



**HOLFORD PARISH COUNCIL**  
**ANNUAL PARISH COUNCIL MEETING AGENDA**

Meeting Date, Time and Location:  
09 May 2022, 19:30 @ Holford & District Village Hall

Holford Parish Council	Initials (XX)	Attendance
Emma Cavendish Chairman - Outgoing	EC	✓
Emily Heckscher Chairman	EH	✓
Peter Grandfield Vice Chairman	PG	✓
Hema Stanley Clerk/RFO	HS	✓
Kate Court	KC	✓
Kate Hammond	KH	✓
Stuart Moffatt	SMT	✓
Steve Mottershead	SMD	✓

Somerset West & Taunton Councillor	Initials (XX)	Attendance
Chris Morgan	CM	
Somerset County Council Councillor		
Hugh Davies	HD	
Police Community Support Officers		
Sue Thompson; Sue Marks	ST; SM	
Jamie Munro	JM	
Public Path Liaison Officer		
Sue Edwards	SE	

Have your say – Community issues / concerns.  
Duration and content at Chairman's discretion.

**Key:**

Proposed: P:XX  
Seconded: S:XX  
(XX initials of members)

8 members of the public present.

- Minute 048/22: Apologies for absence. HD; CM.
- Minute 049/22: Election of Chairman (presided over by the outgoing chairman).  
Members of the council were handed a paper to write their nominations to propose a Chairman and Vice Chairman. Chairman majority vote won by EH. Asked if 'Willing to Stand' for Chair, EH agreed to stand for the position.
- Minute 050/22: Newly elected Chairman to sign declaration of accepting the office as chairman.  
EH signed form as councillor & chair. All new councillors signed form too.
- Minute 051/22: Election of Vice-chairman.  
Vice Chairman majority vote won by PG. Asked if 'Willing to Stand' for Vice Chair, PG agreed to stand for the position.
- Minute 052/22: Vacancy – Co-option.  
A member of the public had shown interest and was willing to be Co-opted. PG advised vacancy needs to be advertised before Co-option.  
SMD mentioned vacancy was already advertised in the agenda.  
EH proposed vacancy to be advertised until next meeting on 16 May 2022.  
P:EH; S:PG.
- Minute 053/22: Appointment of members to committees and outside bodies.

Representatives on outside bodies:

- Hinkley A/B - Site Stakeholder Group; C – Transport Forum & Community Forum. SMT; KH.
- Quantock Hills AONB - Joint Advisory Committee. PG; KC.
- Holford & District Village Hall Committee. EH.
- Watchet, Williton and Quantock Area Panel. EH; SMD.

Local responsibilities:

- Parish Maintenance & Playground. EH; SMD.
- Hunt. EH; KC.
- Roads & Traffic. KH; SMD.
- Planning. All.
- Bowling Green Steward - Jerry Anderson.
- Internal Auditor – Timothy Tennant.

20:24 Meeting suspended for a short break 20:30 Meeting resumed.

- Minute 054/22: Agreement of meeting dates/time – HS.

EH proposed monthly meetings; 2<sup>nd</sup> Monday @ 7pm.

PG suggested the presence of a councillor at the coffee morning meetings. All in favour.

P:EH; S:KH

8. Minute 055/22: Review of code of conduct and key policies – HS.  
HS showed the new council where all the information is held on the Parish Council website.
9. Minute 056/22: Review of bank mandate – HS.  
2 new signatories agreed in addition to the clerk. EH; SMT. All in favour.  
HS to request signatory details to be amended with the bank.
10. Minute 057/22: Declarations of Interest and Requests for Dispensations.  
None.
11. Minute 058/22: Previous meeting minutes – HS.  
HS showed the new council where all the information is held on the Parish Council website.
12. Minute 059/22: Somerset County Council report – HD.  
No report.
13. Minute 060/22: Somerset West and Taunton Council report – CM.  
No report.
14. Minute 061/22: Police Community Support Officer report – ST/SM.  
No report.
15. Minute 062/22: Planning applications.  
There is now a new process in place for Parish Councils to make comments on an application:  
Applicant details are now redacted on the planning application and the Parish Council has no visibility.  
Therefore,
  - The Parish Council will now inform SWT that a site visit needs to be carried out.
  - SWT will ask the applicant to make contact with the Parish Council.
  - The Parish Council will then agree date/time for a site visit with the applicant.
  - A public meeting will be held before the comments are sent to SWT.

It was proposed planning application comments will be added by individuals for the time being whilst the issue is raised with the HD/CM. All in favour.

16. Minute 063/22: Parish maintenance – HS.
  - HS discussed/showed the Parish Maintenance tender document. Only one quote received from Woodland South West Limited - £910+VAT even though various other companies had been approached. EH proposed we accept.  
P:EH; S:SMD – All in favour.
  - HS discussed an additional maintenance task on the Village Green where some of the wooden posts need replacing. Quote received to replace 6, £350 + VAT; to replace 8 £400 + VAT.
  - EH & PG to check and confirm exact numbers that need replacing.
  - HS to make contact and accept quotes received on behalf of the Parish Council.
17. Minute 064/22: Finance matters - HS.
  - 2022-2023 Parish maintenance tender – Approved.
  - 2022-2023 Parish Insurance – To be decided at the next meeting.
  - Approve Annual return forms – Status awaiting Internal Audit.
  - Approve outstanding invoices – None.  
<https://holford-pc.gov.uk/fiscal-year-accounts-2022-2023/>
18. Minute 065/22: Requests via email correspondence – HS.
  - Jubilee celebration planning/activities need urgent attention. Outgoing chairman Emma Cavendish is handing over the task to the PC but will work with the nominated PC individual to progress/action any issues.
19. Minute 066/22: Any other business for next agenda.  
Jubilee weekend; Parish Insurance; Annual Return Forms. KH requested previous communications regarding earlier post box collection times complaint to be revisited and proposed a subsequent letter be written to Royal Mail.

Meeting closed 21:30

Next meeting: Monday 16<sup>th</sup> May 2022.