

**HOLCOMBE PARISH COUNCIL**  
**MENDIP DISTRICT OF THE COUNTY OF SOMERSET**

**[www.holcombepc.org.uk](http://www.holcombepc.org.uk)**

Clerk: Vickie Watts, Gallant Hill Farm, Foxcote, Radstock, BA3 5YB  
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**Minutes from Holcombe Parish Council meeting, which took place on  
Tuesday 6<sup>th</sup> February 2018 at 7.30 pm.**

*Councillors Present*            Cllr Graham Crowe  
   Cllr Stephenie Chorley  
   Cllr Terry Dumbrell  
   Cllr Philip Gait  
   Cllr Patricia Jordan  
   Cllr Sue Robinson

*Also, Present:*                    There were 12 members of the public.

*In attendance:*                  Vickie Watts taking the minutes

**Public forum.**

There was nothing raised.

**1 Co-option of new Councillor**

There is currently one vacancy. The Clerk had emailed an interested party who has expressed an interest in becoming a Councillor.

**2 Apologies for absence.**

Cllr Russell Stokes and Cllr Simon Brand were attending the MDC Planning training in Frome. County Cllr Mike Pullin, District Cllr Ham, District Cllr Townsend and PCSO Mike Storey had sent apologies which were accepted by the Chair.

**3 Declarations of Interests and Dispensations**

There were none.

**4 Minutes of previous monthly meeting held on Tuesday 2<sup>nd</sup> January 2018**

The draft minutes had been circulated prior to the meeting. It was proposed by Cllr Chorley and seconded by Cllr Dumbrell that the minutes resulting from the meeting held on the 2<sup>nd</sup> January 2018 were an accurate record so were duly signed by the Chair.

***Vote: 6 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 following item:

- The Clerk has completed part of the paperwork to amend the bank mandate and will ensure that the new signatories complete the required sections of the form and verify their identity in branch.

**6 Planning Applications**

6.1 2017/2091/FUL – Change of use from cattle yards to industrial units (retrospective). (Revised plans 03/11/17; additional info received 7, 15 and 23/01/18)  
Ash Farm, Charlton Road, Holcombe

The applicant attended along with his agent. The Agent confirmed that the issues raised with the previous application had been resolved, namely:

- The low water pressure
- The sewage system
- A traffic report has been produced showing the number of people who are currently working on the site. This did not include deliveries.
- The Applicant has confirmed that if the application is successful he would be prepared to close the green waste business, which would reduce the number of lorries accessing the site.
- The applicant commissioned a report which surveyed the building. It highlighted 3 things, 1) that wing bracing was required, 2) timber rafters needed attention as do 3) the emergency exits. The agent confirmed that all of this would be addressed if the application was approved.

There were 5 members of the public who attended in support of the applicant. They made the following comments:

1. He worked at the site and could lose his job if the application was not successful. He also confirmed that the noise of the cows when calves were being taken away along with the general duties completed using a tractor like feeding and bedding down (which was a daily occurrence) would have

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been far louder than the units as they are now being used. The applicant confirmed that he would be continuing to farm but using the new buildings located across the field accessed via the new access from Charlton Lane.

2. The second speaker said that the site offers affordable units and without them his business would not have been able to develop. He encouraged the Council to consider the effect on the local business
3. The third speaker highlighted how the site had been cleaned up which had improved the visual appearance of the site which now offered employment to the area.
4. The fourth speaker also conveyed that the units offered affordable options to local business.
5. The fifth speaker supported the application and said that the affordable units were essential for the small businesses using them. He also said that he felt the general appearance of the site must be an improvement on the previous condition of that farm yard.

The agent confirmed that the opening hours proposed are 8am to 5pm Monday to Friday and 8am to 1pm on Saturday.

Cllr Chorley said that she was disappointed that the neighbours at Little Tynning had again not been notified by the Planning department of the application. The Applicant confirmed that he had advised them that the application had been submitted.

After discussion it was proposed by Cllr Dumbrell and seconded by Cllr Gait that the application be recommended for approval subject to the Somerset Highways department giving their approval and that the issues surrounding the inconsistent water supply be rectified.

A vote was taken with all Councillors voting in favour of the proposal.

***Vote: 6 For, 0 Against & 0 Abstentions***

6.2 2018/0052/FUL - Proposed conversion of garage to residential dwelling.  
Lynmoor, Brewery Lane Holcombe BA3 5EQ

There were 4 members of the public that attended the meeting who wished to speak to object to the application. Their main concerns were that:

- The proposed development would look out over their property causing a loss of privacy to them
- The plans are not to scale
- There is insufficient space to house the cars that could be required by subsequent users of the dwelling if approved.
- The drive is extremely narrow and there is insufficient space within the plot to turn a standard size car.
- There will be an increase in traffic
- The application states that sewerage is not a problem but if they are intending to use the mains sewers then these are already at capacity.
- It is overdevelopment of the area.

It was noted that the original application submitted in 2015 was recommended for refusal by the Parish Council on the grounds that it would be overdevelopment of the area (in line with the Village Design Statement) and that there were concerns over cars accessing the property.

After discussion it was proposed by Cllr Crowe that the application be recommended for refusal which was seconded by Cllr Chorley on the basis that:

1. The plans are inaccurate and not to scale.
2. Access to the site is restricted and there are concerns for traffic negotiating to and from the site onto the highway.
3. This would be overdevelopment of the area
4. There is inadequate parking and servicing for the proposed conversion.
5. There will be loss of privacy to the neighbours.
6. There is no indication on how the sewerage will be dealt with. The mains system is already inadequate.

***Vote: 6 For, 0 Against & 0 Abstentions***

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**7 Planning Updates**

**7.1 Planning Updates**

2017/2990/App – Application for approval of details reserved by condition 4 (roof tile sample) 5 (External attachments) and 6 (Joinery) on planning consent 2015/2609/FUL  
Old Church Barn, Moores Farm, Holcombe, BA3 5ES  
Mendip District Council approved

2017/3067/HSE – Proposed timber garden room building  
Tower House, Charlton Road, Holcombe, BA3 5EW  
Mendip District Council approved with conditions

**7.2 Consultation on the Pre-submission Draft of the Mendip Local Plan Part II**

The Clerk and Cllr Dumbrell had completed the Consultation response form highlighting that the sites submitted by Holcombe Parish Council in Spring 2017 as Green Spaces had been omitted. The Clerk will ensure that the form is returned before the deadline.

VW

**7.3 8 Stones Paddock – Planning Board meeting 21/02/18 agree who will attend**

Cllr Brand had indicated to the Clerk that he would be happy to attend the meeting to speak on behalf of the Parish Council. All Councillors present agreed with this. Cllr Brand should speak with the District Councillors Ham and Townsend to ensure that they know the points that each will raise at the meeting to ensure maximum impact considering the time restraints given. The Clerk will book a slot for Cllr Brand to speak.

SB  
VW

**7.4 2017/3222/FUL – Kilmersdon Common Farmhouse**

The Clerk reported that the abovementioned application had been submitted with the Mendip planning office for the new building of 2 semi-detached 3 bed houses which the applicant intended to use as holiday homes. The address is not within the Parish of Holcombe and therefore we would not officially be consulted.

**8 Update and discussion on Dog Waste bins including dog waste powered street lamps**

**8.1 Update and discussion on Dog Waste bins**

A member of the public attended the meeting and said that they believed that 5 new bins seemed over the top. The Chair explained that it was hoped that it would encourage dog owners to pick up and therefore reduce the amount of dog fouling on the highway/pavement and reduce overfilling the existing bins. The Clerk also read out a letter objecting to the installation of dog waste bins but suggesting that litter bins are not only dual purpose but more hygienic.

The Clerk said that IdVerde have confirmed that all of the sites are agreeable to them from a point of emptying the bins. They have offered to quote for the installation of the bins which the Clerk has agreed would be appreciated.

After discussion it was agreed that further consultation should take place via On the Map and Facebook to establish what people wanted. Should we have bins at all 5 sites? Are they the best sites? Should we have all dog waste bins or litter style bins which can be used for both? This can then be reconsidered at the next Parish Council meeting.

VW  
Ag

**8.2 Dog Waste bins including dog waste powered street lamps**

Cllr Brand had been tasked with finding out more about the dog waste powered street lights. He had emailed the following report which the Clerk read out:

Cllr Brand explained that he had spoken at length with Brian Harper the inventor on Fri 12 Jan who took great delight in explaining how it works and how it will benefit the community in the future when it is mass produced. In essence it comprises of a bio-digester, a gasometer and a lantern. Brian explained that he has spent the last 2 years perfecting the initial design and now wishes to engage with the public to refine the product and gain more data/feedback. He hopes that by the end of the summer a number of 'early pioneers' (which could potentially be HPC) have stepped forward to have the lamps installed in their towns and villages so that full production can commence in 2019. He was unable to provide the cost of installation/running as he is still in discussion with the manufacturers but stated that he would let us know by mid Feb. He claimed that the capital and operational costs could be recovered within 4 years but that depended entirely on how much each council spends on treating dog waste and he requested we furnish him with our annual costs so that he could refine his projection for our particular circumstances.

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He explained that those who were interested in installing the lamp would be supported by a 7-year maintenance contract whereby the manufacturers would undertake annual maintenance and monitor the lamp remotely for any problems. In addition, 2 people in the town/village where the lamps are installed would be trained to carry out basic maintenance such as changing the mantle. The only requirement for installation apart from sufficient space to house the bio digester and gasometer is an electricity supply as the bio digester requires this to power the heater which breaks down the waste.

He encouraged us to visit him in Malvern to view the lamp in action and discuss the feasibility and cost of installation in greater detail.

The general consensus was that Cllr Brand should visit the lamp to see it in action and find out more about the cost.

SB

**9 Report**

**9.1 PCSO Report**

PCSO Mike Storey did not attend but had sent an email reporting crime figures for Holcombe during January were:

Criminal Damage – 2  
Non Dwelling Burglary – 5  
Theft from a vehicle – 1  
Anti-social behaviour – 5

There were 5 logged incidents:

1 x RTC.  
3 x Road related incidents.  
1 x report of theft, scrap vehicle batteries taken.

There will be February Beat Surgery held at the Royal British Legion Club car park on Tuesday 13th February 2018 between 16:00pm - 19:00pm

**9.2 District Councillor report**

District Cllr Townsend did not attend but emailed to say that the main activity this month in Mendip is the setting of Council Tax for the year. Indications are that the Mendip increase will be in line with inflation despite a further restriction in central government funding. There will be no reduction in service provision because of the efficiencies and savings put in place. The final decision will be made by Full Council on 19th February.

District Cllr Ham did not attend but emailed the following report:

- With Cabinet and full council this month the budget setting is the main activity, All looks OK at MDC but with government grants disappearing altogether next year, New homes bonus being retracted from 6 to 4 years. Retention of business rates not granted in Somerset. These three things alone would have been two thirds of our income. However through the Transformation programme we have filled the gap to date.
- Savings made on the Capita Core service and Leisure contracts have also helped this year and for years to come. The problems Capita have encountered in the last couple of weeks have not effected MDC as we only use their Core service. Many Capita employees work at the MDC site not only for Mendip but several other Councils.
- District Cllr Ham has had some complaints about rubbish collections being missed in Holcombe and has dealt with them on an individual basis.
- 8 Stones Paddock planning application will be referred to the board, whoever is going to speak it would be good for Alan and myself to meet to agree what is to be said, there is nothing worse than us all repeating each other.
- Transformation, Berkeley Lane PSPO, Tor Leisure, Saxonvale in Frome., Moorlands and Markets are on my agenda at the moment.

**9.3 County Councillor report**

County Cllr Pullin had sent his apologies but did not provide a report.

**10 Finance**

- 10.1 Income** – A cheque for £320.23 had been received from the SALC Transparency code fund towards the cost of the website. A cheque for £91 was received for the interment of ashes taking place on the 9<sup>th</sup> February.

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10.2 Bank reconciliation – The Clerk had completed the bank reconciliation which had been checked by Cllr Crowe prior to the meeting and was correct.

10.3 Agree Third Quarter Budget Review – to include whether to award a grant to the Village Hall Committee for recent renovations of the Village Hall

10.3.1 Cllr Gait, Cllr Stokes and the Clerk had met to review the third quarter budget figures. A hard copy of the report was handed to each Councillor and it was agreed that signing off the budget would be left until the March meeting to allow Councillors the opportunity to digest the figures. The Clerk to email the report to Councillors. VW

10.3.2 Discuss and decide whether to award a grant to the Village Hall Committee for recent renovation work

The village hall committee had emailed to say that a grant would be hugely welcome in light of the extensive renovation work being undertaken on the Hall. During the next phase of works they will be removing all the external cladding to check/repair or replace the underlying structure and fit new panels. It has been agreed that they will take this opportunity to reduce the carbon footprint considerably and fit approved modern insulation. The grant of £500 would help to pay for this work.

All Councillors agreed that this would be a worthwhile upgrade and therefore the grant of £500 should be paid to the village hall committee.

***Vote: 6 For, 0 Against & 0 Abstentions***

10.4 Agree whether the Council should contribute towards Clerk attending the Risk Management seminar on 07/02/18

All Councillors agreed that the training would be worthwhile and agreed to pay one third of the cost.

10.5 Payments

The following payments were read out for payment:

Vickie Watts – Clerk Salary for January	£219.72 & Clerk expenses of £24.76	£244.48
SALC – Good Councillor training – Russ Stokes		£25.00
Village Hall Grant towards refurbishments		£500
Coleford Parish Council – Laminating pouches		£4.50

Payments were recommended for payment by Cllr Dumbrell and seconded by Cllr Stokes. Cheques were signed by Cllr Chorley and Cllr Dumbrell.

***Vote: 6 For, 0 Against & 0 Abstained***

**11 Jubilee Gardens – Consider quotes for work.**

The Clerk had obtained three quotes from contractors to undertake a one off tidy up of Jubilee Gardens. This entailed cutting back the shrubs and removing the green waste. Quotes were received as follows:

All Seasons Tree and Garden services	£80.00 no VAT
Lazy Days	£380.00 + VAT
Shepton Mallet Landscapes	£350.00 + VAT

It was proposed by Cllr Dumbrell and seconded by Cllr Gait that All Seasons Tree and Garden services should be asked to complete the work at their earliest convenience. The Clerk to write to the unsuccessful contractors to thank them for taking the time to quote. VW

***Vote: 6 For, 0 Against & 0 Abstained***

The Clerk confirmed that she had received an email from Julia Evans who had volunteered to take on the maintenance of the Jubilee Gardens. The Clerk will advise Julia of when the one-off pruning and tidy up is completed so that she can begin along with confirming the amount allocated in the budget for materials, plants etc. VW

**12 External meetings to attend and reports on meetings attended**

18/01/18 – Parish Forum, held at MDC. Cllr Brand provided a written report of the meeting which had been circulated to all Councillors and covered the topics discussed, namely the Mendip Lottery, Age UK presentation, the consultation for the Local Plan Part II and the Transparency code. All Councils must comply with the code. VW

10/01/18 – Planning refresher session – attended by Cllr Chorley and Cllr Gait who reported that the meeting was useful although there wasn't much that wasn't already known.

07/02/18 at 9.30am until 1.30pm – Insurance Risk Seminar at Blandford Forum. Clerk to attend

21/02/18 – Planning Board meeting for 8 Stones Paddock. Cllr Brand to attend

15/03/18 – SALC Councillor essentials training to be held at Wanstrow Village Hall at 7pm. Cllr Gait wishes to attend. It is hoped that a new Councillor can be co-opted who could also benefit from the training. VW

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- 12.1 **Emergency plan training** - The emergency training took place on Saturday the 3<sup>rd</sup> of February and was very professionally organised and overseen by Ash Smith. Both Ash and Sue had provided debrief reports which highlighted areas that were successful and where the plan could be improved. A list of items which were identified as required in an emergency situation had been generated.
- It was agreed that Cllr Chorley would approach the Village Hall Committee and the Clerk would approach the Playing Field Committee with a view to finding members that could be co-opted onto the emergency team SC  
VW
- Cllr Chorley will also ask the Village Hall committee if the Village Hall could be registered as an emergency place of rest which would mean that in the event of an emergency the site would be given priority for reconnection of electricity if it was to be cut off and would be covered under Somerset County Councils insurance. SC
- It was agreed that all Councillors would consider the points raised within the report and forward any additional comments in advance of the March meeting when it will be an agenda item to sign off the emergency plan. Ag
- The Clerk to write a letter to thank Ash Smith for his work in putting the plan together and implementing the training programmed. VW
- 13 Somerset Libraries Service Consultation**
- The consultation opens 29/01/18 for 12 weeks. Notices will be placed on the Parish notice boards and on Facebook and On the Map VW
- 14 Discuss the village Defibrillator and whether we should purchase additional pads**
- The Clerk had spoken to the supplier, HeartSafe who provided the defibrillator confirmed that in the event of the unit being used there is a phone number on the unit encouraging them to contact them to deal with the repatriation of the defibrillator to Holcombe. They would liaise with the custodian, who at present is Cllr Chorley. During this conversation it became apparent that we should purchase an additional set of pads for the defibrillator as they are only single use so could be left inoperable if a spare set were not available. A set of pads will cost £99.00 plus VAT. It was proposed by Cllr Dumbrell that we should purchase the additional pads which was seconded by Cllr Chorley.
- Vote: 6 For, 0 Against & 0 Abstained***
- The Clerk will order the new pads. VW
- Cllr Chorley has been the custodian of the defibrillator since its installation and would like to stand down once a new volunteer can be found. Clerk to advertise in OTM. VW
- 15 Councillor Reports/Updates**
- 15.1 **Village Hall** – The Treasurer report shows the current account of £24K (£4.2 of which was generated by Glastonbury festival donation). The work on the roof is about to commence. The stage has been sold making over £600. The barn dance made profit of £150.00. The January brunch club was very successful and will start again on the 12<sup>th</sup> May and run on the 2<sup>nd</sup> Saturday of each month up until September. The jumble sale has been cancelled. The next meeting will take place next week on Tuesday, 27<sup>th</sup> February. Cllr Chorley is unable to attend but Cllr Robinson will attend to outline the Emergency Plan to the Committee. SR
- 15.2 **Highways** – Cllr Crowe confirmed that we are waiting for information from Dave Grabham regarding the options relating to remaining as part of the team but it would seem more logical to seek approval of sites on Stratton Road, Charlton Road and Brewery Lane which would mean that they could roll on 2 weeks at each site, meaning that it would be in constant use if we wanted. We would need to pay out for someone to undertake the Chapter 8 training which allows people to work on the highways (The Clerk has researched some training providers who can provide this at a cost in the region of £450.00 per session for up to 10 people). The Clerk will arrange a meeting with Dave Grabham to view possible locations on Stratton Road, Charlton Road and Brewery Lane. VW
- Reports of inconsiderate parking on Holcombe Hill have resurfaced. The PCSO has been notified.
- 15.3 **Playing Field including the use of the Playing field car park** - The Clerk attended the meeting on the 24<sup>th</sup> January 2018. The meeting was not well attended so there were some decisions that could not be made until there was a full committee present.
1. The Clerk confirmed that the bank mandate paperwork had been lost by the bank and so the process was having to be started again.
  2. The CAF money (£7717) had now been banked. This money cannot be spent but can be invested wisely and the interest used.
  3. The loan repayment will then be paid into the same account on an annual basis.

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4. The committee are not in a position to purchase the information signage for the playing field which is required. A quote for the sign had been sought from Sign Efex and was £249.60 inc VAT for 2 signs including installation. The Clerk asked if the Parish Council would be prepared to order and pay for the sign with the Playing Field Committee reimbursing the Council once the mandate had been set up. It was proposed by Cllr Dumbrell and seconded by Cllr Gait that the sign be ordered and the Council to pay the invoice in the first instance to be reimbursed at a later date by the Playing Field Committee.

VW

***Vote: 6 For, 0 Against & 0 Abstained***

5. It was agreed that the quotes for play area maintenance would be considered when more members were present
6. The Committee were happy for a live Christmas Tree to be planted in the playing field for future events.
7. The Clerk informed the committee that the Playing Field had been promoted as a possible approved night landing site for the Air Ambulance. The Dorset and Somerset Air Ambulance will make the relevant investigations and let us know if approved.
8. Forthcoming projects were not discussed due to the low numbers of members.

- 15.4 Playing field car park - The Clerk reported that on the 4<sup>th</sup> January a request was received to use the playing field car park for a funeral. The Clerk has recorded the details of the event so that the number of times the car park is used within the rolling 12-month period is monitored. The Clerk had informed the neighbours prior to the event, which then passed off without incident.

- 15.5 Holcombe Gala – Cllr Brand did not attend but had provided the following email report:  
Planning for the gala is on track with the major elements of refreshments, musical entertainment and children's activities already booked and confirmed. The response from local organisations to support the gala has been positive and a number of individuals have pledged equipment free of charge which has allowed us to keep costs down. The first advert appeared in this month's edition of On the Map and more will follow over the course of the next few months as part of a campaign using local press and social media to advertise the event. The focus for the next month is to book the remaining major activities deemed necessary for the event before embarking on the detailed planning. There are no major issues at this stage although Cllr Brand had concern in garnering sufficient volunteers to help set up/dismantle the event.

PG

Cllr Brand was still looking at ways to deal with the finances, making payments and receiving funds. After discussion it was agreed that Cllr Gait would act as a signatory along with Cllr Brand on a bank account set up specifically for the Gala. It is hoped this will be the best solution. It was proposed by Cllr Chorley and seconded by Cllr Robinson that the £1K loan from the Parish Council can then be transferred to the new account.

VW

***Vote: 6 For, 0 Against & 0 Abstained***

- 15.6 Cemetery – The Clerk confirmed that she had written to the next of kin regarding the complaint which had been received regarding a prohibited plant which had been planted next to a memorial tablet within the Cremation plots. After discussion it was agreed that the Clerk would ask All Seasons Tree and Garden Services to remove the plant and make good the ground.

**16 Correspondence –**

The Mendip Society newsletter for Campaign for Rural England – Circulated to all.  
Bank Holiday and Easter holiday recycling time table for collections

**17 Reports and items for next meeting**

Emergency plan  
Speed Indicator Device

Ag  
Ag

**18 Dates for next meetings**

Tuesday 6<sup>th</sup> March 2018 – Parish Council meeting

Meeting finished 22.00hrs