

**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> March 2018 at 7.30 pm.**

*Councillors Present*            Cllr Graham Crowe  
   Cllr Simon Brand  
   Cllr Terry Dumbrell  
   Cllr Philip Gait  
   Cllr Patricia Jordan  
   Cllr Sue Robinson  
   Cllr Russell Stokes

*Also, Present:*                    There was 1 member of the public.

*In attendance:*                  Vickie Watts taking the minutes

**1        Public forum.**

Mr Daniel Owen attended the meeting and submitted his consent to co-option; however as this is not an agenda item co-option will not take place until the next meeting.

**2        Apologies for absence.**

Cllr Stephenie Chorley, County Cllr Mike Pullin, District Cllr Ham and PCSO Mike Storey had sent apologies which were accepted by the Chair.

**3        Declarations of Interests and Dispensations**

Cllr Brand declared an interest in planning application 2018/0190/FUL and would therefore not take part in the vote.

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

The draft minutes had been circulated prior to the meeting. It was noted that Cllr Jordan also attended the planning refresher meeting as mentioned on page 5, which was amended by hand. It was agreed that the amended minutes for the 2<sup>nd</sup> February 2018 were an accurate record so were duly signed by the Chair.

***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.

**6        Planning Applications**

- 6.1 2018/0190/FUL - Laying of drain and external alterations to church to provide a disabled toilet, external vent pipe to drain and extractor fans to toilet and kitchen. Church of St Andrew Holcombe Hill Holcombe Shepton Mallet, Radstock

All Councillors had considered the application plans prior to the discussion. After consideration it was proposed by Cllr Dumbrell and seconded by Cllr Robinson that the application should be approved.

***Vote: 6 For, 0 Against & 1 Abstentions***

- 6.2 2017/3222/FUL - Kilmersdon Common Farmhouse, Holcombe, Radstock. BA3 5QB  
Erection of two holiday lets with associated vehicular access and landscaping (Site address amended 9th Jan 2018 to 'Kilmersdon Common Farmhouse')

The application had been withdrawn this morning. It was not known why it had been withdrawn.

**7        Planning Updates**

- 7.1 Planning Updates

2018/0190/FUL - 8 Stones Paddock, Holcombe - Cllr Brand reported that he had attended the recent planning board meeting and spoke on behalf of the Parish Council encouraging the board to refuse the application. He was disappointed that the application was in fact approved.

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**8 Report**

**8.1 PCSO Report**

PCSO Mike Storey did not attend but had sent an email reporting crime figures for the Frome Rural beat North during February were:

- Criminal damage – 3
- Theft from a vehicle - 2
- Anti-social behaviour – 4
- Theft of a motor vehicle – 3

**8.2 District Councillor report**

District Cllr Alan Townsend reported that at the recent Cabinet meeting, Council tax was set at 3.4%. The accounts for the current financial year are looking likely to come in virtually on budget. With Central Government grants being reduced, the coming year will be tough. The work that the Transformation team have done to invest in 2 properties will be important and will look to give a return of 6% (£700K) over the year which will help to fill the gap.

Planning application 8 Stones Paddock was heard at the recent planning board meeting. It was disappointing that the board decided to approve the application. The application for a new Co-op at the Crossways garage site in Coleford was also heard. There were some objections but the board approved the application.

It has come to light that Jones Convenience store and the Post Office will close next week. Many people have been in touch concerned about the loss of the Post Office. Cllr Townsend has written to the Post Office urging them to find a new site and also to the Planning Officer for the new Co-op application to see if the Post Office could be incorporated within the new store.

Coleford Parish Council have just had the results back from its Housing need survey where 1000 people in the village were asked to complete a questionnaire relating to housing. 200 people completed the questionnaire which found that 13 affordable dwellings were required over the next 5 years with only 1 person requiring accommodation suitable for an older person. This survey was last completed 10 years ago when the results showed a need for 30 houses, which were then built on the rural exception site which become Macintosh View, Coleford.

Mendip District Council are hosting a Rural Housing meeting on the 28/03/18 at the Council offices which Cllr Townsend plans to attend.

District Cllr Townsend said that he would be meeting with Charlie Higgins the Highways Officer tomorrow on behalf of Coleford Parish Council and he asked if there were any issues that Holcombe would like raised. Cllr Crowe explained that a request has been made to SCC to extend the 30mph zone on Brewery Lane to start where the current 40mph signs are located. They had replied to say that this couldn't be done but Cllr Crowe explained that this is exactly the same principle as that of Holcombe Hill which they did extend and therefore could Cllr Townsend try to forward this on behalf of the Parish

Cllr Townsend suggested that we also email County Cllr Mike Pullen and ask him to put his support behind the extension of the 30mph zone on Brewery Lane.

VW

Cllr Townsend will also report the poor road surface on Burrows Lane.

Cllr Robinson asked what the policy was for road sweeping? It was agreed that this was an area which had been hit by funding cuts. The Clerk will contact MDC and request that Brewery Lane in particular and Holcombe Hill be swept.

VW

District Cllr Ham had sent his apologies but did not provide a report.

**8.3 County Councillor report**

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

**9 Finance**

**9.1 Income** – There was none.

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

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9.3 Agree Third Quarter Budget Review

The Clerk had emailed the budget report to Councillors for consideration. It was agreed that the report was accurate however it was requested that the red highlighted boxes be changed as it led you to thinking it was a negative figure/concern when it was not. The Clerk explained that it was highlighted purely to identify the latest amendment but will remove for future reports.

It was proposed by Cllr Crowe that the report should be signed as an accurate record which was seconded by Cllr Brand. The Chair signed the report.

***Vote: 7 For, 0 Against & 0 Abstentions***

10.4 Payments

The following payments were read out for payment:

Vickie Watts – Clerk Salary for February £376.66 & expenses of £46.61	£423.27
Mountain & Forest Outdoor Ed Co Ltd – Lychgate renovations	£460.00
Cranmore PC – Risk / Insurance Seminar	£14.00
HeartSafe AED (E.U.) Ltd – Defibrillator pads	£118.80

Playing Field Expenses to be reimbursed by the PF Committee

Peter Simpson – Repairs to the Barn resulting from the break-in	£97.67
Plus removal of the diseased tree	£175.00
Signefex – Playing field signage	£124.80

The Clerk explained that the bank mandate for the Playing field committee would hopefully be approved soon and the amounts paid by the Parish Council on behalf of the committee over the last few months would then be reimbursed.

Payments were recommended for payment and the cheques signed by Cllr Dumbrell and the Clerk. However, the Clerk will visit Cllr Chorley to seek the second signature for her salary cheque.

***Vote: 7 For, 0 Against & 0 Abstained***

**10 Update on Dog Waste bins**

Cllr Brand said that he was happy to visit the designer of the dog waste powered light in Malvern at some point in the future and was happy for any other Councillors to join him. SB

The Clerk had circulated the comments which had been received after consultation with the residents via Facebook. Sadly, the On the Map had not been produced due to the Editor's ill health so comments were unable to be sought using that format.

84 people had viewed the post on Facebook seeking comments on whether the 5 proposed sites were appropriate and what type of bin would be preferred. There were 8 likes and 3 comments which were in support however that 5 maybe too many. There was one request not to buy the bins and to maybe consider a bench on Holcombe Hill instead.

After consideration it was agreed that the Council would buy 2 Metal Chieftain litter bins as recommended by MDC at £409.94 + VAT. One will be installed at Jubilee Gardens to replace the existing dog waste bin.

It was agreed that the existing dog waste bin should be installed on Common Lane and that Cllr Stokes should consider which site would be best for the other new litter bin.

Cllr Crowe proposed that the Clerk should place the order with Glasdon as mentioned above which was seconded by Cllr Dumbrell. VW

It was also agreed that the Clerk will write to Mrs Read to update on what the Council has agreed and advise that the Council will consider whether there is an appropriate site for a bench on Holcombe Hill. A post will be put on the Facebook page to say that we have reduced the number of installations from 5 to 2. VW

**11 Renovation of Finger post signs within the village**

Cllr Robinson will inspect the signs and report back to the council what condition the signs are in and whether they are easily accessible for renovation. The Clerk will seek quotes from contractors who are qualified to undertake the work. SR  
VW

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**12 Emergency Plan**

Cllr Robinson explained that there were some items which were discussed during the training day that needed to be purchased. In order to obtain quick access to the emergency box in the Village Hall it might be worth purchasing a key code box to keep the keys inside. After discussion it was agreed that Cllr Robinson should just have multiple keys cut so that a key could be allocated to each Councillor which could be kept with the clip board which will be purchased for each Councillor. It was agreed that Cllr Robinson should go ahead and purchase the items highlighted at the training day. SR

The Village Hall committee have agreed to having the Village Hall registered as a 'place of safety'. It is important that if it is ever used for this purpose, Somerset County Council must be informed as soon as possible so that the hall can be covered under their insurance. If there are any additional costs incurred during this use SCC will reimburse the Council. The Clerk to register the hall as a place of safety with SCC. VW

The Village Hall committee although supportive of the emergency plan did not feel able to volunteer as part of the response team.

Cllr Stokes to ask the Playing Field committee if any of them would be prepared to be part of the emergency team. RS

The emergency plan will be emailed to all Councillors to ensure that everyone has the latest version. The abridged version is to be uploaded to the Parish website. SR  
VW

As On the Map was not published this month the Clerk to ensure the article goes in to the next edition. VW

It has been agreed with Mr Ash Smith that the next annual training event will take place in November 2018.

There was discussion as to whether during the recent snow fall the emergency plan should have been activated. The general opinion was that although inconvenient it was not an emergency situation although it did raise questions as to what sort of incident would activate the plan. After discussion it was agreed that the instructions in the front of the emergency plan were sufficient and should remain as the current activation process with the Chairman, Cllr Crowe making the decision to initiate the plan or a quorum of Councillors.

It was also questioned whether the Parish Council should hold a list of the vulnerable people that are living in the village so that they could be telephoned in the event of an emergency to ensure that they are ok. The list could then be annexed to the emergency plan. It was agreed that this would be raised at the Annual meeting of the parish. It might be that the Village Agent is able to help with this? VW

Mr Ash Smith had emailed to ask if a grit bin could be purchased for the main crossroads next to the Lychgate and to request that the grit bin on Common Lane could be refilled. Clerk will request that SCC refill all of the bins around the village. Agenda item for the April meeting to consider the purchase of the grit bin. VW  
Ag

**13 Jubilee Gardens - update on volunteer, insurance cover and work completed to date**

The Clerk explained that she had bought the tools that the new volunteer gardener Mrs Julia Evans would be using to complete the work at the garden, for the agreed sum of £1.00. Julia agreed to maintain them and ensure they were kept in a secure lock up. The Clerk had also written to Julia explaining the type of work to be completed and that expenses incurred would be reimbursed. Each time that Julia visited the garden she was asked to complete a safety check of the area prior to starting work and record findings on form provided.

The Clerk had sought advice from Came and Co who confirmed cover but advised that a risk assessment be completed and a record held on file. The Clerk had prepared a draft of the risk assessment which had been circulated to all Councillors. Amendments had been recommended which will be made. The Clerk will then complete an induction with Julia. VW  
VW

The Clerk confirmed that Simon Biddlecombe of All Seasons had been in touch to say that he was concerned about completing all of the work at the garden as he was aware that there were birds starting to nest in the hedgerow. The Clerk explained that Julia was concerned that more work could have been completed by Simon so the Clerk had tried to arrange a meeting with Julia and Simon to agree what work should be completed, but this had not taken place as yet. The Clerk will continue to expedite this meeting. VW

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

15/03/18 - SALC Councillor essentials training to be held at Wanstraw Village Hall at 7pm. Cllr Gait and Cllr Brand are booked in to attend.

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**15 Councillor Reports/Updates**

15.1 Highways including update on Speed Indicator Device scheme – The Clerk will be meeting with Johan (surname unknown) from the Somerset Highways team to discuss potential new sites for Speed Indicator Devices. Once we have confirmation as to whether new sites are permissible the Council will need to consider whether to remain as part of the SCC scheme or to buy a device for the parish.

15.2 Village Hall – Cllr Robinson attended the Village Hall meeting on 27/02/18. The committee thanked the Parish Council for the grant to be used to help fund the upgrading of the insulation which will cost £100 per panel. The work on the roof has now been completed at a cost of £11K.

The Village Hall committee have confirmed that they are happy that the hall should be registered as a place of safety. The committee were not prepared to commit individually but would be happy to rally round should an emergency situation arise.

Playing Field – Cllr Stokes attended the recent meeting and reported as follows:

- 15.3
1. The Bank mandate has been completed and submitted to the bank but there is no further information at this point.
  2. There had been a break in at the changing room barn. Nothing was stolen but damage done to the door.
  3. Maintenance quotes for the play area had been received and considered. The committee agreed that they would continue with the weekly inspections and a proactive maintenance programme to ensure the equipment was kept in good order.
  4. The new signage providing contact details for users to report any damage or issues within the play area has been ordered.
  5. The committee is keen to investigate the idea of a path around the perimeter of the playing field. The local quarries will be approached to see if they would be prepared to help with providing materials or funding.
  6. Cllr Brand will be attending the next meeting to discuss the Gala.

Cllr Jordan said that there was some damage on the safety surface under the swings. Cllr Stokes to investigate.

RS

15.4 Holcombe Gala – Cllr Brand confirmed that the Santander Treasurer account has been submitted with Cllr Brand and Cllr Gait as signatories. There are already many groups/stalls who have confirmed their attendance.

Cllr Brand asked if the Parish Council might like to have a stand, mainly to have a presence on the day and speak with parishioners. Everyone agreed that this would be a good idea and should be discussed again nearer the time.

15.5 Cemetery – The Clerk confirmed that Simon Biddlecombe would be removing the prohibited plant once the ground had defrosted.

15.6 SALC – Cllr Gait agreed to represent the Parish Council at the next Mendip Area meeting. Clerk to notify SALC.

VW

**16 Correspondence**

Clerks and Councils Direct magazine – Passed to all Councillors  
Broxap Brochure – No action required  
Mendip Community Transport request for funding – Agenda item for April  
E-on – notice of price increase from 15.75p to 17.90p per kwh

**17 Reports and items for next meeting**

- Vulnerable people – emergency plan
- Co-option of new Councillor
- Clerk Pay rise
- Litter pick – Holcombe Spring Clean, agreed date of Saturday the 7<sup>th</sup> April at 10am meeting at the Village Hall. Cllr Brand to advertise on Facebook, Cllr Stokes to encourage the Playing Field to get involved and the Clerk to put up posters and advertise in OTM

SB  
RS/VW

**18 Dates for next meetings**

Tuesday 3<sup>rd</sup> April 2018 – Parish Council meeting

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Meeting finished 21.45hrs