

HOLFORD PARISH COUNCIL – Full Council Meeting

Meeting Date, Time and Location:
11th March 2024, 19:30 @ Holford & District Village Hall

Holford Parish Council	Initials (XX)	Attendance
Mike Copleston (ch)	MC	✓
Ann Anderson	AA	x
Sarah Nason	SN	✓
Reuben Morris	RM	✓
Stephen Campbell	SC	✓
Karen Scott (clerk)	KS	✓

Somerset Council	Initials (XX)	Attendance
Hugh Davies	HD	x
Rosemary Woods	RW	✓
Police		
Zack Howe	ZH	x
Public Path		
Members of the	MOP	None

Key – P = Proposed, S = Seconded

1. **025/24: Public Participation** – None
2. **026/24: To receive apologies for absence and approve the reasons given** – AA, apologies were accepted.
3. **027/24: Declarations of Interest and Requests for Dispensations.** None.
4. **028/24: To approve and sign as a correct record of the minutes of the Full Parish Council meeting held on 8th January 2024 and 29th January 2024.** Approved and signed.
5. **029/24: Update on outstanding Actions** not appearing on the agenda – See action list.
6. **030/24: To receive report from County Councillor Hugh Davies** – None received.
7. **031/24: To receive report from County Councillor Rosemary Woods** – see report. Following a discussion, it was agreed that the first 4 pages of the devolution letter would be put on the notice boards.
9. **032/24 To Receive Chairs report** – see report.
10. **033/24: Councillors Updates**
 - **SIDs – Agree to accept the terms and conditions for the purchase of the SIDs** – If we can agree on when they will be delivered, then we will accept the Ts&Cs.
 - **SIDs – Agree installer and confirm chapter 8 provision** – It is confirmed that the installer of the SIDs required chapter 8 training and the company chosen to install the SIDs does not have this training. In order to try to prevent further delays it has been **agreed to delegate authority to the clerk up to £500** to arrange for the installation from a company with the relevant training. It should be noted that the installation needs to be co-ordinated to ensure that the council do not risk extra costs, should the SIDs not work upon installation and that our insurance will also need to be increased from the day that they are delivered.
 - **SIDs – Agree purchase of clips** – All agreed.
 - **Restoration of Fingerposts Update** – No further update.
 - **Holford Road Safety Working Group Update** – No further update.
 - **LCN Update** – See LCN minutes and notes. A Highways Working Group has been formed to cover Highways issues.
 - **Dowsborough LCN Highways Working Group** – see minutes.

- **Community Emergency Plan** – MC attended a meeting where it was discussed and passed some information to RM.
- **Planning** – Moorhouse Farm. Noted as this was the 3-year renewal of the existing planning
- **Misc Councillor questions** - SC asked what has happened to the daffodils in our verges on the A39? No idea as the grass has not be cut since Sept 2023. SC then asked who is the steward of the Bowling Green? That has not been allocated and will be addressed at the Annual Parish Council Meeting. However, we need to review the presence of the holly as it was planted to protect the trees from the deer. The trees are grown now and the holly is possibly no longer needed. **Action 11032024/1:** SN agreed to look at it and report back.
- **Car Park Pot Holes** – It was understood that the AONB agreed that they would repair the potholes. They were filled in, but they need repairing properly. **Action 11032024/2:** KS to locate the agreement and chase.

11. 034/24 Clerks report and finance matters

- Review the budget spend to date – See budget sheet.
- Report/approve income received and invoices paid since the last meeting.
 - No income received.
 - The following has been paid:
 - Microsoft 365 January & February- £12.36.
 - Bank charges January & February - £5.00.
 - Clerk salary and PAYE, January & February.
 - SLCC – Filca training - £144.00.
 - Xmas replacement lights for Lych Gate - £34.99.
 - Public Works Loan (Village Hall) - £554.99
- To review and Approve invoices to be paid. All agreed.
 - Village Hall inv 1920511 – £22.50
 - BS Fixings inv 8518 (clips for SIDs) - £42.78
- To review, agree and sign the Bank Statement – Agreed and bank statement signed.
- Other matters of report – A Personal data breach that occurred was reported to the clerk by the person identified. In line with ICO requirements, advice was sought from the ICO and a report filed within the 72 hour limit. An apology letter and advice was sent to the individual. The website was checked for other possible breaches and changes made to guarantee that it cannot possibly happen again. Copies of invoices will no longer be uploaded to the website, but a list of receipts, payments and bank balances has been posted in its place.
- SC asked that the pc obtains a portrait of the King. Vote results ‘for 1/ against 3’. Not carried.
- Agree date of the Annual Parish Meeting. Looking at the Village Hall calendar, there are no evenings free after 6pm apart from Friday’s so it will probably need to be a Friday evening. This year, we will offer refreshments and volunteers to make cakes will be sought. **Action 11032024/3:** KS to organise the date.

12. **035/24** Correspondence – an email with questions about the Holford Road Safety Working Group has been received by the chair. Following discussion, it was agreed that as the proper officer, the clerk will respond on behalf of the Parish Council.

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13. **036/24** Any other business for next agenda.
 - Reports from coffee morning – None
 14. **037/24:** Date of next meeting – Annual Full Parish Council Meeting – Monday 13th May 2024.

DRAFT