**HOLFORD PARISH COUNCIL – Full Council Meeting**

Meeting Date, Time and Location:

13th November 2023, 19:30 @ 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 | **x** |  |  |  |  |
| Reuben Morris | RM | **✓** |  |  |  |  |
| Stephen Campbell | SC | **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 | 1 |

Key – P = Proposed, S = Seconded

1. **104/23: Presentation from Airband –** Cancelled.
2. **105/23**: **Public Participation –** Clarification requested on the Lights for the Lychgate.
3. **106/23:** **To receive apologies for absence and approve the reasons given -** Apologies were received from SN due to a pre-advised holiday, SC due to holiday. The reasons were accepted. Sadly Stuart Moffatt has resigned due to work and family commitments. HPC would like to thank Stuart for the work he has done as a Parish Councillor.
4. **107/23:** **Declarations of Interest and Requests for Dispensations.** None.
5. **108/23:** **To approve and sign as a correct record of the minutes of the Full Parish Council meeting held on 11th September 2023 and the Extraordinary meeting held on 22nd September 2023** – Approved and signed.
6. **109/23:** **Update on outstanding Actions** not appearing on the agenda – See action list**.**
7. **109/23:** **To receive report from County Councillor Hugh Davies** – see report.
8. **110/23**: **To receive report from County Councillor Rosemary Woods** – see report.
9. **111/23:** **To Receive** **Chairs report** – see report.
10. **112/23**: **Councillors Updates**

* **SIDs** – The posts have been ordered and a landowner has agreed to trim back the protruding hedge when necessary.
* **Restoration of Fingerposts Update** – Survey of all the fingerposts has been completed and photos taken. It has been discovered that Somerset Council mapped the position of all the fingerposts with the intention of restoring them. They also have a list of foundries that can repair them. In addition, EDF will consider funding the restoration, the majority of ours just need painting, upon receipt of an application for grant funding. Work is on-going.
* **Holford Road Safety Working Group Update** – A leaflet has been delivered to most of the village explaining the current position.
* **Planning –** Agreed that a small team will hold delegated authority to review any planning applications received to determine whether a public meeting will be required.
* **LCN Update –** MC attended the last meeting and will be attending the next meeting on 22nd November. Agreed that for Holford the priorities are:
  + **Highways**
    - Highways – signage dirty and/or inaccurate
    - Traffic speed on A39 and local roads
    - Road upkeep – verges and gullies
  + **Rural Isolation**
    - Community and connectivity
  + **Public transport**
    - Non-existence of public transport in our village
    - EDF Community Bus – a further later run would be useful as it finishes mid-afternoon.
* **PPC (Police and Crime Commissioner) –** MC attended a local forum held by the commissioner. There is some concern about any action the police take with speeding drivers.
* **SALC AGM –** KS will attend.
* **GDPR requirements –** KS has attended 3 training sessions on the requirements, The requirements relative to councillors has been circulated.
* **Agree who will conduct KS performance review –** AA suggested that she has experience and would be willing to undertake it.
* **Critical Incident Plan –** RM agreed to take this forward.

1. **113/23** **Clerks report and finance matters**

* Review the 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 September and October - £12.36
    - Bank charges September and October - £5.00
    - Clerk salary and PAYE, September, October and Back Pay following pay award.
    - Wood-Land Southwest Ltd - £540.00
    - Geosphere (Parish Online) - £54.00
* To review and Approve invoices to be paid. All agreed.
  + Printing of Welcome Cards - £32.90
  + Holford Village Hall – 2 x £9.00
  + Wood-Land Southwest Ltd - £648.00
  + SALC affiliation - £85.98
  + ICO - £35.00
* To review, agree and sign the Bank Statement – Agreed and bank statement signed.
* To agree to purchase a further supply of welcome cards as the new supply has almost been used up – not in budget. Agreed to order 20.
* To agree to purchase a set of replacement Christmas lights for the Lych Gate – not in budget. Agreed AA will look at options and purchase. **Action 13112023/1: AA to investigate options for solar powered Christmas lights for the Lychgate.**
* To note ICO registration and payment – not in budget. This is a compliance requirement and KS has registered HPC as a data processor (required) and set up the annual direct debit £35.00. Noted.
* To note the agreed clerk pay award for 2023/2024 – in budget. Noted.
* Training update and agree KS to commence FILCA Course (£144.00) – in budget. KS has now successfully completed the ILCA course, GDPR and updated budget training. Agreed that KS can start the FILCA course.
* To agree budget and precept requirements for 2024/2025 – Amended this to draft following the Somerset Council notice for Asset Devolution. Agreed to set up a small working group to determine whether HPC want to take action.

1. **114/23** Correspondence
   * 1. **Support for Williton Allotments** – agreed that KS can send a letter of support.
     2. **Somerset Council Asset devolution correspondence** – As this could have an impact on our budget, agreed to set up a working group to determine any HPC action.
2. **115/23** Any other business for next agenda.
   * + Reports from coffee morning – comments received concerning the gorse hedge at Kilton Corner and the Holly growing on the Bowling Green. In both instances, the situation will be reviewed regularly.
     + A new schedule is required for attendance at the coffee mornings. RM will attend on 2nd Dec with MC to introduce him. The remaining schedule will be organised.
3. **116/23**: Date of next meeting – Full Parish Council Meeting – Monday 8th January 2024.