

**MINUTES OF STOKE SUB HAMDON PARISH COUNCIL**  
**MONTHLY MEETING HELD ON**  
**TUESDAY 9<sup>TH</sup> JULY 2013 IN THE MEMORIAL HALL**

**13/107/a                    PRESENT:**

**Members:** Mr Mike Sampson (Chairman), Mr Paul Spearpoint (Vice Chairman), Mr Graham Middleton, Mrs Wendy Hall, Mr Bruce Wilson, Mrs Janet Rose, Mr Steve Hay, Rebecca Merrick and Neil Bloomfield.

**Others:** Mrs Sarah Moore (Clerk), PC Alan Hollick (Beat Manager) and 10 members of the public.

**13/107/b                    APOLOGIES:**

Mrs Sylvia Seal (District Councillor), Mr John Bailey (County Councillor) and PCSO

**13/108                    DECLARATIONS OF INTEREST:**

Cllr Merrick declared an interest in matters concerning the Sports and Recreation Trust.

**13/109                    PUBLIC SESSION:**

The Agent, Graham Vincent, for the planning application 13/02364/LBC 18 North Street, Stoke sub Hamdon gave background information, history and description of the property. He explained that there would be no division for a separate property as it will be an annexe to the main dwelling for use as an artist studio with bathroom facilities. Cllr Sampson said that the Parish Council are just consultees and can make no formal decisions. However, the Parish Council have asked for a planning condition so that the dwelling must stay as one property if sold in the future. Cllr Bloomfield asked if any of the nearby residents had made any objections. Cllr Sampson stated that he was not aware of any.

A resident asked what was happening about the issue with the constant flooding at the top of Bonnies Lane which had a detrimental effect on his property and the property on the opposite side of the road. He had received a letter from SSDC and the Clerk agreed to contact them. **Action Clerk**

A resident reported that the hamstone boulders at the entrance to the recreation ground in Matts Lane had been put back into the ditch and asked if they could be removed so that the recent flooding issue does not happen again. Cllr Spearpoint said that the Sports and Recreation Trust had put them there as a barrier and that the matter will be dealt with soon. The resident mentioned about the broken glass near the skateboard ramp and the removal of the youth shelter. Cllr Sampson said that this matter had already been discussed and a resolution was passed stating that due to the cost to the parish of returning the grant money this matter will not be dealt with until 2015 when the grant terms cease. Cllr Spearpoint asked the resident to contact him as it is a Sports and Recreation Trust responsibility.

A resident who has a paddock in Matts Lane raised several concerns about Matts Lane. Firstly, anti-social behaviour in that area; he said that youths were having BBQs in the lane and riding their motorbikes up and down the lane scaring his ponies. Secondly, he asked what could be done about the condition of the lane considering it was a highway. Thirdly, the amount of fly-tipping at the bottom of Matts Lane and lastly, he has been burgled on several occasions as the lane is not blocked off. Cllr Sampson said that there had been previous discussions about installing a gate and as the lane is a Class 4 highway it is not possible due the substantial cost. Cllr Sampson also said that it was Somerset County Council's responsibility and not the Parish Council's. A discussion was held and it was agreed for the Clerk to write to the Highways Department and Cllr John Bailey to arrange a site meeting. **Action Clerk**

A resident of Brocks Mount gave an up-date regarding the properties in Brocks Mount and the wall in Cole Lane. The Clerk explained that that she had written to SSDC Planning Department and the Legal Department for advice. SSDC have confirmed that they are in contact with the Developers solicitors. The resident asked if they could have a copy of the Clerk's letter. The Clerk agreed to contact SSDC again to find out what the position is. **Action Clerk**

A resident raised the issue of parking in Castle Street and The Pound especially around school opening and closing times. Cars are being parked illegally and the pavements are being damaged. The resident also mentioned that the visibility is also affected due to the overgrown vegetation and asked whose responsibility it was. It was agreed that this was on the farmer's land and therefore his responsibility. Cllr Sampson said that a survey was carried out a number of years ago with the residents of the High Street and Castle Street to utilise part of their gardens for parking with access in Bonnies Lane but the majority of residents declined the proposal. It was agreed for the Clerk to write to the enforcement officer and also to Castle School. **Action Clerk**

**13/110                    P.C.S.O. REPORT:**

The Beat Manager, PC Alan Hollick, said that unfortunately the PCSOs do not have time to write out reports and that the information is on the police.co.uk website. However, he or the PCSO will try to attend Parish Council meetings to give more information.

PC Alan Hollick reported that there had been one theft from the school and the culprit had been caught and dealt with; there had also been a theft of 59 sheep from Ham Hill where 4 sheep had died due to stress. This case was still on-going. There had been a report that a padlock had been changed on a gate to a small holding but the owner had dealt with it. He said that it was a good idea for residents to report any strange incidents such as these. Vehicles in Bonnies Lane had been entered but nothing was stolen, a trailer had been taken from North Street and had since been found and returned, there was criminal damage at Stonehill, a van stolen from Ham Hill car park, and damage to a window in West Street and the police have a possible suspect. PC Alan Hollick advised that properties should be locked especially at night to avoid potential burglaries.

The PC was asked what the position was on the 14 incidents of criminal damage which occurred over the Easter weekend and he confirmed that a suspect had been charged and received a fine. The other vehicles which were damaged in a later incident were caused by youths from another village. The PC also said that the police are trying to tackle the problems which are occurring in the Memorial Hall car park. Cllr Wilson said that they would try and get the message across to the youths via the youth group. Cllr Middleton thanked the Beat Manager for his report and the additional information.

The Clerk said that she had spoken with Sgt Rob Jameson and Inspector Tim Coombes regarding the letters she had sent and had also received a reply from the Police and Crime Commissioner's secretary and would be happy to set up a meeting. The Clerk said that she could invite other parishes to come along. Cllr Sampson said to check the availability of the hall before making further arrangements.

**Action Clerk**

### **13/111 DISTRICT & COUNTY COUNCILLORS:**

**13/111/a** Sylvia Seal – District Councillor

None declared.

**13/111/b** John Bailey – County Councillor

None declared.

### **13/112 MINUTES OF PREVIOUS MEETING:**

The Minutes of the previous meeting were approved and signed.

Proposed: Cllr Middleton

Seconded: Cllr Rose

Agreed: unanimously

### **13/113 MATTERS ARISING FROM MINUTES:**

**13/113/a** Handling of Grant Requests

Cllr Sampson asked for comments on Cllr Wilson suggestion of a grant application process. Cllr Middleton said that it would give a starting point and an idea of what is required but there should be a limit on how much is given and to how many. The Clerk pointed out that there is a limited amount that can be spent per elector per year under the s.137 of the Local Government Act 1972 and legally the Parish Council cannot go above that amount. A further discussion was held. Cllr Sampson proposed using the suggested grant process. Cllr Middleton seconded the proposal and to have the wording as it is but to ensure that it is regularly reviewed. Cllr Hay commented that there may be the need to look at 'crisis' applications and this process may take too long. The Clerk said that extraordinary meetings can be called in such cases.

Proposed: Cllr Sampson

Seconded: Cllr Middleton

Agreed unanimously

### **13/114 FINANCE**

**13/114/a** Matters for Report:

i) **Internal Auditor's Report**

The Clerk read out the Internal Auditor's report. It stated that there were no significant failures in the conduct of the Council and its fiduciary responsibilities and the responsibilities of the Council have been ably supported by the Clerk and Financial Officer. However, there were two observations:

- 1) Even though a review of expenditure has been reported quarterly there was no indication in the minutes that Council Members have had the opportunity of seeing the actual figures even though they are there for examination. It was suggested that the minute on the report should include that the actual figures were laid on the table for examination.

- 2) There is £93,000 in liquid funds with only £17,200 ring-fenced. If the expenditure remains at the same level for 2013/14 then cash balances could rise over £100,000. The ‘trigger’ point is 3 times actual expenditure. However, the Clerk has pointed out that the Council has authorised capital expenditure of over £10,000 in the current financial year.

The Clerk expressed her thanks to Mr Kerr for his assistance and for carrying out the internal audit.

There was a discussion about the sinking funds for the pavilion and the playground equipment. Cllr Sampson stated that these were required as a condition of the grants. There was a further discussion about increasing the annual amounts for these sinking funds. Cllr Sampson proposed putting the extra money into the Asset Management account. Cllr Bloomfield proposed increasing the annual amount of the pavilion funds up to £10,000 and the asset management funds up to £15,000. This was not seconded or agreed. Cllr Merrick commented that the pavilion was not on any asset register and there was a discussion on whether the pavilion and other assets should come under the Parish Council’s asset register. Cllr Sampson proposed that the ‘Pavilion’ reserve account should be renamed ‘Sports and Recreation Assets’ reserve account.

Proposed: Cllr Sampson                      Seconded: Cllr Middleton                      Agreed unanimously

Cllr Middleton proposed that in addition to the existing annual amounts an extra £6,000 should go into the Sports and Recreation Assets account and £4,000 in the Asset Management account.

Proposed: Cllr Middleton                      Seconded: Cllr Spearpoint                      Agreed unanimously

ii) Quarterly Bank Reconciliation

The Clerk gave the year end bank reconciliation report as at the 31<sup>st</sup> March 2013:

Current Account	£	100.00
Reserve Account	£	113,542.20
Sports & Recreation Assets Reserve Account	£	4,802.77
Asset Management Reserve Account	£	<u>12,406.62</u>
<b>Total</b>	<b>£</b>	<b>130,851.59</b>
Outstanding Cheques	£	<u>50.00</u>
<b>Total as Cash Book</b>	<b>£</b>	<b>130,801.59</b>

The Clerk asked if the outstanding cheque for £50 to Shopmobility could be written off as the cheque was no longer valid as it was dated 11<sup>th</sup> October 2011. This was agreed.

Proposed: Cllr Middleton                      Seconded: Cllr Sampson                      Agreed unanimously

iii) Quarterly Budget Comparison

In light of the Internal Auditors report the Clerk had prepared a new style of budget comparison report. This was distributed to all Members. The report showed the type of expenditure and whether the individual sections were under or over budget and by how much. The Clerk explained that the comparison is calculated by dividing the budget by 12 to get the monthly expenditure. The monthly budget cost is times the number of months completed and then the actual spend is taken away from that figure. The report shows that the majority of areas are showing an under spend. However, there are three areas showing an over spend; these are: Grants & Donations, Insurance, Play Equipment and the Healthy Hearts exercise classes. The Clerk pointed out that these figures are likely to even out over the coming year but she will keep a check on them. The Healthy Hearts exercise classes are supported by a ring-fenced grant from Somerset County Council and is not part of Parish Council funds. Once there is a nil figure this section will be removed from the comparison report.

Cllr Wilson asked if total could be given on future reports.

The Clerk laid the quarterly accounts on the table to be reviewed by members.

**13/114/b**                      Cheques Payable:

Sarah Moore	Salary & Expenses for June	£	330.24	<i>Chq 1836</i>
NigeNige	Groundsman Salary for June	£	708.00	<i>Chq 1837</i>

Stable Print	July Newsletters	£ 190.00	Chq 1838
HMRC	1 <sup>st</sup> Quarter Income Tax	£ 119.60	Chq 1839
Community Council for Somerset	Annual Membership	£ 35.00	Chq 1840

Proposed: Cllr Middleton      Seconded: Cllr Rose      Agreed unanimously

Post-dated payments to be made as there is no meeting in August in accordance with the resolution passed on 13<sup>th</sup> September 2011 (*see Minute Ref: 11/128/c*)

Sarah Moore	Salary & Expenses for July	£ 330.24	Chq 1841
NigeNige	Groundsman Salary for July	£ 708.00	Chq 1842
Stable Print	August Newsletters	£ 190.00	Chq 1843

Proposed: Cllr Middleton      Seconded: Cllr Rose      Agreed unanimously

### **13/114/c      Matters for Resolution**

#### **i) Annual Transfer of Money**

The Clerk asked for a resolution to transfer £2,400 into the Sports & Recreation Asset account and £3,700 into the Asset Management account in accordance with the resolution passed on 14<sup>th</sup> December 2010 (*see Minute Ref: 10/181/c*). The transfer of the additional amounts agreed in *Minute ref: 13/114/a (i)* would be brought to the next meeting. This was agreed and an instruction letter was signed for NatWest bank.

Proposed: Cllr Middleton      Seconded: Cllr Bloomfield      Agreed unanimously

#### **ii) NatWest Signatory**

The Clerk requested that Cllr Hall is added to the list of signatories as NatWest have confirmed that she was no longer listed. It was agreed and the Clerk passed on the relevant forms to Cllr Hall to sign.

Proposed: Cllr Rose      Seconded: Cllr Sampson      Agreed unanimously

### **13/115      MEMORIAL HALL AND GROUNDS**

Cllr Sampson reported that the Memorial Hall Committee were writing to the police stating that they do not want the barrier to be reinstalled due to previous problems and to enquire about improved CCTV coverage.

### **13/116      SPORTS AND RECREATION TRUST**

Cllr Merrick said that the asset management was discussed under *Minute ref: 13/114/a (i)* of this meeting. The picnic tables for the recreation ground have been ordered and the Trust was hoping to make the recreation ground a more family friendly area. Cllr Sampson commented that the new fencing and gates make it less attractive to the youths.

### **13/117      PLANNING**

#### **13/117/a      Report on Planning Applications**

**13/02630/FUL** – the erection of single storey utility extension – Greenways, High Street, Stoke sub Hamdon TA14 6PT – there were no observations or objections

**13/02328/FUL** – change of use of building from an annexe into a separate unit of residential accommodation – 51 Castle Street, Stoke sub Hamdon TA14 6RF – there were no objections but a comment was made that concern was expressed that it backs onto a farm yard which was used for slurry etc. A condition must include that smell, noise etc. from the farm is accepted. The Clerk said that a resident of Castle Street had written with concerns regarding parking at this property. Originally the property had a large parking area and four garages with entry and exit double gates. The four garages are now converted into living accommodation with a third of the drive fenced off. They felt that any further development would lead to cars being parked on an already narrow road which would aggravate the current congestion problem. The resident had also written to SSDC with their concerns.

**13/00596/R3C** – planning consent to replace the windows (revised Elevation Plans 002d) – Castle Primary School, Castle Street, Stoke sub Hamdon TA14 6RE – there were no objections or observations. The Clerk reported that SSDC also had no objections and the application has subsequently been granted.

**13/02364/LBC** – change of use of outbuildings to annexe, refurbishment and erection of single storey extension – 18 North Street, Stoke sub Hamdon TA14 6QP – There were no objections and on observation which was commented on under *Minute ref:13/109* of this meeting.

**13/02631/FUL** – the erection of a rear two storey extension to form kitchen with bedroom and bathroom over – 83a High Street, Stoke sub Hamdon TA14 6PT – This application was with the planning committee. The Clerk pointed out that the work on this property was subject to a previous planning application 12/04109/FUL which was approved on 11<sup>th</sup> December 2012. Due to a request to alter the floor space on the first floor a post decision was made that because of the extent of the change a new application was required.

**13/100/b** Planning Decisions and Reports

**13/01734/TPO** – application to carry out tree surgery works to a Horse Chestnut tree known as T10 in the SSDC (Stoke sub Hamdon No.1) Tree Preservation Order 1998 – 8 Brocks Mount, Stoke sub Hamdon TA14 6PJ – This application was granted.

**13/01409/FUL** – installation of ground mounted photovoltaic solar array to provide 8 MW generation capacity together with inverter systems; transformer stations; sub-station; internal access track; landscaping; security fencing; associated access gate and removal of one Ash tree protected under TPO – land adjacent A303 Tintinhull Forts, Tintinhull, Yeovil BA22 8PA – this application was withdrawn.

**13/01560/FUL** – demolition of existing garage and side/rear extension, erection of a replacement extension to dwelling house and widening of existing access drive – The Moorings, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – this application was granted.

**13/01506/FUL** – conversion of existing retail unit into two including external alterations – Hamdon News, 6 High Street, Stoke sub Hamdon TA14 6PP – this application was granted.

**13/118** CORRESPONDENCE

**13/118/a** SRYP – Summer Residentials

The Clerk had received an email regarding low cost residential opportunities and asked if those members who worked with the Youth groups in the village had already received it. It was confirmed that they had.

**13/118/b** Ham Hill Archaeology

The Clerk reported that the archaeological excavations are recommencing on Ham Hill from 28<sup>th</sup> July until 12<sup>th</sup> September and that there will be guided tours at 2.30pm between Sunday and Thursday during this period. It was agreed that an article would go in the newsletter.

**Action Clerk**

**13/119** HIGHWAYS & FOOTPATHS

The question was raised about who was responsible for cutting the verges from the village to Holy Tree. It was confirmed that it was Highways responsibility. Cllr Sampson said that Highways take into account the visibility splays when organising the cutting of verges.

The Clerk commented that she had been copied in on an email regarding the gully cleansing programme for 2013/14. This was prioritised based on the information given by the Environment Agency, Local Parishes and Historic Data. Apparently, there had been some confusion from Parish Councils as some had no input to the plans and some had not seen a copy of the plans. The Clerk will liaise with Cllr Bailey.

**Action Clerk**

**13/120** STREET LIGHTING

None declared

**13/121** WORKING PARTY REPORTS

**13/121/a** Local Development Framework

None declared.

**13/121/b** Allotments

The Clerk said that she was sending out a termination letter to an allotment holder in Furlands. She also said that the condition of the Furlands allotments were in a bad condition and needed strimming and rotivating. The Clerk asked if the Parish Council were interested in buying a rotivator as she knew of one for sale. It was agreed not to buy it due to insurance risks and costs.

**13/121/c** Local Action Group

None declared.

**13/121/d** Web Site

None declared.

**13/122** **MEMBERS' REPORTS**

Cllr Sampson said that the play bus will not be in the Memorial Hall grounds as the hall has already been booked but will be situated on the recreation ground.

Cllr Spearpoint had received a complaint regarding the public right of way between the Vicarage and Rixon. The farmer had planted his crops over it. The Clerk is to contact the Rights of Way Officer. **Action Clerk**

Cllr Spearpoint said that a bin had appeared on Highway which seemed to come from Glastonbury. The Clerk is to report this as a matter of fly-tipping. **Action Clerk**

Cllr Spearpoint mentioned that the bin in the Stonehill play area is not emptied by Streetscene but by a Stonehill resident. He said that she not only empties the bin but she also cleans it too. The Clerk said that she had contacted SSDC regarding the emptying of the bin but the bin was not registered and a request for emptying was not submitted when it was installed they will not empty the bin. Cllr Spearpoint asked if the Parish Council could order bin bags and stickers for the resident to use. This was agreed.

**13/123** **ITEMS FOR FUTURE AGENDAS**

Co-option.

There being no further business the meeting was closed at 9.30pm.

There is no meeting in August and the next meeting will be held on Tuesday, 10<sup>th</sup> September at 7pm.

Cllr Middleton gave his apologies but he will be away for the next meeting.