

Minutes – Holcombe Parish Council

Version:

Meeting Date: Tuesday 5th November 2024

Location: Holcombe Village Hall

Time: 7.30

Chairing this meeting: Simon Brand (SB)

Attendees: Mark Davies (SD)

Simon Eade (SE)

Elaine Emery (EE)

Phil Gait (PG)

Adrian Govier (AG)

Dave Roberts (DR)

Apologies: Helen Kerr (HK), John Stratford (JS)

In attendance: Anna Mearns (Stoke St Michael PC)

Simon Collins (Stoke St Michael PC)

Minutes

Item	Description	Action
1	Public Forum	
1.1	Anna Mearns and Simon Collins attended to highlight the highways issues in relation to HGVs going through SSM and the impact the weight restriction is having on local traffic diverting through other local villages. They stated that the problem of HGVs was exacerbated by HGVs from outside the local area using the roads in SSM and not being aware of the restrictions. They wanted to highlight their concerns with other local parishes so that a joined up approach to alleviating the problem was taken. .	
2	Apologies for Absence	
	HK, JS.	
3	Declarations of Interest & Dispensations	
3.1	None	
4	Approve Minutes of Previous Meeting (held on Tuesday 1st October)	
4.1	Approve by EE; seconded by PG; one abstained	
5	Actions/Matters Arising	
5.1	All actions from the previous meetings had been completed.	

	Domain name: it was agreed that no further action would be taken at this stage.	
6	Reports	
6.1	PCSO: see under highways	
6.2	Somerset Council: key points 1. Further redundancies; 2. Number of changes to the executive; 3. Local Plan (part 2) has been amended & published. More details can be found at www.somerset.gov.uk/planning	
6.3	Report on appointment of new Clerk: two people have shown some interest. MD to make contact informally & provide information with reference to the post.	MD
7	Planning Applications	
7.1	- 2024/1224/CLP (permitted development) -this was noted by the Council.	

8	Report on Planning Updates	
	NONE	

9	Discuss & Agree process for selecting grass cutting contractor form 2024/25	
	<p>There is a requirement to tender for a new contract to carry out grass cutting of the playing field and the cemetery for 3 years commencing 1 Apr 25. In addition, the PC needs to determine how the verges which SC was responsible for are to be cut from 1 Apr 25 onwards as SC can no longer afford to provide this service. The total area of verges measures 834 square metres. After a discussion about the requirement to cut the verges, it was agreed that the verges would be added to the invitation to quote; in the meantime the cost of using an SC approved contractor would be sought so that a decision could be made in the future.</p> <p>SB to issue the invitation to quote to 3 contractors which includes the option of cutting the verges</p>	SB
10	Finance	
10.1	Discuss new national pay award & agree any back pay due to outgoing Clerk. It was agreed that the NALC guidance to pay employees the new rate and back date it to 1 Apr would be implemented. As a result, the clerk was due an additional £77.65	PG
10.2	<p>Parish Council payments:</p> <ul style="list-style-type: none"> - Vickie Watts back pay – see above. - Royal British Legion (£22.50) - SALC training (£25.00) 	

	All payments were agreed. SE proposed & EE seconded. All in favour.	
11	Highways	
11.1	<p>Auto Speed Watch update. PCSO has been responsive in following up the worst offenders and contacted the owners of the vehicles concerned. It was agreed that JS would contact the PCSO to discuss how to formalise the process in the future.</p> <p>DR stated that he had attended the Traffic & Highways LCN where the issues of speeding and potholes were common.</p>	JS
11.2	Update on existing issues reported to Somerset - Nil	
11.3	Report of any new issues - Nil	
12	VE80 Planning	
	<p>SB briefed the council on the proposal to celebrate the 80th anniversary of Victory in Europe over the May BH in 2025. The proposal included a VE80 themed quiz night on Fri 2 May followed by a live music event on the PF on Mon 5 May. The latter event would be free to enter. SB stated that although the event should be self-funded, a £500 contingency grant from the PC was agreed.</p> <p>£500 contingency grant proposed by AG; seconded by SE and unanimously agreed.</p>	SB
13	Councillor Reports/Updates (inc. highways/playing field/ village hall/ SALC etc.	
	<ul style="list-style-type: none"> - EE stated that the new chairs have been purchased for the VH. - MD reported that there is no further movement on the development planning group. 	
14	Meetings/Training to attend	
	SB/PG are attending the Somerset Parishes Conference in Bridgwater (13 th November).	
15	Correspondence	
	<p>CPRE Newsletter has been received and distributed Operation Tribute – a request for a £25 donation towards a permanent memorial for Commonwealth soldiers in Taunton has been received. It was agreed that the PC would not contribute. A number of documents were received from SC Rights of Way – Guidance for Parish Councils Action: AG to publish on the HPC website.</p> <p>Code of Conduct Training – various dates in Dec. All councillors invited to sign up</p>	<p>AG</p> <p>ALL</p>

	Local Plan All councils are invited to respond to SC by 30 Nov. PG to action on behalf of PC.	PG
16	Agree Council meetings for 2025	
	MD to look at the 2025 calendar and propose dates (to include the PC AGM and the Annual meeting of the Parish). Action: MD to propose dates and circulate.	MD
17	AOB	
	It was decided that the next meeting will be on Tuesday 7 th January at 7.30pm.	

Actions to take forward

Agenda Item	Action	Owner
6.3	Follow up on two potential candidates for the Clerk position	MD
9	Complete tender document for 3 contractors together with the inclusion of verge cutting.	SB
10.1	Process payment for back pay to VC	SB
11.1	Contact the PCSO with the aim of formalising action for speed offenders (liaise with MD re Avon & Somerset Police letter).	JS
15	Publish the SCC Rights of Way document on the HC website	AG
16	Propose dates for 2025 meetings prior to our next meeting.	MD