**HOLFORD PARISH COUNCIL – Annual Meeting**

Meeting Date, Time and Location:

10th July 2023, 19:00 @ Holford & District Village Hall

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| **Holford Parish Council** | **Initials (XX)** | **Attendance** |  | **Somerset Council** | **Initials (XX)** | **Attendance** |
| Mike Copleston (ch) chairChairman | MC | **✓** |  | Hugh Davies | HD | x |
| Ann Anderson | AA | **✓** |  | Rosemary Woods | RW | **✓** |
| Sarah Nason | SN | **✓** |  |  |  |  |
| Stuart Moffatt  | SM | **x** |  |  |  |  |
|  |  |  |  | **Police Community Support Officers** |  |  |
|  |  |  |  | Zack Howe | ZH | x |
|  |  |  |  | **Public Path Liaison Officer** |  |  |
| Karen Scott (clerk) | KS | **✓** |  | Sue Edwards | SE | x |
|  |  |  |  | **Members of the Public** | MOP | 7 |

Key – P = Proposed, S = Seconded

1. 066/23: **Election of Chair** – Due to the resignation of the elected chair, Emily Heckscher, a new chair is required. MC has agreed to temporarily step in as chair **until September 2023**. No other nominations. P:SN S:AA – all agreed.
2. 067/23: **Signing of declaration of acceptance of office** – complete
3. 068/23: **To receive apologies for absence and approve the reasons given –** Since the last meeting in June 2023, there have been 3 resignations. Terry Hayes, Emily Heckscher and Emma Cavendish. The Parish Council would like to thank all 3 of them for the time and effort that they have given to the Parish Council, especially the energy and enthusiasm that Emily brought to the role.

Apologies were received from SM due to work. The reasons were accepted.

1. 069/23: **Declarations of Interest and Requests for Dispensations.** None.
2. 070/23: **To approve and sign as a correct record of the minutes of the Annual Full Parish Council meeting held on 15th May 2023 and the Extraordinary Parish Council meeting held on 26th June 2023** – both sets of minutes were approved and signed. SN flagged up that we also need to cover off the duties of the ex-councillors. In the meantime, SN will cover the JAC and AA the planning activities.
3. Public Participation – Comments and questions raised by members of the public.
	* Grass cutting of The Triangle. The contractor strimmed the area and left the long grass cuttings in place (it should be noted that the area was strimmed in error due to a misunderstanding between the PC and the Contractor). A resident then spent 2 hours collecting the grass cuttings. On the following day, the resident then spent a further 3 hours cutting and tidying the area. They have spent 23 years looking after the triangle and it used to have dandelions, buttercups and daisies and sadly these have now disappeared. They then received a ‘missive’ on the following Sunday about the long grass on the triangle between the layby and the road on the A39 which gets filled with rubbish to the extent that in the past, the contractor has refused to cut it until all the rubbish had been cleared by the councillors. He could understand it if we were not surrounded by open countryside and is not prepared to let it be left to get untidy.
	* Another person asked where they can find a map of where the areas to be cut is shown.
4. 071/23: **Update on outstanding Actions** – See action list
5. 072/23: **To receive reports from County Councillor H Davies and R Woods** – see report.
6. 073/23: **To receive report from Sue Edwards – Holford Parish Path Liaison Officer –** SE has undertaken the role for 10 years. The purpose of the role is to monitor the rights of way in Holford Parish and SE aims to walk all the rights of way 2 or 3 times a year. She has a kit to undertake small tasks but the Rights of Way team are responsible for the surfaces, other things are the responsibility of the landowner. If any problems are found they are reported to Rights of Way, who then advise the landowner, if applicable. The web address is: www.roam.somerset.gov.uk/roam/map
7. **To Receive** **Chairs report –** not available.
8. 074/23 **Councillors Updates**
* SIDs – see attached report for details of the quotes received. The preferred option is an upgrade to the £1270 option. The upgrade has a better battery (40ah) and will be £1430 plus VAT. Somerset Council will install the posts at a cost of £200. The posts will be in 1m from the kerbside. Details of the siting of the posts will be advised once it is agreed with all the relevant parties. P:MC, S:SN – all agreed.
* Restoration of Fingerposts (approx. 16) –
	+ Agreed that we want to restore them provided that we can obtain the balance of the funds (25%). P:MC, S:SN – all agreed.
	+ The next step is to assess the work required. Agreed that MC will inspect all the Finger Posts to determine the work required. **Action 10072023/1: MC to inspect the fingerposts and record the work required to restore them.**
* Proposal to establish a working party to develop a road safety strategy for Holford Parish. After reading the report from the survey undertaken by the Community Speedwatch Team, it was agreed that there was a need to establish a working group. The working group would not have any decision making or spending powers. It will be separate from the Community Speedwatch Team but incorporate their findings. Agreed that KS will write the Parish Council Report for the next News and Views and request volunteers for the working group. **Action 10072023/2: KS to write the Parish Council report for Holford News and Views and include a request for volunteers.**
* Proposal to request that AONB add drainage work to their accessibility grant list, the track into Holford Coomb after the gates but before the clearing known as the Bumps. That path is privately owned and has been cleared in the past, but leaf mould build up returns. Agreed that MC will ask whether the team restoring the pond could assist in sorting that path when they use it to take in their equipment. **Action 100729023/3: MC to ask the pond restoration team if they can assist.**
* To agree the cost of printing a further supply of welcome cards. £34.89 for 10 cards. P:SN, S:AA – all agreed.
1. 075/23 **Clerks report and finance matters**
* Review budget spend to date – on the current budget spreadsheet.
* Report income received and invoices paid since the last meeting.
	+ No income to report.
	+ Clerk wages and PAYE to HMRC
	+ 50% share of SLCC subscription - £74.50
* Approve invoices to be paid.
	+ 2 x Village Hall hire £9.00 and £6.75.
	+ PWLB (Loan for Village Hall) £554.99.
	+ A further invoice for Parish Online has been received, but we were promised 60 days trial so this will be queried.
* Review and agree the Bank Statement – Agreed and bank statement signed.
1. 076/23 Correspondence
	* 1. Below Ground Solutions – EV charging station – not applicable for the Parish Council.
		2. Highway stopping up order – KS explained the history and advises that residents will be contacted before any action is taken.
2. 077/23 Any other business for next agenda.
	* + Critical Incident Plan – agreed in principal but moved forward to the September Meeting.
		+ Environment Management including re-wilding the triangle – We do not currently have an environmental management policy but the council is under a legal requirement to consider the environment. We will need to look at how we can achieve this and come up with a cohesive plan for the future.
		+ With regard to the current grounds maintenance agreement. It was agreed that we will revert to the current agreement for the remainder of this year noting that we will have to pay extra to cut the A39 grass between the layby and the A39. KS will ask for residents views regarding the grounds maintenance in the next News and Views. **See previous action 10072023/2** - **KS will produce the report for the Parish Council.**
		+ Keeping Holford Residents informed – agreed that currently the coffee mornings, meeting minutes and reports in the News and Views is really all we can currently do.
3. 078/23: Date of next meeting – Full Parish Council Meeting – Monday 11th September 2023. There will be a presentation from Ian Atkinson, Chief Officer, Citizen’s Advice, West Somerset about the services they offer.

The meeting on Monday 13th November 2023 will include a presentation from Airband.