



HOLFORD PARISH COUNCIL

Meeting Date, Time and Location: 09 July 2018, 19:30 @ Holford & District Village Hall, Holford.

Holford Parish Council	Initials (XX)	Attendance
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	✓
West Somerset District Councillors		
Susan Goss	SG	✓
Chris Morgan	CM	
Somerset County Councillor		
Hugh Davies	HD	✓
Police Community Support Officers		
Peter Bolton	PB	
Sue Thompson	ST	
Public Path Liaison Officer		
Sue Edwards	SE	

Key Approvers (XX initials of member)

Proposed P:XX

Seconded S:XX



MINUTES

Table of contents:

1. Minute 072/18: Apologies for absence.	3
2. Minute 073/18: Have your say – Community issues/concerns.	3
3. Minute 074/18: Declarations of Interest and Requests for Dispensations.	3
4. Minute 075/18: Approve previous meeting minutes and matters arising.	3
5. Minute 076/18: Chairman report – CH.	4
6. Minute 077/18: Somerset County Council report – HD.	4
7. Minute 078/18: West Somerset District Council report – CM/SG.	4
8. Minute 079/18: Police Community Support Officer report – ST/PB.	4
9. Minute 080/18: Planning applications.	4
9.1. Application 3/16/18/010	4
9.2. 2018 Planning applications summary	4
10. Minute 081/18: Parish maintenance.	5
10.1. Erl Plomgren – Memorial trees site maintenance.	5
10.2. Stephen Campbell - Village Green Barrier.	7
10.3. Dog Pound.	7
10.4. Village ‘clean up’.	7
10.5. Parish Road signs.	8
11. Minute 082/18: Councillors – All.	8
12. Minute 083/18: Finance matters - HS.	8
12.1. Alan Falkingham – HDVH Funding request.	8
12.2. Approve Wood-land Southwest Ltd invoice	9
12.3. Approve HPC meeting venue/cost for next 6 months.	9
12.4. Approve HS Salary/expenses	9
15. Minute 084/18: Requests via email correspondence – HS.	10
16. Minute 085/18: Any other business.	10



1. Minute 072/18: Apologies for absence.

EP – In hospital, baby Prince imminent.
CM – Attending another meeting.

2. Minute 073/18: Have your say – Community issues/concerns.

Jenny Swash – A person from the Fine memorials business turned up at the Church grounds looking for the Memorial site.

3. Minute 074/18: Declarations of Interest and Requests for Dispensations.

MY, GW - HDVH

4. Minute 075/18: Approve previous meeting minutes and matters arising.

Meeting Minutes Amended & Approved.
P: TA
S: EC

Matters arising: None

Minute 054/18: Election of Representatives

4.1. Rubbish by roadside – Coach Road.

20180514 EP/DS – To contact Stuart Riggs.

20180709 DS – Rubbish has been collected & nothing to report at present.

4.8 Bowling Green Steward.

Proposal to re-appoint Jerry Anderson, CH to ask/confirm.

P: MY

S: EC

20180709 CH – Awaiting contact.


4.9 Internal Auditor.

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

P: CH

S: DS

20180516 – Email from Tim Tennent

To Clerk <clerk@holford-pc.gov.uk> 
Date 16/05/2018 09:17 PM
I am happy to be the internal auditor for 2018 – 2019.
Tim.



5. Minute 076/18: Chairman report – CH.

See Chairman report.

6. Minute 077/18: Somerset County Council report – HD.

HD – Shared information on:

- Transport road works – resurfacing work on main road into Bridgwater. Temporary changes to Yeovil roads
- Library consultation – results to be analysed and published in September.
- Search is on for Somerset's unsung heroes – can you help?

Additional information can be found on the SCC website:

<https://somersexnewsroom.com>

7. Minute 078/18: West Somerset District Council report – CM/SG.

SG – Shared information on:

- New council – Somerset West and Taunton Dean and transitional arrangements put in place as they prepare to deliver services during 2018.
For more information, please refer to <http://www.yournewcouncil.org>.
- Somerset West and Taunton boundaries consultation ongoing.
- Council tax consultation ongoing until 10 September 2018. Asking for people's views before making any final decisions on the new Council Tax Support scheme for working age people from 1 April 2019.

Additional information can be found on the WSC website:

<https://www.westsomersetonline.gov.uk/Home.aspx>

8. Minute 079/18: Police Community Support Officer report – ST/PB.

None received.

9. Minute 080/18: Planning applications.

9.1. Application 3/16/18/010

Green Pastures, Portway Lane, Holford, TA5 1SD

Erection of a first floor extension over the existing kitchen with associated alterations

20180709

Public comments:

None.

Parish comments:

Comments to be sent to WSC:

Holford Parish Council has no objections to this application.

9.2. 2018 Planning applications summary

[Non-material amendment to planning permission 3/16/15/004 in order to relocate the stepped](#)

[access](#). Mayfield, Church Road, Holford, Bridgwater, TA5 1RY Ref. No:

NMA/16/18/001 | Received: Tue 16 Jan 2018 | Validated: Tue 16 Jan 2018 | Status: Decided



[Conversion of barn to 1 No. residential dwelling, erection of double garage and associated works](#)

Woodlands Farmhouse, Williton to Bridgwater Road, Holford, Bridgwater, TA5 1SE Ref. No: 3/16/18/001 | Received: Mon 22 Jan 2018 | Validated: Fri 16 Feb 2018 | Status: Registered

[Conversion of barn to 1 No. residential dwelling, erection of double garage and associated works](#)

Woodlands Farmhouse, Williton to Bridgwater Road, Holford, Bridgwater, TA5 1SE Ref. No: 3/16/18/002 | Received: Mon 22 Jan 2018 | Validated: Fri 16 Feb 2018 | Status: Registered

[Change of use from woodland to residential with reinstatement of the original stone cottage](#)

Silk Mills Cottage, Silk Mills, Holford, TA5 1RY Ref. No: 3/16/18/003 | Received: Mon 19 Feb 2018 | Validated: Fri 04 May 2018 | Status: Registered

[Various external alterations](#)

All Saints Church, Church Lane, Holford, Bridgwater, TA5 1LF Ref. No: 3/16/18/004 | Received: Tue 27 Feb 2018 | Validated: Thu 22 Mar 2018 | Status: Decided

[Application to fell one Beech tree included in West Somerset District Tree Preservation Order](#)

T/3/43 Bourne Stream, Combe Lane, Holford, Bridgwater, TA5 1RZ Ref. No: T/16/18/001 | Received: Wed 14 Mar 2018 | Validated: Wed 14 Mar 2018 | Status: Decided

[Notification to fell two Ash trees, one Willow and one Birch tree within Holford Conservation](#)

Are... Rectory Stables, Back Lane, Holford, Bridgwater, TA5 1RY Ref. No: CA/16/18/001 | Received: Tue 20 Mar 2018 | Validated: Tue 20 Mar 2018 | Status: Decided

[Erection of one dwelling](#)

Land to the north-west of the Plough Inn, Back Lane, Holford Ref. No: 3/16/18/005 | Received: Wed 04 Apr 2018 | Validated: Wed 02 May 2018 | Status: Registered

[Erection of an agricultural building with a twin wall flue pipe and associated earthworks \(retent...](#)

Strawberry Fields, Combe Lane, Holford, Bridgwater, TA5 1RZ Ref. No: 3/16/18/006 | Received: Fri 06 Apr 2018 | Validated: Fri 04 May 2018 | Status: Registered

[Temporary change of use of land for the siting of caravans to accommodate Hinkley Point workers](#)

a... Moorhouse Farm, Moorhouse Lane, Holford, Bridgwater TA5 1SP Ref. No: 3/16/18/007 | Received: Thu 12 Apr 2018 | Validated: Mon 23 Apr 2018 | Status: Decided

[Erection of first floor extension, replacement windows and doors, demolition of bay window and](#)

po... Copse Cottage, Combe Lane, Holford, Bridgwater, TA5 1RY Ref. No: 3/16/18/008 | Received: Fri 20 Apr 2018 | Validated: Tue 24 Apr 2018 | Status: Decided

[Proposed single storey extension to trade area.](#)

The Plough Inn, Williton to Bridgwater Road, Holford, Bridgwater, TA5 1RY Ref. No: 3/16/18/009 | Received: Tue 01 May 2018 | Validated: Wed 23 May 2018 | Status: Registered

[Erection of a first floor extension over the existing kitchen with associated alterations](#)

Green Pastures, Portway Lane, Holford, TA5 1SD Ref. No: 3/16/18/010 | Received: Wed 30 May 2018 | Validated: Wed 30 May 2018 | Status: Registered

10. Minute 081/18: Parish maintenance.

10.1. 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.

20180601 HS Chased Fine Memorials for a date.

20180109 No date given by Fine Memorials for the works yet.

10.2. Stephen Campbell - Village Green Barrier.

20180121 Stephen Campbell reported barrier in Bowling Green collapsing.

20180312 Check missing posts. TA to provide posts & CH to arrange maintenance.

20180514

DS – Barrier in Bowling Green has been fixed. A lockable latch is needed to secure it. DS to purchase latch & additional wooden posts.

CH - Latch key to be kept by Jerry Anderson & CH.

20180615 DS informed CH has bought/donated a latch for the barrier.

20180619 HS Bought posts & organised latch fixing & posts works.

10.3. Dog Pound.

20180709 HS Repair works completed early June and payment approved in 20180615 meeting.

10.4. Village 'clean up'.

20180613 MY/CH – Successful village 'clean up' by councillors and volunteers.

30180709 MY – to organise & advertise next clean up 1st week October.

10.5. 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.

20180709:

No progress.

11. Minute 082/18: Councillors – All.

MY – Regarding Planning is HPC required to vote on applications?

TA, GW, CH, DS – Convey mood of a public meeting.

Councillors requested this detail is shared in Holford News & Views magazine.

12. Minute 083/18: Finance matters - HS.

12.1. Alan Falkingham – HDVH Funding request.

20171204 Alan Falkingham approaches HPC for a possible £10K funding.

20180108 Alan Falkingham advised on Village Hall funding arrangements. CH explained how funding request could be met via a public works loan. Vote taken by Councillors to support funding request.

20180116 Public consultation letter sent out.

20180122 Public consultation 2nd letter sent out.

20180129 Public meeting to share vote counts.

20180206 Completed DCLG application sent to SALC.

20180306 Approval received from DCLG.

20180508 Alan Falkingham update – contractors bids above estimate & funding by one charitable trust turned down. HDVH will attempt to secure further funding for the the project.

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.

20180607 Update from Alan Falkingham:



Subject Re: HDVH update?
From Chair Holford Hall <holfordhallchair@gmail.com>
To Clerk <clerk@holford-pc.gov.uk>
Date 06/07/2018 11:50 AM



- Viridor CTP form.pdf (~108 KB)

Dear Hema

The village hall project has reached a critical – yet interesting – stage. Here is an update for the Parish Council.

1. We are now fully funded and have pledges in place to undertake the main project; £565,500.
2. The last £60k we needed has been pledged by Big Lottery and CIM; £30k each. Formal sign-off is expected from both funding organisations before the end of July.
3. We have selected a contractor and have a contract ready for the village hall committee's signatures: the builders can, if necessary, start within a few days of our signing the contract
4. The leases are agreed in principle (Heads of Terms). Unfortunately we experienced some last minute delays in this area and it might be a few weeks before all the legal issues are completed.
5. We also await the Big Lottery's "permission to proceed" which depends on the legal aspects being in place.

We have indicated to our users and stakeholders that the project will start on 5th August. This may or may not happen depending on a number of circumstances; it could be sooner – or much later. We intend to let people know as and when we have news. You will be kept informed.

Your Contributing Third Party payment of £10,000, for which we are extremely grateful, will need to be paid in full before we can draw on the Viridor Credits grant. May I therefore suggest the completed form and cheque are prepared. You may send the form and cheque directly to Viridor or via myself on behalf of the Hall Committee. Perhaps I can ask you to confirm when payment has been made.

Finally – for your information, the Hall is also about to issue a 'Help the Hall' fund raising scheme to raise money for smaller items that were excluded from the building project to minimise costs: Shelving, Fitted seating, Hedging, Trolleys for Tables/Chairs etc. We will also be asking for volunteers to plant hedging and undertake these DIY jobs

Kind regards

Alan Falkingham
Chairman
Holford & District Village Hall

20180709

Approve and sign PWLB form.

Approve and sign CTP form for Viridor.

Cancelled bank cheque.

12.2. Approve Wood-land Southwest Ltd invoice

Amount £360.00

P: DS

S: GW

12.3. Approve HPC meeting venue/cost for next 6 months.

- Combe House Function Room £30/meeting all incl.
- St.Mary's Church Holford Request contribution same as village hall fees plus contribution towards heating. (Note: No internet/bathroom facilities available at this location).
- Kilve Village Hall £6/hour plus contribution towards projector bulb. Available Mon Sept, & on Tues for November & January meeting.

Approved Coombe House function room based on location and venue/councillor availability dates.

P: MY

S: DS

12.4. Approve HS Salary/expenses

Amount: £524.27

P: TA

S: DS



15. Minute 084/18: Requests via email correspondence – HS.

None to share.

16. Minute 085/18: Any other business.

TA – Attended SSG meeting. For meeting minutes & documents please refer to:
<https://magnoxsites.com/site/hinkley-point-a#community>

GW – Alan Falkingham & team have done a super job with the HDVH works. HPC wishes them all the best.

EC – WWI centenary project showing soldiers as silhouettes. EC informed grant deadline was tight and we missed out, will look into the possibility to purchase one instead.

Meeting closed @ 20:45