**HOLFORD PARISH COUNCIL – Full Council Meeting**

Meeting Date, Time and Location:

11th September 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 | **✓** |
| Ann Anderson | AA | **x** |  | Rosemary Woods | RW | **x** |
| Sarah Nason | SN | **✓** |  |  |  |  |
| Stuart Moffatt | SM | **✓** |  |  |  |  |
| Stephen Campbell | SC | **x** |  | **Police Community Support Officers** |  |  |
| Reuben Morris | RM | **x** |  | Zack Howe | ZH | x |
|  |  |  |  | **Public Path Liaison Officer** |  |  |
| Karen Scott (clerk) | KS | **✓** |  | Sue Edwards | SE | x |
|  |  |  |  | **Members of the Public** | MOP | 1 |

Key – P = Proposed, S = Seconded

1. 079/23: **Presentation by Ian Atkinson** – Chief Officer Citizen’s Advice, West Somerset on the services that they offer in our area – see attached.
2. 080/23: **Public Participation –** there is an opportunity to obtain wild-flower seeds for the triangle area and they are very happy about the road safety work that is being undertaken and they are willing to work on a sub-committee if required.
3. **081/23: Resolved to change the order of the agenda.**
4. **082/23: To receive reports from County Councillor H Davies -** see report.
5. **083/23: Resolved to return to the order of the agenda.**
6. **082/23:** **To co-opt Stephen Campbell and Reuben Morris** – neither applicant is present. All in favour. **Resolved to co-opt Stephen Campbell and Reuben Morris.**
7. **083/23: Resolved to get both Stephen Campbell and Reuben Morris to sign the declaration of acceptance of office as soon as possible. Action 11092023/1: KS to arrange for the forms to be signed and witnessed.**
8. **084/23:** **To receive apologies for absence and approve the reasons given –**

Apologies were received from AA due to a pre-advised holiday, SC due to holiday and RM due to work. The reasons were accepted.

1. **085/23:** **Declarations of Interest and Requests for Dispensations.** None.
2. **089/23:** **To approve and sign as a correct record of the minutes of the Full Parish Council meeting held on 10th July 2023** – Amend the meeting type from ‘Annual’ to ‘Full’ and that Sue Edwards was present in person.
3. **090/23:** **Update on outstanding Actions** – See action list
4. **091/23:** **To receive reports from County Councillor R Woods** – see report.
5. **092/23:** **To Receive** **Chairs report** – see report.
6. **093/23**: **Councillors Updates**

* SIDs – To agree the proposed post positions. See maps. All agreed.
* SID Posts – to agree the order of the installation of 3 posts and 1 post extension for the SIDs and speed cameras. All agreed. **Resolved to order the installation of the 3 posts by Somerset Council. Action 11092023/2: KS to request that Somerset Highways install the 3 posts in the agreed positions.**
* Restoration of Fingerposts Update – Survey of all the fingerposts has been completed and photos taken. The next task will be to document the work required.
* Holford Road Safety Working Group Update – No response received following the News and Views request. The CSW team will approach those who responded to the survey in an effort to set up the working group.
* Parish Online – MC confirmed that it has proved invaluable in discussion with Somerset Highways when discussing the SID post positions and for plotting the finger posts. **Resolved to purchase the licence for 1 year. KS can pay the invoice.**
* Proposal for the review and response to Planning Applications in Holford – reviewed – In general, it covers the requirements although there is a few small amendments to make. **Action 11092023/3: KS to amend the document where necessary and then create the Terms of Reference for a working group to review planning applications and bring to the Parish Council meeting.**
* Environment Management plan – see the document, which is really just a plan for maintenance for the green spaces in Holford for the next year. The plan says that the small triangle will be cut from May to September and the large triangle, by the layby on the A39 will have a 2m cut around the edge. **Resolved to accept the plan and extend the existing contract.**
* Critical Incident Plan – carried forward to the next meeting.

1. **094/23** **Clerks report and finance matters**

* Review budget spend to date – Reviewed.
* Report/approve income received and invoices paid since the last meeting.
  + No income received.
  + The following has been paid
    - Microsoft 365 July and August - £12.36
    - Bank charges July and August - £5.00
    - Clerk salary and PAYE, July and August.
    - Public Works Loan (Village Hall) - £554.99
    - Netwise (website hosting) - £396.00
    - Netwise (domain name) - £72.00
    - Holford Village Hall - £6.75
    - Holford Village Hall – 9.00
    - Printer Ink and paper - £30.90
* T review and Approve invoices to be paid.
  + Parish Online - £54.00
  + Woodland Southwest Ltd - £540.00
* To review, agree and sign the Bank Statement – Agreed and bank statement signed.

1. **095/23** Correspondence
   * 1. **Kilve Post Office –** A new agreement has been agreed to link Kilve Post Office to another Post Office which should result in everything returning to normal within a couple of weeks.
2. **096/23** Any other business for next agenda.
   * + Portway Play Area – The residents were consulted when the planning application to remove the play area was submitted. The planning was approved and Falcon then installed the agreed facilities. Falcon maintain the area.
3. **097/23**: Date of next meeting – Full Parish Council Meeting – Monday 13th September 2023. There will be a presentation from Airband.