

HOLFORD PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING MINUTES

Meeting Date, Time and Location:
11 May 2020, 19:30, Holford via Zoom Video Communications.

Holford Parish Council	Initials (XX)	Attendance	Somerset West & Taunton Councillor	Initials (XX)	Attendance
Emma Cavendish Chairman	EC	✓	Chris Morgan	CM	
David Talling Vice Chairman	DT	✓	Somerset County Council Councillor		
Hema Stanley Clerk/RFO	HS	✓	Hugh Davies	HD	
Angela Drummond	AD	✓	Police Community Support Officers		
Erl Plomgren	EP	✓	Sue Thompson; Sue Marks	ST; SM	
Maureen Young	MY	✓	Jamie Munro	JM	
Mike Copleston	MC	✓	Public Path Liaison Officer		
Stephen Campbell	SC	✓	Sue Edwards	SE	

Key:

Proposed: P:XX

Seconded: S:XX

(XX initials of members)

No members of the public present.

- Minute 037/20: Apologies for absence:
 - SM – Sent report; HD – Due to send report.
- Minute 038/20: Election of Chairman (presided over by the outgoing chairman).
 - SC thanked EC for past year's chairmanship and nominated EC for the coming year. EC thanked all for their support and asked for nominations. None forthcoming. EC accepted nomination and a vote taken.
P: SC; S: All in favour.
- Minute 039/20: Newly elected Chairman to sign declaration of accepting the office as chairman.
 - EC to sign declaration online.
- Minute 040/20: Election of Vice-chairman.
 - EC thanked DT for past year's support and nominated DT for the coming year. No other nominations forthcoming. DT accepted nomination and a vote taken.
P: EC; S: All in favour.
- Minute 041/20: Appointment of members to committees and outside bodies.

Representatives on outside bodies:

- Somerset Association of Local Councils – EC, SC
- Hinkley A & B - Site Stakeholder Group – EP, AD
- Hinkley C – Transport Forum – EP, AD
- Hinkley C – Community Forum – EP, AD
- Quantock Hills Joint Advisory Committee – MC, EC
- Holford & District Village Hall Committee – MY, AD
- Watchet, Williton and Quantock Area Panel – DT, EC

Local responsibilities:

- Planning – MY, All Cllrs
- Parish Maintenance – EP, MY
- Hunt – SC, MC

Internal Auditor – 20200512 HS consulted Timothy Tennant for credentials.
Bowling Green Steward – 20200512 HS consulted Jerry Anderson if he would like to accept nomination.

6. Minute 042/20: Agreement of meeting dates/time – HS.
 - 2nd Monday or every alternate month start time 7pm.
7. Minute 043/20: Review of code of conduct and key policies – HS.
 - HS requested all Cllrs to review the documents under “Policies and Codes” on the Holford Parish Council website.
8. Minute 044/20: Review of bank mandate – HS.
 - No change. Approved Signatories – SC, DT, HS.
9. Minute 045/20: Declarations of Interest and Requests for Dispensations.
 - None.
10. Minute 046/20: Previous meeting minutes – Approve and matters arising.
 - P: EC; S: All in favour.
11. Minute 047/20: Somerset County Council report – HD.
 - 20200512 Awaiting SCC report.
12. Minute 048/20: Somerset West and Taunton Council report – CM.
 - 20200512 HS requested SWT report from CM.
13. Minute 049/20: Police Community Support Officer report – ST/SM.
 - See PCSO report.
14. Minute 050/20: Planning applications.
 - None.
15. Minute 051/20: Parish maintenance.
 - Dog Pound documentation – Thank you gesture discussed and agreed. P: EC; S: All in favour.
16. Minute 052/20: Councillors – All.
 - Speedwatch – MY – On hold.
 - Hunt.
 - i. MC – Confirmed private ownership/mapped.
 - ii. HS – Add additional permitted routes map to the PC website.
 - iii. SC – Thanked MC for all work to date. Proposed a face to face discussion with the different Hunt parties after Covid-19.
 - iv. EC – To respond with progress to original pariohioners’ complaint.
17. Minute 053/20: Finance matters - HS.
 - Approve outstanding invoices.
 - i. SWT £100. P: EC; S: All in favour.
 - ii. Clerk £542.90. P:EC; S: All in favour.
 - Approve & sign 2019-2020 Annual Financial Return.
 - i. HS to forward all forms electronically to Chairman to sign.
 - Approve insurance quote.
 - i. All Cllrs agreed to renew insurance with current providers Norris & Fischer for 2020-2021.
 - Approve parish maintenance quote.
 - i. Wood-land SW quote £165/month +VAT approved unanimously by all Cllrs.
 - EP – Enquired previous year’s expenditure against income. Budget discussions to take place in next year’s January meeting to allow any changes in precept.
18. Minute 054/20: Requests via email correspondence – HS.

- Covid-19 Grant application form – HS.
 - i. £500 grant received.
 - Covid-19 Parish weekly grocery orders – Full PC support.
 - i. EC to thank volunteers and advise them on re-imbursement of expenses.
 - Waste & litter. Encourage parishioners to tidy litter.
19. Minute 055/20: Any other business.
- None.

Meeting closed: 20:20