**HOLFORD PARISH COUNCIL – Annual Meeting**

Meeting Date, Time and Location:

15th May 2023, 19:00 @ Holford & District Village Hall

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| **Holford Parish Council** | **Initials (XX)** | **Attendance** |  | **Somerset Council** | **Initials (XX)** | **Attendance** |
| Emily Heckscher (ch) chairChairman | EH | **✓** |  | Hugh Davies | HD | **✓** |
| Ann Anderson | AA | **x** |  | Rosemary Woods | RW | **x** |
| Emma Cavendish | EC | **✓** |  |  |  |  |
| Mike Copleston | MC | **✓** |  |  |  |  |
| Sarah Nason | SN | **✓** |  | **Police Community Support Officers** |  |  |
| Stuart Moffatt (vice C) | SM | **✓** |  | Zack Howe | ZH | x |
| Terry Hayes | TH | **x** |  | **Public Path Liaison Officer** |  |  |
| Karen Scott (clerk) | KS | **✓** |  | Sue Edwards | SE | x |
|  |  |  |  | **Members of the Public** | MOP | 5 |

Key – P = Proposed, S = Seconded

1. 029/23: **Election of Chair** – EH confirmed that she is willing to stand again. No other nominations. P:EC, S:SN – all agreed
2. 030/23: **Signing of declaration of acceptance of office** – complete
3. 031/23: **Election of Vice Chair** – EC agreed to stand. No other nominations. P:EH, S:SN – all agreed.
4. **Not required**
5. Public Participation – Comments and questions raised by members of the public.
   * A member of the public wished the council good luck for the year.
   * There is still much concern about the speed of the traffic on the A39 and that they would be supportive of anything that can be done to address the issue.
6. 032/23: **To receive apologies for absence and approve the reasons given –** AA due to pre-arranged commitment. TH for personal reasons.
7. 033/23: **Declarations of Interest and Requests for Dispensations.** None.
8. 034/23: **To approve and sign as a correct record of minutes of the Full Parish Council meeting held on 13th March 2023** – the minutes were approved and signed.
9. 035/23 **Update on outstanding Actions** – See action list
10. 036/23 **Review and adoption of the following policies**
    * 1. Standing Orders
      2. Financial Regulations
      3. Code of Conduct
      4. Data Protection
      5. Publication Schedule
      6. Strategic Risk
      7. Grants

**Action 15052023/1:** KS to check and amend the Loan Agreement Letter and maintenance agreement in the Publication schedule.

P:SN, S:EC – all agreed.

1. 037/23 **Review of arrangements with other local authorities and outside bodies –** None apart for the Public Works Loan for the Village Hall.
2. 038/23 **Appointment of members to outside bodies** –

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|  | **Lead** | **Back-up** |
| LCN Representative | SN | EH |
| EDF Energy – Community Forum | SN | SM |
| Hinkley Stakeholders Group | SN | SM |
| Quantock Hills JAC Partnership | EH | EC |
| Hinkley Transport and Community Forum | SN | SM |
| Holford & District Village Hall | EH | AA |

1. 039/23 **Review of Land and other assets, including buildings and equipment** -Noticeboards – they need some attention (possibly just re-varnishing)

Dog Pound – the plaque requires cleaning – MC to undertake.

Defibrillator and Laptop.

1. 040/23 **Confirmation of arrangements for insurance cover** – carried forward.
2. 041/23 **Review of council/staff subscriptions to other bodies**
   * SALC/NALC this is used regularly – agreed to continue.
3. 042/23 **Review of expenditure under S137** – None.
4. 043/23 **Review dates & times of full council meetings up to the next annual meeting in May 2024** – agreed to keep to every 2nd month, on 2nd Monday evening.
5. 044/23 **To receive reports from County Councillor H Davies and R Woods** – see attached.
6. 045/23 **To Receive** **Chairs report –** seeattached
7. 046/23 **Councillors Updates**

* **Planning WK/512111: Application for street trading consent (Nellie’s Nosh)** -Agreed neutral but the authority might consider approaching the adjacent land owners (The National Trust) as it is their land that is used as a toilet. **Action 15052023/2:** KS to respond.
* **Special Motion: Revisit the A39 Traffic Management motion agreed on 13th March 2023** (Supported by 3 Councillors MC, SM, SN) – See appendix 1 for details. P:MC, S:SM, all agreed. ***Resolved to accept the revised proposal.***
* **Parish on-line Motion** – After discussion agreed that Holford Parish Council would take the 2 month free trial option and that MC would test run it. **Action 15052023/3:** KS to register. P:MC, S:SM, 3 for, 2 against. Motion carried.
* **Local leads review**

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|  | **Lead** | **Back-up** |
| Parish Maintenance and playground | SN | Invite TH |
| Hunt | EH |  |
| Planning | EC | AA |
| Bowling Green Steward | Jerry ? |  |
| Traffic Issues | MC | SM |
| Fund raising | EC |  |
| Natural Environment | SN | EH |

1. 047/23 **Clerks report and finance matters** (finance carried forward to an extraordinary meeting in June – date to be agreed).

* Report invoices paid since last meeting.
  + Microsoft – March - £11.28
  + Bank Charge – March - £5.00
  + Clerk Salary and PAYE
  + Microsoft – April - £11.28
  + Bank Charge – April - £5.00
  + Clerk Salary and PAYE
  + SALC invoice – training - £25.00
  + Village Hall - £6.00
* Report income since last meeting.
  + Precept - £7550.00
* Approve invoices to be paid.
  + Defibrillator pads and chargestick - £318.00
* Defibrillator update - The defibrillator had been used, new pads and chargestick have been obtained. KS now aware that when advised that the defibrillator may have been used, its status needs resetting on The Circuit.

1. 048/23 Correspondence
   * 1. Hunt 17th April 2023 – KS has written to The Hunt and copied The National Trust, Natural England and Quantock Hills AONB. Emailed the local PCSOs, PC Katie Maun, Councillor H Davies and Councillor R Woods. KS also asked the authors of the complaints to report the incident on the Avon & Somerset on-line reporting function. A resident requested that further action be taken, however, there is nothing else that the Parish Council can do at this stage.
     2. Trainline request to add a link on our website – declined.
     3. Dogs, sheep email – KS responded and posted guidance of the law to Facebook. The Parish Council continue to put pressure on the AONB for better signage.
     4. Chairs award for service to the community 2023 – noted.
     5. SoVision IT email – declined.
     6. SALC Health & Well-being event – no-one available to attend.
2. 049/23 Any other business for next agenda.
   * + Airband – **Action 15052023/4:** SM will invite them to the July meeting.
     + Road issues – a survey has been undertaken with 90 households. A report will be presented in July.
3. 050/23: Date of next meeting – Full Parish Council Meeting – Monday 10th July 2023 however there will be an extraordinary meeting in June to cover Finance. Date to be advised.