This equated to a new hourly rate of £12.01.

Vote: 7 For, 0 Against & 0 Abstentions

Back pay from 01/04/18 to 01/10/18 was calculated for the NALC pay increase which had been approved last month at £33.03. The back pay for the increment resulting from this meeting's appraisal was due 01/04/18 to date and totalled £52.23. The two amounts combined came to £86.26 due.

The Clerk had contacted SALC and established that although SCP 25 is the highest award in the Clerks current pay scale, as mentioned within her contract, it was at the discretion of the Council if the Clerk was to be raised to a higher scale in future years.

9.4 Update on dog bins for Holcombe Inn and Longleat Road

Due to some administrative changes within the neighbourhood services department confirmation has not yet been given for the installation of the 2 new bins. The Clerk has asked for this matter to be expedited.

Ag
VW

9.5 Review quotes for event parking & Village Hall signage

Signefex confirmed that they could not compete with the price found by Cllr Dumbrell online. It was agreed that Cllr Dumbrell would establish what signs were needed, to include event A board signs which could be used either side of the village hall. A price would then be calculated and put to the Council for agreement.

9.6 Payments:

The following payments were read out for approval:

Vickie Watts – Clerk Salary for September £253.96 & expenses of 43.38	£297.34
Back pay due for NALC increase	£86.26
Peter Coles – Building of new website	£150.00
Grant for Holcombe Gala – Gazebo	£500.00
Village Hall Hire	£49.50
Noel House – Installation of bins	£170.00
A Townsend – Dyson Vacuum	£244.99
For the Playing Field Committee	
Play Inspection Company for play equipment annual inspection	£78.00

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

Vote: 7 For, 0 Against & 0 Abstained

10 Consider quotes for clearing fence line at the Lychgate

The Clerk said that a quote from Justin Hill had been received to clear the fence line to the right of the Lychgate, which was now very untidy with stinging nettles and weeds surrounding the bench and notice board. He quoted £45 to trim and remove the green waste and spray to prevent regrowth of the weeds. Cllr Dumbrell proposed the work be completed which was seconded by Cllr Chorley.

VW

Vote: 7 For, 0 Against & 0 Abstained

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- 11 General Data Protection Regulations** PG
The Clerk has made a start on this process. It was agreed that Cllr Gait would support the Clerk with this task. VW
Ag
- 12 External meetings to attend and reports on meetings attended**
The clerk requested approval to attend the Somerset Regional Training Seminar which will be held at Webbington Hotel & Spa at Axbridge on 28th November, 8.45am to 4pm. The cost for members would be £75 which could be split between the 3 Councils. It was agreed that this would be a good idea. VW
- CPRE AGM – 25/10/18 Glastonbury town Hall @ 2.45pm. District Cllr Townsend is planning to attend.
Improving Health and Wellbeing in your community – 16/10/18 @ 7.15pm at Somerton
SALC training – various topics. No requirements at present
Fit for my future – various sites and dates. Councillors to attend if they wish.
Emergency Plan Exercise – 15/12/18 at the Village Hall 10am until 12 noon. Clerk to book the Hall. VW
MDC Parish Forum 18/10/18 – Cllr Gait to attend.
- 13 Councillor Reports/Updates**
(Village Hall, Playing Field, Highways, Cemetery, Footpaths, Speedwatch, SALC etc)
- 13.1 Highways including update on
1. Extending the 30mph zone on Brewery Lane. Cllr Crowe has drafted a letter which will be sent to Sarah Davis who is the replacement for Chris Betty. GC
VW
 2. Discuss options for installing a mirror to ease negotiating from Common Lane. Ag
The Clerk had requested that this be adjourned. VW
- 13.2 Village Hall
The next meeting will take place on the 24th October 2018. A report had been received from Steve Blount, the committee Chairman, outlining the ongoing work planned for the Village Hall. It was agreed that the £500 Village Grant would be awarded and written at the next meeting. Proposed by Cllr Chorley and seconded by Cllr Owen. Ag
- Vote: 7 For, 0 Against & 0 Abstained***
- It was agreed that at the meeting on the 24th October Cllr Chorley would establish if there was a shortfall of funds to cover the proposed work and report back to the next meeting. SC
- 13.3 Playing Field
The new Christmas tree has been relocated from Dave Sprinks garden to the playing field with the assistance of Pete Simpson and his mini digger, which was much appreciated. Ag
- The Christmas tree light up will take place on Sunday the 2nd December 2018 with the actual ceremony taking place at 5.30pm. There may be other entertainment prior to this time which will be confirmed in due course.
- Tim Candy has been asked to cut the inside and the outside of the playing field hedge, which has become really quite overgrown in places. It is hoped this will be completed soon.
- Cllr Stokes explained that the committee are waiting for a quote from Rick Massey for the cost of work to be completed on the playing field track. Mr Massey has confirmed that he will provide materials including the transport of them and is using a contact for a quote to complete the work. Wainwrights Quarry have agreed to supply materials or funding, they are happy to be contacted to request which when we have received the quote. Cllr Stokes asked if District Cllr Ham could chase up Mr Massey for the quote. VW/PH
- The keysafe is working well although it has been noted that this is the only set of keys the

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committee has and it was therefore agreed that a 2nd set should be cut.

The end of financial year accounts need to be completed, audited and uploaded to the charity commission website. Cllr Stokes and the Clerk will look to get these sorted as a matter of urgency.

VW/RS

13.4 Cemetery

An application for an additional inscription had been received from Andy Wrintmore of Exclusive Memorial. The new inscription was for Pearlette Ashman. All Councillors agreed that the inscription should be approved. Clerk to notify the applicant.

VW

13.5 Jubilee Gardens

Julia Evans had confirmed that Simon Biddlecombe was no longer able to complete the work to the hedge at Jubilee Gardens. It was agreed that the Clerk would seek quotes for consideration.

VW

14 Buckingham Palace Garden Parties

Cllr Gait had established that in order to nominate the Clerk for an invitation to a Buckingham Palace Garden Party, nominations must be made in writing to Justin Fudge of the Lord Lieutenant's Office. It was agreed that Cllr Brand would put together a letter nominating the Clerk.

SB

15 Update on removal of the street light at James Close.

The Clerk confirmed that the consultation letter had been sent to all residents in the James Close and responses had come back from all, apart from 1 resident who was currently out of the country. The Clerk had written to the Senior lighting engineer at Somerset County Council as to what happens next.

16 Correspondence

Council and Clerks direct newsletter

Royal Mail letter and poster warning of Scam mail – Clerk to place copy on Facebook

17 Reports and items for next meeting

2nd Quarter budget review – Agenda item

Cllr Stokes and Cllr Robinson to review the 'Cold Weather plan for England' document and advise if amendments are required to the Emergency Plan.

Gala 2019 – Agenda item

Payment to Cllr Stokes for Keysafe – Add to agenda

Review Parish Council Planning process – Add to agenda

Ag

RS/SR

Ag

Ag

Ag

18 Dates for next meetings

Tuesday 6th November 2018 – Parish Council meeting

Tuesday 4th December 2018 – Parish Council meeting

Meeting finished 21.40hrs