



HOLFORD PARISH COUNCIL – Annual General Meeting

Meeting Date, Time and Location: 14 May 2018, 19:30 @ Holford & District Village Hall, Holford.

<b>Holford Parish Council</b>	<b>Initials (XX)</b>	<b>Attendance</b>
Chris Hayes Chairman	CH	✓
Debbie Salvidge Vice Chairman	DS	✓
Hema Stanley Clerk/RFO	HS	✓
Emma Cavendish	EC	✓
Emma Prince	EP	✓
Gareth Weed	GW	
Maureen Young	MY	✓
Terry Ayre	TA	✓
<b>West Somerset District Councillors</b>		
Susan Goss	SG	✓
Chris Morgan	CM	✓
<b>Somerset County Councillor</b>		
Hugh Davies	HD	
<b>Police Community Support Officers</b>		
Peter Bolton	PB	
Sue Thompson	ST	
<b>Public Path Liaison Officer</b>		
Sue Edwards	SE	

**Key Approvers** (XX initials of member)

Proposed P:XX

Seconded S:XX



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## MINUTES

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### **1. Minute 051/18: Apologies for absence.**

20180511 – HD telephoned HS, won't be attending meeting, he's not been well.  
20180514 - GW sent apologies via Chair.

### **2. Minute 052/18: Election of Chairman and signing of Declaration of Acceptance of Office form.**

DS steps down from Chairman post. Position available to all members of the Council.  
TA – Proposes CH and asks if any objections. All Cllrs in favour.  
P: TA  
S: All  
CH takes Chairman post & signs Declaration of Acceptance of Office form

### **3. Minute 053/18: Election of Vice-Chairman.**

TA – Proposes DS and asks if any objections. All Cllrs in favour.  
P: TA  
S: EP

### **4. Minute 054/18: Election of Representatives.**

#### **4.1 Planning. MY/DS**

P: CH  
S: TA

#### **4.2 Parish Maintenance. MY/CH**

P: TA  
S: EP

#### **4.3 Holford & District Village Hall. MY/GW**

P: CH  
S: DS

#### **4.4 Highways & Rights of Way. EP/DS**

P: MY  
S: TA

#### **4.5 Hunt. DS/CH**

P: EP  
S: TA

#### **4.6 Hinkley Point. TA**

P: MY  
S: EP

#### **4.7 Areas of Outstanding Natural Beauty & National Trust. TA**

#### **4.8 Bowling Green Steward.**

Proposal to re-appoint Jerry Anderson, CH to ask/confirm.  
P: MY  
S: EC



#### **4.9 Internal Auditor.**

Proposal to re-appoint Timothy Tennent, HS to ask/confirm.

P: CH

S: DS

#### **5. Minute 055/18: Have your say – Community issues/concerns.**

##### **5.1 Speaker William Jenman – Landscape Partnership Scheme.**

Development Officer for the new Landscape Partnership Scheme at Quantock Hills AONB.

<https://www.quantockhills.com/reimagining-the-manor-scheme>

##### **5.2 Silk Mills planning application.**

Stuart Tavner gave historical information on the Silk Mills Site and previous planning application. Requested the site be treated as a community asset with its historical background.

Peter Grandfield asked if the current application drawings were the same as previous. Advised CH to review this with care.

##### **5.3 Holford and District Village Hall**

Peter Grandfield gave an update on the village hall and asked about the public works loan status.

##### **5.4 Merger of the 2 councils**

Peter Grandfield asked why there was no opinion given by Holford Parish Council on the merger of the 2 councils. CH – Council didn't feel the need to and wasn't aware of consultation.

CM – Consultation has been available.

#### **6. Minute 056/18: Declarations of Interest and Requests for Dispensations.**

TA, DS, – Planning applications 3/16/18/005 & 3/16/18/007

CH – Planning application 3/16/18/007

#### **7. Minute 057/18: Approve previous meeting minutes and matters arising.**

Approve Minutes Meeting 12 March 2018:

P: TA

S: EC

Matters arising:

##### **7.1 Rubbish by roadside – Coach Road.**

20180514 EP/DS – To contact Stuart Riggs.

#### **8. Minute 058/18: Somerset County Council report – HD.**

20180514 –HS shared SCC report.

#### **9. Minute 059/18: West Somerset District Council report – CM/SG.**

Awaiting WSC report/s.

**CM**

Appointment changes after last WSC annual meeting on Thursday



Thanks to Cllr. Salvidge for her work last year and congratulations to new Chairman CH.  
Attended meeting today at Hinkley, local companies being employed.  
Jetty behind schedule.  
PG asked question about £4 million gone to Sedgemoor.  
TA – Reported problems with renting properties in the area & local expertise going to Hinkley.

**SG**

Application for new council going through parliament.  
Transport forum meeting – Major road works at Quantock Roundabout/Homberg Way  
Requested Holford Parish have a representative on Hinkley Transport Forum meeting. TA accepted.  
Improvements to Community Bus scheme.  
Community forum meeting summary.

**10. Minute 060/18: Police Community Support Officer report – ST/PB.**

None.

**11. Minute 061/18: Planning applications.**

**11.1 Application 3/16/18/005**

Land to the north-west of the Plough Inn, Back Lane, Holford. Erection of one dwelling  
20180514

*Public comments:*

None.

*Parish comments:*

Cllrs present @ Site meeting: CH, MY, EC, GW

Comments to be sent to WSC:

Holford Parish Council has no objections to the proposals contained in this application and didn't think any windows overlooked any existing properties.

**11.2 Application 3/16/18/007**

Moorhouse Farm, Moorhouse Lane, Holford, Bridgwater TA5 1SP. Temporary change of use of land for the siting of caravans to accommodate Hinkley Point workers and retention of a temporary ablutions block

20180514

*Public comments:*

- Bed and breakfast owner in Holford has concerns about this application. The caravan park is already taking business away from her.
- SG – Licensed caravans are part of the strategy, a lot of Caravan sites in Sedgemoor have been given 2 years to release site for Hinkley.
- TA – Believes men prefer to stay in caravans.

*Parish comments:*

Cllrs present @ Site meeting: EC, MY, GW

Comments to be sent to WSC:

Holford Parish Council has no objections to the proposals contained in this application and agrees with the 2 year planning restriction.



### **11.3 Application 3/16/18/008**

Copse Cottage, Combe Lane, Holford, Bridgwater, TA5 1RY. Erection of first floor extension, replacement windows and doors, demolition of bay window and porch to front, erection of verandah to front and porch to side

20180514

#### *Public comments:*

Stuart Tavener – Enforce restrictions on reasonable work times.

#### *Parish comments:*

Cllrs present @ Site visit : GW, DS, TA, CH

Holford Parish Council has no objections to the proposals contained in this application. Changes requested will be aesthetically pleasing and an improvement for the village.

## **12. Minute 062/18: Parish maintenance.**

### **12.1. Walkabout.**

20180416 – Village walkabout took place. Cllrs present DS, CH, EP.

DS to report @ next parish meeting.

20180514

DS – Barrier in Bowling Green has been fixed. A lockable latch is needed to secure it. Latch key will be kept by Jerry Anderson & CH.

DS – Latch and additional wooden posts for the Village Green to be purchased from Grandfields.

### **12.2 Dog Pound Quotes.**

Finalise at the next meeting and select a contractor.

20180511 – A.Paterson £300

20180514 – Terry £380

20180518 – Richard Shephard ???

### **12.2. Tender/s and advertising for parish maintenance.**

#### **12.2.1. Review & approve external contractor tender document**

20180314 – Advertising in West Somerset Press – quoted £112 upwards.

20180315 – Tender document posted on notice boards & parish website & mentioned in the local Holford News & Views newsletter. West Somerset Press quote was too expensive.

20180508 – 4 tenders (Greenslades, Gary Bickers, Matthew Peaster & John Foster) received to date, to be discussed at next parish meeting.

20180514

Parish maintenance areas were discussed/visited by all tenderers with below Cllrs.

- Greenslades – Previous contractors.
- Gary Bickers – CH
- Matthew Peaster – MY
- John Foster – MY/CH

Tenders reviewed & priced in the meeting. Consensus contractors/tenders appeared professional & worked for other councils. However, only one tender was within budget – Matthew Peaster. All Cllrs in favour for Matthew Peaster to be assigned the 2018-2019 contract.



P: MY

S: EC

HS to inform Matthew Peaster. Inform first visit to be ASAP with a total of 6 visits between now and October. Extra visit/s if needed to be authorised in due course.

### 12.3. Village 'clear up'.

20180312 MY – Lots of local people mentioned rubbish in ditches in the village.

CH/MY – To organise village "clear up" days & equipment.

20180514 – MY/CH scheduling dates in June/July.

### 12.4. Parish Road signs.

20180312:

TA declared an interest as road sign/s will go on his land.

CH – Will review all information received and contact Highways.

20180514:

CH awaiting response from Jo Sharp.

CH to knowledge share information and handover issue to EP/DS.

## 13. Minute 063/18: Councillors – All.

### 13.1. MY – Hunt.

20180312 – CH/DS to arrange a visit.

20180514 – CH/DS spoken with Nick Gibbons, who apologised for not responding sooner. Nick Gibbons informed issue has been discussed with the Hunt party members/followers and all have been requested to adhere to protocol and reminded to keep off private land.

## 14. Minute 064/18: Finance matters - HS.

### 14.1 Verify & Sign 2017-2018 Annual Return completed forms

20180514 – Verified/signed.

### 14.2 Approve 2018-2019 Insurance renewal

2017-2018 AON UK (Last year)	£504.37
2018-2019 BHIB Insurance Brokers	£453.94
2018-2019 Norris Fisher	£304.52
2018-2019 WPS Council Guard	£235.20

20180514 – All documents reviewed. All Cllrs in agreement to select Norris Fisher for 2018-2019 based on reputation.

P: EP

S: MY

### 14.3 Approve HS Salary/expenses

Amount: £574.83

P: MY

S: All



**15. Minute 065/18: Requests via email correspondence – HS.**

**15.1. Erl Plomgren – Memorial trees site maintenance.**

20180314 – Site visit took place.



Agreed with National Trust to move logs; additional dead/dangerous trees/branches will be removed by National Trust; Permission to plant new trees will be sought by National Trust from Natural England; HS will look into Stonework quotes.

20180315 – HS received quote for the stoneworks and emailed details to both Holford Parish Council & Kilve Parish Council.

20180508 – Cut logs have been moved. National Trust still to remove the additional dead/dangerous trees/branches.

**From:** Clerk [<mailto:clerk@holford-pc.gov.uk>]  
**Sent:** 08 May 2018 10:51  
**To:** Riggs, Stuart  
**Cc:** Bruss, Philip  
**Subject:** Re: Holford - War memorial site

Hi Stuart,

Hope you had a good weekend. Sorry to bother you again. Since my last email to you nearly a month ago... please can you advise on the removal of the dead trees/branches from the Holford Memorial Site.

We have our meeting on Monday and I am required to provide an update.

Many thanks,

Hema Stanley.

On 09/05/2018 08:51 AM, Bruss, Philip wrote:

Hi Hema,

Please be assured that the removal of this wood is on our jobs list here, but there is currently a large workload and only two of us to carry it out. I will ensure I get the area cleared as soon as I am able.  
Is there a specific deadline you would like the area cleared by? If so, please let me know and I will endeavour to schedule it in.

Many thanks for the reminder,  
Phil



**From:** Clerk [mailto:clerk@holford-pc.gov.uk]  
**Sent:** 09 May 2018 11:33  
**To:** Bruss, Philip  
**Cc:** Riggs, Stuart  
**Subject:** Re: Holford - War memorial site

Hi Phil,

Thank you for your email.

The site clearing matter was brought to our attention a couple of months ago now at our previous parish meeting and Stuart came out on site at that time.

We feel because of its importance to a lot of Parishioners & its relevance it is something that should be attended to sooner rather than later. We are already 2 months down the line. Is it possible to schedule something in the next couple of weeks?

Many thanks,  
Hema Stanley.

Subject: RE: Holford - War memorial site  
From: Riggs, Stuart <Stuart.Riggs@nationaltrust.org.uk>  
To: Clerk <clerk@holford-pc.gov.uk>  
Date: Today 12:11 PM

Hi Hema,

Following on from our conversation I just wanted to confirm that the brash piles (smaller branches) have been cleared from the site and the wood moved down to the woodland edge to provide a deadwood habitat.

As far as felling the standing dead trees we are planning this work for September. We are currently in the middle of bird nesting season and so can't carry out any tree work unless it is for safety reasons, which given the remoteness of this site we could not claim was the case. I will seek permission from Natural England to do some replanting within the boundary of the memorial over the winter period, I don't think this will be a problem but as it is within the SSSI we have to go through the correct steps.

I hope this helps  
All the best  
Stu

Stuart Riggs  
National Trust

20180514

All Cllrs approved stonework quote.

HS to place order with Fine Memorials.

All Stonework and tree works will be completed by end of September.

### 15.2. Stephen Campbell – Barrier in village green.

20180312 – Check missing posts

TA to provide posts.

CH to arrange maintenance.

20180514 – DS Barrier has been fixed. Posts & latch on order.

### 15.3. Speed Indicator Device (SID)

20180312 DS/CH to look into the scheme and liaise with Kilve Parish Council.

20180514 – All Cllrs agreed although a visual deterrent, data collected will not prove useful. Council cannot justify cost.

### 15.4. DS - Portway Lane parking issue.

20180312 DS to provide details of car registration numbers.

20180514 – DS advised no longer an issue.



### 15.5. Alan Falkingham – HDVH Funding request.

Hema

Sorry – there's a typo in bullet point no 4 – should be 'Trusthouse Charitable Foundation'

On 8 May 2018, at 15:17, Chair Holford Hall <holfordhallchair@gmail.com> wrote:

Hi Hema

You may inform the Parish Council that HDVH's current funding situation is as follows:

- Big Lottery – secured – £207,000
- Hinkley point CIM fund – secured – £125,000
- Viridor Credits – secured – £100,000
- Trusthouse chargeable fund – secured – £50,000
- Garfield Weston – secured – £15,000
- **Total from external fund raising = £497,000**
- The Village Hall has committed £8,000 of its own funds so the **total available funds to date = £505,000**

We have been turned down by one Charitable Trust and a second has offered less than we requested.

The estimate for the project was £552,000, but, unfortunately, the contractors' bids have come in significantly above this figure. We are therefore in negotiations with the contractors and the architect to find a solution. We cannot predict the outcome.

Demolition of the existing building and erection a new one – should we decide to do so – would save a significant amount of VAT. Discussions with Viridor would, however, be essential as their £100,000 grant was based on funding some of the refurbishment of the existing building only, not a new build. The outcome of such discussions could impact on the £10,000 the PC has earmarked for Viridor.

Meanwhile our belief in the project is undiminished and we continue in our attempts to secure further funding for the project.

All of these negotiations may take a few more weeks. The end result is that we will certainly not begin building in June as planned, and our best estimate at this stage is, perhaps, September – or even later. As soon as we have any positive news we will of course let you know. The Hall trustees remain grateful to the Parish Council for your support in this endeavour.

Alan Falkingham  
Chairman  
Holford & District Village Hall

20180514 CH advised issue to be discussed in July Parish Meeting to allow time for the HDVH to provide the Council & public with an update.

### 15.6. Martyn Cunningham - Military Movements Holford.

20180312 DS to look into issue.

20180514 – DS advised truck was land owner's.

### 15.7. Jenny Swash - Strawberry field building.

20180508 Update from WSC

Subject RE: Acolaid Case ECC/EN/18/00005

From Salter, Stacey <S.Salter@tauntondeane.gov.uk>

To clerk@holford-pc.gov.uk <clerk@holford-pc.gov.uk>

Date Today 08:54 PM

Dear Hema,

Thank you for your email, I can confirm that we have received a planning application for the breach at this site, however it has not yet been formally registered and validated. The parish should receive notification once the application has been formally registered, I know they are behind at the moment due to a heavy workload.

Let me know if you need any more information.

Best regards  
Stacey

**Stacey Salter**  
Planning Enforcement Officer

20180514 – Planning application has been received and the parish council is awaiting to do a site visit. A planning meeting to be confirmed in due course.

### 16. Minute 066/18: Any other business.

None.

Meeting closed @ 22:45