

**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  
[clerk@holcombepc.org.uk](mailto:clerk@holcombepc.org.uk) 07971 516916 - 01749 880428

**Minutes from Holcombe Parish Council meeting, which took place on  
Tuesday 5<sup>th</sup> June 2018 at 7.30 pm.**

*Councillors Present* Cllr Graham Crowe (Chairman)  
Cllr Simon Brand  
Cllr Stephenie Chorley  
Cllr Terry Dumbrell  
Cllr Patricia Jordan  
Cllr Daniel Owen  
Cllr Russell Stokes

*Also, Present:* District Cllr Ham. There were 2 members of the public.

*In attendance:* Vickie Watts taking the minutes

**1 Public forum.**

Mrs Margaret Champion raised concern over the Penny lorries which are negotiating through Stoke Bottom. Where vehicles have been forced to pull off of the road to allow passing there is now extensive damage to the verge leaving it dangerous.

Mr Max Benzie attended the meeting to seek Council's support to remove the lamp post from outside his home in James Close.

The Chair agreed that both items would be brought forward and dealt with earlier in the meeting.

**2 Apologies for absence.**

Cllr Phil Gait, Cllr Sue Robinson (Attending PACT meeting on behalf of the Council), PCSO Michael Storey and District Cllr Townsend all 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 1<sup>st</sup> May and 22<sup>nd</sup> May 2018**

Three sets of draft minutes had been circulated prior to the meeting. It was agreed that both sets of minutes for the 1<sup>st</sup> May (Annual meeting of the Parish Council and the monthly parish meeting) and the draft minutes for the planning meeting on the 22<sup>nd</sup> May 2018 were accurate records of the meetings and so were duly signed by the Chair. This was proposed by Cllr Brand and Seconded by Cllr Owen.

***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 setting up of the playing field account will be done once the current account details are provided by the Playing Field committee. VW
- The new multi-purpose bins are to be installed and the dog waste bin relocated in the next week. VW
- The Clerk has not been able to make contact with the second contractor regarding a quote for the renovation of the finger post signs. Clerk to continue to pursue.

**6 Highways**

Mrs Margaret Champion expressed concern over the condition of the road through Stoke Bottom. Due to the increased number of lorries using the route the road edge is wearing away and there is now a considerable drop to the edge of the verge. This is becoming dangerous and could damage a car if they need to pull off of the highway to avoid a lorry. District Cllr Ham will raise this with Charlie Higgins of SCC Highways. District Cllr Ham had more to say about Penny's lorries within his report. PH

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**7 District Council report**

District Cllr Ham reported:

Penny's Lorries: District Cllr Ham was aware that there had been concern over the way lorries are driving around the lanes of Holcombe. Cllr Ham has spoken with Stuart who is the transport manager for Penny's who has confirmed that he would be willing to speak to anyone, at any time regarding the lorry drivers.

All of the lorries have trackers and forward-facing cameras fitted and are timed in and out of Cookswood so are traceable. Stuart's telephone number is 01761 241367. Ring direct and he will look into any complaint.

Cookswood: It has become apparent that the 28-day condition has been removed on the holiday lets at Cookswood. District Cllr Ham confirmed that this is a national policy but the following conditions still apply:

- Unrestricted time
- Holiday purposes only
- Cannot be principle residence
- Cannot use address to register for schools, Doctors and mail deliveries.
- Cookswood to keep register of occupation to be inspected at any time.

The houses are expensive but they will have free access to the pool and facilities. The sale of these units will bring income to the area. There will be less traffic on turnaround weekends and will equal better occupancy and hence more staff will be needed. The units are being sold up front to create an investment fund to invest into the build. The number of units to be sold is not known at this stage. District Cllr Ham also confirmed that Mr Rick Massey of Cookswood has donated £300 towards Holcombe Gala and £1000 to the Playing Field Committee. He has also confirmed that he is prepared to provide all the material and complete the work free of charge for the proposed track around the playing field.

Comments re Carlton Langford of MDC Planning Office: District Cllr Ham confirmed that he had received an email prior to the meeting from Ms Rachel Tadman of MDC responding to the complaint made by Cllr Ham on behalf of Holcombe PC. The complaint was around the response that Carlton Langford gave to the Clerk's request for an extension of time for a recent application. Ms Tadman stated that his email to the Clerk was unacceptably curt and that he should be more polite and, if an extension couldn't be agreed, then he should explain exactly why it was not acceptable. District Cllr Ham said that changes have already been made within the department, which should improve efficiency in the future.

District Council: District Cllr Ham explained that roles within the District Council had been recently reallocated, however Cllr Ham remains the lead for Transformation which now has a new corporate manager and Shape our Future which is progressing well.

Planning and enforcement have recently approved the use of Public Space Protection Orders. There is more information available on the MDC website.

Changing places – The Frome site is already working well. Wells will be the next to open along with Street and Glastonbury soon after. A site is still being sought for Shepton Mallet. A mobile unit is now available and MDC are trying to get it booked for next year's Glastonbury.

Clarks Village has been sold with the new owners looking to invest and make it much bigger and better which will be great news for the area.

The Moorland Gypsy and Traveller site case will be going to court soon. The site has a potential buyer lined up to proceed once the site is clear.

Saxon Vale development is still being investigated and a partner may have been found to take this forward.

The Coleford Small Improvement schemes and the Wells to Frome road have both been approved to go through to the next stage for consideration.

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**8 Request to remove a street light at James Close, Holcombe**

Mr Matt Benzie attended the meeting and explained that he would like the light removed as it was in the middle of the access drive to his property and directly outside of his child's bedroom window. The Clerk had already contacted the lighting team at SCC. They had confirmed that in order to take this forward:

- Permanent removal is discussed and formally agreed at the next Parish Council meeting.
- Consultation to be carried out with the residents by the Parish Council and written agreement by all residents in the Close to be supplied to the Highway Lighting Team.
- Light in question will initially be switched off for a three-month trial period.
- Following the above trial period if no further complaints, light to be permanently removed.

The email also stated that if at any time the light were to be reinstated then all associated costs will have to be met by the Parish Council.

Councillors were concerned about the final condition and asked the Clerk to challenge this and report back.

Mr Benzie explained that he already had a document signed by all bar one of the residents who confirmed that they were happy for the light to be removed.

It was proposed by Cllr Chorley that the Parish Council would support the request which was seconded by Cllr Stokes.

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

**9 Planning Applications**

2018/1008/HSE – Ham Mill, Ham Hill, Holcombe, Radstock, BA3 5QD

Proposed repair of flat roof and proposed balustrade to allow use as a roof terrace.

All Councillors had considered the abovementioned application and there were no objections. It was proposed by Cllr Owen and seconded by Cllr Brand that the application be recommended for approval because in light of its remote location there were no reasons to object.

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

**10 Planning Updates**

ENF/2018/0093 – Land adjacent Brick House Farm on the junction of Brewery Lane and Dark Lane, Holcombe.

A letter had been received from the enforcement section of MDC to confirm that after investigation there was no evidence of a breach of planning control and that there was no evidence of persons living on the site. No further would be taken.

**11 Report**

**11.1 PCSO Report**

PCSO Mike Storey had sent apologies and said that a report would be sent to the Clerk for circulation within the next week.

**11.2 District Council report**

District Cllr Townsend had sent apologies but had emailed to say that he had attended the Truespeed presentation at Stratton on the Fosse last week and felt that their solution to poor service was simple and future proof. He wanted to encourage people to attend the meeting at Holcombe Village Hall on Thursday the 7<sup>th</sup> June to make their own minds up.

**11.3 County Councillor report**

County Cllr Pullin did not attend or send a report.

**12 Finance**

**12.1 Income** – An application to erect a memorial for the deceased Douglas Cartwright had been received along with a cheque for £70. It transpired that the proof layout had not been received and was therefore adjourned to allow the Clerk to seek a copy of the layout. Once received the Clerk will circulate to all Councillors to make a decision via email.

VW

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12.2 Bank reconciliation – This was to be adjourned until next month. Ag

12.3 Discuss and agree setting up the new playing field bank account – The Clerk explained that this would be completed after the Playing Field meeting when she would request the current bank account details. VW

12.4 Approve Section 1 the Annual Governance statement of the Audit 2017/18  
The Clerk explained that this was the first year of the new audit process whereby Smaller Authorities (Income and expenditure less than £25K) complete a Certificate of Exemption which was signed by the Clerk and the Chairman. This form had been completed by the Clerk and was duly signed by both the Clerk and the Chairman. This would be submitted to the external auditor by the Clerk. The Clerk had provided a copy of the audit papers to each Councillor. The Clerk then read out the questions in the Annual Governance statement 2017/18 allowing the Councillors to answer before recording the response on the form. The Chairman then signed and dated to confirm approval. This did not need to be submitted to the Auditor as in previous years but would be uploaded to the website and displayed on the notice board in the same way as previous years. VW

12.5 Approve Section 2 the Accounting Statement of the Audit 2017/18  
The Clerk confirmed that she has already signed the document as the Responsible Officer to confirm that the statement accurately reflects the financial position of the Council. The Chair asked if the Councillors had any comments about the Accounting statement but there were none. The Chairman then signed and dated to confirm approval by the Council. VW

The Clerk confirmed that Adrian Mason had completed the internal audit and signed the relevant section on Page 4 of the External Audit paperwork.

Councillors voted in favour of approving both sections of the audit unanimously.

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

12.6 Payments:  
The following payments were read out for approval:

Vickie Watts – Clerk Salary for May	£276.79 & expenses of £85.08	£361.87
SALC – 2 x New Cllr Training (Cranmore & Coleford PC's to reimburse for their attendance)		£125.00
Adrian Mason – Internal Audit		£27.50
Reimburse the Clerk – Playing Field Electricity		£35.19

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

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

**13 Review Policies**

1. Media Policy
2. Risk assessment
3. Freedom of information
4. Complaints procedure

It was agreed that this would be adjourned until next month to allow Councillors to review. It was noted that a Policy for the use of Facebook should be put together for administrators to be clear about what they should or shouldn't be approving. Cllr Brand to prepare the document for circulation which when approved would be incorporated within the Media Policy. Ag

Cllr Owen proposed that Cllr Brand should be able to speak with the press regarding the promotion of the gala which was seconded by Cllr Jordan. SB

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

**14 New guardian for the defibrillator**

Cllr Chorley confirmed that Mr Joe Fielder has taken on the role of guardian of the defibrillator and started the inspections last Sunday.

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- 15 External meetings to attend and reports on meetings attended** VW/GC  
Understanding charitable trusts – 20/06/18 – GC & VW to attend  
Truespeed x 2 meetings Holcombe Village Hall 07/06/18 @ 7.30pm and at the Duke 11/06/18 between 5 – 8pm
- 16 Councillor Reports/Updates**
- 16.1 **Highways** including update on Speed Indicator Device scheme: Cllr Crowe had circulated a report which highlighted the costs for the Parish Council to purchase its own SID for the 5 approved sites within the village and the cost for us to continue as part of the scheme paying £100 per 2-week session. If a SID was to be installed throughout the 5 sites throughout the year it would work out cheaper to purchase our own.
- It was asked if there would be an ongoing cost for downloading data? No this is something that the Council could undertake itself.
- Cllr Brand highlighted that Holcombe Hill appeared to be the main area of concern for Parishioners and therefore if we just paid for SID installation at those 2 sites it might be cheaper to join the scheme rather than purchase our own. GC
- It was asked what evidence there was available to show the effectiveness. Maybe the Parish Council should invest in the rental system for the time being whilst further investigations. It was agreed that the Clerk would email the Highways team to establish whether the Council could still buy in to the scheme. VW  
GC
- Extending the 30mph zone on Brewery Lane: Cllr Crowe said that there was nothing to report this month.
- Inconsiderate parking on Holcombe Hill: There had been a complaint that the cones outside the old post office were being discarded and during a recent incident had been thrown onto a roof causing damage. The cones have since been removed by PCSO Michael Storey from both sites.
- It was agreed that we need to educate people regarding the issue of inconsiderate parking. Maybe hold a meeting or raise this at the Gala? It was suggested that a solution might be to fit a mirror? Cllr Crowe will draft a letter regarding this option. GC
- 16.2 **Village Hall**: The last meeting was held on the 10<sup>th</sup> May. There was nothing to report.
- 16.3 **Playing Field**: Cllr Stokes confirmed that:
1. The last meeting was held on the 5<sup>th</sup> May.
  2. Cllr Stokes is taking on the role of Treasurer.
  3. Ray is having to take a break from undertaking the play area inspections so the Clerk has agreed to do them for the time being. VW
  4. Amie has been canvassing support from local companies for the path around the playing field. There has also been a consultation on Facebook seeking support.
  5. There are new keys for the barn. It has been suggested that a key safe be fitted for ease of access. The insurance provider will be contacted to check if this is acceptable.
  6. The village Christmas tree has been planted. It will grow a foot each year.
  7. The boules pitch needs to be given a spring clean. VW
- Requests to use the car park  
2 requests have been received during the month, 1 for a Christening on 17/06/18 at 10.30am at the new church, which was approved and another for a 50<sup>th</sup> Birthday party which was refused as it was required after 8pm. The decisions were proposed by Cllr Chorley and seconded by Cllr Jordan. The Clerk to notify parties involved and the neighbours of the car park. VW
- Vote: 7 For, 0 Against & 0 Abstained**
- It was suggested that an item be placed in On the Map and on the website to explain how people can apply to use the car park and what the process is. VW

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16.4 **Holcombe Gala**

Cllr Brand confirmed that the flyers have gone out to every household in the village. The banners will be erected a month before the event. Advertising will go into the Journal and the Somerset Guardian. Posters for tug of war and Wimbledon themed baking competition will also be displayed to drum up support.

It was agreed that the Parish Council should have a stand to give parishioners the opportunity to meet with their Councillors. Everyone to give this some thought and discuss via email to decide what is needed. Cllr Crowe to put forward a proposal. GC

The Quiz will take place on Friday 6<sup>th</sup> July and it would be good to have Councillors present.

Any help to set up on Saturday the 7<sup>th</sup> July at 8am would be appreciated. The main event will start at 12 noon. ALL

**17 Correspondence**

The following correspondence was to be passed around Councillors prior to the next meeting: VW

- Clerks and Councils Direct
- Campaign to Protect Rural England
- Friends of Coleford & Holcombe Churches invite to Rainbow Ramble & Family Picnic – 29/08/18
- Somerset Waste partnership newsletter

**18 Reports and items for next meeting**

- Finalise Gala – Cllr Crowe to put forward proposal Ag
- SIDS
- Mirror
- Brewery Lane
- Facebook policy

**19 Dates for next meetings**

Tuesday 3<sup>rd</sup> of July 2018 – Meeting of the Parish Council  
Tuesday 7<sup>th</sup> August 2018 – Meeting of the Parish Council

Meeting finished 21.45hrs