**HOLFORD PARISH COUNCIL – Annual Meeting**

Meeting Date, Time and Location:

20th May 2024, 19:30 @ Holford & District Village Hall

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Holford Parish Council** | **Initials (XX)** | **Attendance** |  | **Somerset Council** | **Initials (XX)** | **Attendance** |
| Stephen Campbell | **SC** | **✓** |  | Hugh Davies | HD | **x** |
| Ann Anderson | AA | **✓** |  | Rosemary Woods | RW | **✓** |
| Reuben Morris | RM | **x** |  |  |  |  |
| Mike Copleston | MC | **✓** |  |  |  |  |
| Sarah Nason | SN | **✓** |  | **Members of the Public** |
|  |  |  |  |  |  | 3 |
|  |  |  |  |  |  |  |
| Karen Scott (clerk) | KS | **✓** |  |  |  |  |

Key – P = Proposed, S = Seconded

1. 038/24: **Election of Chair** – MC advised that he does not want to continue as Chair. SC confirmed that he is willing to stand. No other nominations. P:SN, S:AA – all agreed
2. 039/24: **Signing of declaration of acceptance of office** – complete
3. 040/24: MC formally resigned from the Parish Council.
4. 041/24: **Election of Vice Chair** – No nominations – post vacant.
5. 042/24: **Public Participation** – Comments and questions raised by members of the public.
	* Following the installation of the Speed Indicator Devices (SIDs) the number of cars speeding through the village has reduced. A speedwatch team monitored approx. 250 cars, in one session shortly after installation, and none of them were speeding.
	* Mud on the road from the Fairfield Estate – Currently following all the rain, vehicles leaving the estate are depositing a great deal of mud on the roads.
	* Concerns that the bridge across the Glen is being closed – It has been checked. The bridge is not being closed; the notice is just formalising a change that happened years ago when the footpath going through the grounds of Dye House was closed. The footpath and bridge will remain as it is currently routed.
	* King’s portrait – would like to understand the issue. The portrait was offered to councils with premises.
	* Website – it needs to be kept up to date and some of information is out of date. The website will be reviewed with a view to making it more user friendly. A member of the public has kindly built an example for the council to review.
	* Holford Traffic Safety Working Group – there is not enough information being disseminated to the public. The Terms of Reference will be reviewed.
6. 043/24: **To receive apologies for absence and approve the reasons given –** RM due to pre-arranged commitment. The reasons were accepted.
7. 044/24: **Declarations of Interest and Requests for Dispensations.** None.
8. 045/24: **To approve and sign as a correct record of minutes of the Full Parish Council meeting held on 11th March 2024** – the minutes were approved and signed.
9. 046/24: **Update on outstanding Actions** – See action list.
10. 047/24: **Review and adoption of the following policies**
	* 1. Standing Orders
		2. Financial Regulations
		3. Code of Conduct

P:AA, S:SN – all agreed.

1. 048/24: **Review of arrangements with other local authorities and outside bodies –** None apart for the Public Works Loan for the Village Hall.
2. 049/24: **Appointment of members to outside bodies** –

|  |  |  |
| --- | --- | --- |
|  | **Lead** | **Back-up** |
| LCN Representative | AA | SN |
| EDF Energy – Community Forum (Hinkley) | SN |  |
| National Landscapes | SN |  |
| Dowsborough Highways Working Group | KS |  |
| Holford & District Village Hall | AA | SC |

1. 050/24: **Review of Land and other assets, including buildings and equipment** –
	* 1. Dog Pound – to agree to obtain quotes to maintain in accordance with the agreement. Agreed to obtain quotes with a view to including costs in the next budget. **Action 20052024/1: KS to obtain quotes to ensure the plaque is kept to standard.**
		2. Noticeboards – to agree to obtain quotes to get the wood re-sealed. **Action 20052024/2: KS to obtain quotes to reseal.**
		3. Benches – to agree whether Holford PC will maintain the various benches. Agreed (in principal) to take ownership pf 5 of the benches and try to find someone to repair them. 3 benches on the Bowling Green, 1 at Hare’s Knap and one on the road to Alfoxton. **Resolved to take responsibility and identify the additional cost to the insurance. Action 20052024/3: KS to identify the additional cost to the insurance, add to the asset register and then look at how to get them repaired.**
		4. Defibrillator – Agreed this needs replacing and cost is in budget – will be taken to the July meeting for agreement of which defibrillator company to use. **Action 20052024/4: KS to clarify costs and recommendation.**
		5. Laptop.
2. 051/24: **Confirmation of arrangements for insurance cover** – renewed with Zurich £537.56.
3. 053/24: **Review of council/staff subscriptions to other bodies –** agreed to continue with both subscriptions.
	* 1. SALC/NALC
		2. SLCC (50% of annual fee – shared with Kilve Parish Council).
4. 054/24: **Review of expenditure under S137** – None.
5. 055/24: **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 at 19.30.
6. 056/24: **To receive reports from County Councillor H Davies and R Woods** – see attached.
7. 057/24: **To Receive** **Chairs report –** none received.
8. 058/23: **Councillors Updates**
	* 1. **Councillor Training –** updated schedule has been emailed.
		2. **Local leads review**

|  |  |
| --- | --- |
|  | **Lead** |
| Parish Maintenance | Vacant |
| Hunt | Vacant |
| Planning | AA |
| Bowling Green Steward | Jeremy Anderson |
| Traffic Issues | Vacant |
| Fund raising | As and when |
| Natural Environment | SN |
| Rights of Way | Vacant |

1. 059/24: **To note Rights of Way Report** – Noted
2. 060/24: **Determine whether to register an interest in Holford Parish Council taking on aspects of the Rights of Way activities, including costs –** Agreed not at this time.
3. 061/24: **Update on SIDs –** These have now been installed and are working. The Parish Council would like to thank MC for getting them installed.
4. 062/24: **Review and agree policy for SIDs** – Await comments from the Community Speed Watch.
5. 063/24: **Holford Road Safety Working Group –** Some correspondence has been received requesting more information. This will be addressed, and further information given bearing in mind GDPR restraints. **Action 20052024/5: Ensure that the ToR is available and request more detailed updates.**
6. 064/24: **LCN Update** – Report from MC noted – it will be uploaded to the website.
7. 065/24: **Dowsborough LCN Highways Working Group** – Main focus of this meeting is to address local highways issues. A big issue at the moment is the state of the road leading to the Hinkley Point site and the roadworks around the building site on the A39 going into Bridgwater. The minutes will be uploaded to the website.
8. 066/24: **Community Emergency Plan Update –** The Rivers Authority ran a workshop today which was attended by MC. The information will be forwarded to RM. A request for residents help will be made at the Annual Parish Meeting.
9. 067/24: **Adopt a Phonebox** – Agreed that the Parish Council will formally make the request to BT to adopt the phonebox for use by the community. **Action 20052024: KS to complete the request.**
10. 068/24: **Website/email** – Agreed that the parish council will not change suppliers at this present time, but that the current website will be revamped and updated.
11. 069/24: **Bridleway past Coombe House** – Agreed that the parish council will not take on responsibility, however, the rangers are aware of the issue and are looking at possible solutions to improve drainage.
12. 070/24: **Somerset Wood Update** – Agreed: No donation at the present time.
13. 071/24: **To note change of designation/conversion of Williton Customer Service Point (CSP) to a Customer Access Point (CAP) and aligned to the Asset Rationalisaton Programme** – Note. The Asset Rationalisation Programme will see Williton Library move into West Somerset House and the library building sold.
14. 072/24: **Clerks report and finance matters**.
* Report invoices paid since last meeting.
	+ Microsoft – March - £12.36
	+ Bank Charge – March - £5.00
	+ Clerk Salary and PAYE
	+ Microsoft – April - £12.36
	+ 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.
	+ BS Fixings (padlocks for the SIDs) - £42.78
	+ Elan City (SIDs) - £5615.98
1. 073/24: **Correspondence** - None
2. 074/24: **Any other business for next agenda** – None.
3. 075/24: Date of next meeting – Full Parish Council Meeting – Monday 15th July 2023 at 7.30pm, however there will be an extra meeting 27th June to cover Finance.

Signed: ………………………………..

Date: …………………………………..