**HOLFORD PARISH COUNCIL**

Meeting Date, Time and Location:

16th January 2023, 19:00 @ Holford & District Village Hall

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| **Holford Parish Council** | **Initials (XX)** | **Attendance** |  | **Somerset West & Taunton Council** | **Initials (XX)** | **Attendance** |
| Emily Heckscher - chairChairman | EH | **✓** |  | Chris Morgan | CM | x |
| Ann Anderson | AA | **✓** |  | **Somerset County Council** |  |  |
| Karen Scott - Clerk/RFO | KS | **✓** |  | Hugh Davies | HD | x |
| Kate Court | KC | **✓** |  | Rosemary Woods | RW | **✓** |
| Sarah Nason | SN | **✓** |  | **Police Community Support Officers** |  |  |
| Stuart Moffatt (vice chair) | SM | **✓** |  | Zack Howe | ZH | x |
|  |  |  |  | **Public Path Liaison Officer** |  |  |
| Terry Hayes | TH | **x** |  | Sue Edwards | SE | x |
|  |  |  |  | **Members of the Public** | MOP | 3 |

Key – P = Proposed, S = Seconded

Public Participation – Comments and questions raised by members of the public

1. There are a number of concerns with the published draft budget. Especially in this economic climate where many finances are already stretched. The queries were answered when the draft budget was addressed in the meeting.
2. Congratulated the Parish Council on having a representative at the monthly village coffee mornings.
3. Should the council keep a tally of issues reported to Highways by villagers?
4. In the past, Councillors undertook a regular village walkabout to identify what needs doing such as signs not being visible and deteriorating antique road signs. Will it be possible to start this again?
5. 001/23: **Co-option of new parish councillors** and signing of the Acceptance of Office.
	* 1. Ann Anderson (AA) P:EH, S:SM – all agreed.
		2. Sarah Nason (SN) P:SM, S:EH – all agreed.
6. 002/23: **To receive apologies for absence and approve the reasons given –** TH – Personal - reasons – approved. HD – Personal reasons – approved. KH has resigned.
7. 003/23: **Declarations of Interest and Requests for Dispensations.** None.
8. 004/23: **To approve and sign as a correct record of minutes of the full parish Council meeting held on 14th November 2022** – Approved and signed.
9. 005/23 **Update on outstanding Actions** – See action list
10. 006/23 Report from Cllr H Davies – KS read the report.

Report from Cllr R Woods – Highlight is that Council Tax will rise by just under 5%.

1. 007/23 **Chairs report –** attached
2. 008/23 **Councillors Updates**
* **Check whether HPC has permission to install the SIDs**. – Not known at this stage. **Action 16012023/1: KS to approach Enmore Clerk to determine who provides the permissions.**
* **Invite Highways cabinet minister to visit.** Minister is Mike Rigby – action carried forward.
* **Defibrillator –** how to access code – You do not need to know the code to access the machine. Just ring 999 and quote the postcode. They will give you the code and walk you through using the machine. **Action 16012023/2: KS to arrange for the post code to be visible when at the machine.**
* **Planning – should planning applications be discussed in meetings –** in the past, they were. Resolved to revisit if the contact details are available on the planning site (not redacted). **Action 16012023/3: KS to check whether details are available.**
* **Planning – should we arrange site visits?–** yes if the details are available.
* **Highways –** **Portway Flooding –** It is not the role of the Parish Council to report issues with Highways. There is a website available for residents to report issues. However, if after reporting, no action is taken then the PC will escalate it.
* **HPC Forum representative –** SN will take on this role with SM
* **Bus issues representative –** AA will take on this role.
* **Holford Memorial Trees –** The National Trust which owns the site the trees are on would like us to ensure that they are informed when we are planning to undertake any work. New Saplings are not required. The National Trust have offered to organise a memorial in November, most probably at the church. Resolved to accept their offer.
1. 009/23 **Clerks report and finance matters**
* Review budget and spend to date – see attached
* Report/approve invoices paid since last meeting and invoices to be paid

Paid and on bank statement:

Hema Stanley’s Salary

Hema Stanley’s Back Pay

Village Hall invoice £40

Microsoft charges £11.28

Bank charges £5

KS Salary

Microsoft charges £11.28

Bank Charges £5

Paid but not on bank statement:

KS Salary

PAYE

To be paid:

Village hall Loan

* Review and agree account balance – sign statement – Agreed and signed
* Update on VAT claim- Claim ready to be submitted for £995.15
* Councillor Training – move to part of budget meeting.
* To set and agree budget for 2023/2024 – Further information required - moved to budget meeting
* To set and agree precept for 2023/2024 – moved to budget meeting
* Defibrillator pads - still outstanding
* LCN and LGR update – attached
1. 010/23 Correspondence
	* + Internal auditor – A company offering their services. Not required. Auditor should be approved at the Annual Parish Council meeting in May.
		+ Quantock Hills JAC meeting – EH attending
		+ Smart Communities – Agreed previously, not taking this forward
		+ Deployable CCTV – move to next meeting
2. 011/23 Any other business for next agenda.
	* + High speed connectivity – invite to the next meeting.
		+ Future meeting dates. Keep to 2nd Monday in alternat months.
3. 012/23: Date of next meeting – Extraordinary meeting 8am Friday 20th January 2023 to discuss and agree Budget and Precept.

Next Full Parish Council Meeting – Monday 13th March 2023 at 19.00.

Meeting Closed 21:50