

**MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING HELD ON
TUESDAY 14TH APRIL 2015 IN THE MEMORIAL HALL**

15/041/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Paul Spearpoint (Vice-Chairman), Mrs Rebecca Merrick, Mr Graham Middleton, Mr Neil Bloomfield, and Mr Roger Bevan

Others: Mrs Sylvia Seal (District Councillor), Mr John Bailey (County Councillor), Mrs Sarah Moore (Clerk)

15/0041/b APOLOGIES:

Mrs Wendy Hall, Mr Bruce Wilson, and PCSO

15/042 DECLARATION OF INTEREST:

Cllrs Merrick and Spearpoint declared an interest in matters relating to the Sports and Recreation Trust.

15/043 PUBLIC SESSION:

There were no matters discussed.

15/044 MINUTES OF PREVIOUS MEETING:

There were amendments to the Minutes:

ref: 15/033/a – change ‘rangers’ to ‘Dogs Trust’

ref: 15/037/a – change ‘received anything yet’ to ‘done anything yet’

ref: 15/037/a – a planning application comment was missed off the minutes. The minutes should include the paragraph ‘**14/05518/CPO & 15/05519/CPO** – Ham Hill Quarry extension – no application received, only the Regulation report. It was agreed that the Clerk is to look into why no plans were received’.

The Minutes of the previous Parish Council meeting were signed and approved.

Proposed: Cllr Merrick Seconded: Cllr Spearpoint agreed unanimously

15/045 MATTERS ARISING FROM MINUTES:

15/045/a Post Box

The Clerk confirmed that she has not received any response from either Royal Mail in Bath or London, or from David Laws. Cllr Brooks said that the Planning Department would be unlikely to agree to the removal of the post box.

15/045/b Groundsman Tender

The Clerk said that she had sent out tenders to NigeNige Services, Streetscene, Somerset Landscapes Ltd. and K M Dike Nurseries Ltd. Two quotations had been received from Somerset Landscapes Ltd. and K M Dike Nurseries Ltd.; NigeNige Services had not responded and Streetscene had declined to tender.

K M Dike Nurseries Ltd gave a quote of £7,850 plus VAT.

Somerset Landscapes Ltd gave a quote of £3,980 plus VAT to carry out works listed under items 1-10 and 12 of the tender, excluding vacant allotments. The strimming and weedkilling of vacant allotment plots would be priced per allotment at £25 per plot for strimming and £48 per plot for weedkilling. Item 11 of the tender which is drainage would be charged at £621 per occasion. All items exclude VAT.

A discussion was held and it was agreed to accept the quotation from Somerset Landscapes Ltd. However, the Clerk was to get clarification on the meaning of ‘per occasion’ under item 11.

Action Clerk

Proposed: Cllr Spearpoint Seconded: Cllr Bevan Agreed unanimously

(Cllr Spearpoint left the meeting to deal with a disturbance outside)

15/045/c Library Services Review Consultation

The Clerk reported on the outcome of the Library Services Review and said that the mobile library service to the village would cease as of August 2015 and that the nearest library is in Martock. Cllr Bloomfield asked what was the usage of the mobile service. The Clerk said that there were 18 registered borrowers and that the total number of visits in 2013/14 was 54.

(Cllr Spearpoint returned to the meeting)

Cllr Bevan praised the library service and said that residents could order books online and that Wi-Fi is free in libraries. Cllr Bailey reiterated Cllr Bevan's comment and added that there were other methods of ordering library books for those who do not use the internet and these books are delivered.

15/045/d Trees – West Street

The Clerk had received three quotes to remove the trees and treat the stumps, and for a native hedge to be planted in their place. The quotes received were from Fern Garden Tree Services - £1,665; Streetscene - £4,500 plus VAT and; Somerset Landscape Ltd - £1,090 plus VAT. It was agreed to award the contract to Somerset Landscape Ltd.

Proposed: Cllr Merrick

Seconded: Cllr Bevan

Agreed unanimously

Cllr Bevan suggested keeping the logs to sell. The keeping of the logs was agreed but to give the logs away rather than sell them. The Clerk is to check that Somerset Landscape will log the trees and stack them in the car park of the recreation ground and to put an article in the newsletter.

Action Clerk

15/045/e Crime & Anti-Social Behaviour Reports

Cllr Bevan commented on Cllr Brooks's report regarding inability to get information specific for the parish and our efforts to improve the reporting. Cllr Bevan said that the Beat Manager is extremely busy and members could subscribe to the police's newsletter. Cllr Spearpoint mentioned that the newsletter tends to cover only Bristol. The Clerk mentioned that when there was a change over with the PCSOs a few months ago the Parish Council were assured that if the PCSO could not attend a meeting due to shift patterns then a volunteer from the station would attend. A discussion was held and Cllr Bevan said that this matter needed to be put in the hands of the Police & Crime Commissioner. This matter was discussed in more detail later in the meeting.

15/046 DISTRICT & COUNTY COUNCILLORS:

15/046/a Sylvia Seal – District Councillor:

Cllr Seal gave her report:

- With regard to the queries made at a previous meeting in respect of planning permission for Heron House, North Street; permission had been given for the erection of a two storey extension with lean-to, increase the height of outbuilding roof, and additional parking in June 2014. The Clerk pointed out that on the SSDC website the application is under 58 North Street.
- APP/R3325/C/14/3000142 – Appeal against Enforcement Notice – Westend Stores, West Street, Stoke sub Hamdon – still awaiting a site visit.
- With regard to the planning application for the quarry, this was sent to the previous chairman.
- Somerset Waste Partnership are asking people to get composting and have composting bins on offer from 1st April with buy one get one ½ price. The cost per bins are large - £19.98 and small - £17.98. Residents can find out more on the Somerset Waste Partnership website. Cllr Seal asked the Clerk to put an article in the newsletter.

Action Clerk

- Ham Hill - the Easter events were successful. There will be a dog show on 12th June with a drawing competition for schools. A bid to the Heritage Lottery Fund has been submitted in respect of Witcombe Valley.
- SSDC will be holding a Local Events seminar on Social and Healthcare services at Long Sutton Golf Club on 22nd May between 9am and 1pm.

15/046/b John Bailey – County Councillor:

Cllr Bailey's report had already been circulated to all members. The key issues Cllr Bailey discussed were:

Highways

- Gully site visit on 26th March – problem drain/gullies will be cleaned.
- Kings Road has now been adopted by Somerset County Council.
- The Traffic Regulation Order is now carried out on an annual basis so the one for Stoke will not go through until August/September.

Other

- Health and Wellbeing grant – timescale of three months for the Parish Council to get the defibrillator
- There are cuts to the budgets for Rights of Way, Buses and Road Safety.
- The Clerk has contacted the Rights of Way officer regarding the blocked footpath opposite Holy Tree. Clerk confirmed that the number is Y25/UN.

(Cllrs Bailey & Seal left the meeting)

15/047 SPORTS & LEISURE:

15/047/a Memorial Hall and Grounds:

No report.

15/047/b Sports and Recreation Trust:

i) **Adventure Play Area**

Cllr Brooks asked members to consider the request from the Sports and Recreation Trust for a grant of £10,000 to go towards an adventure play area on the recreation ground. Cllr Brooks also commented that the audited accounts had not yet been received from the Sports and Recreation Trust but members are able to view the unaudited accounts. Peter Hulett, Chairman of the Sports and Recreation Trust gave a presentation to support the grant and explained that this is a project within the five year strategy with an estimated cost of £140,000. Mr Hulett explained that the Trust has ring-fenced £10,412 for this project and SSDC have also made a commitment of £10,000, and the Trust aim to have full funding by the end of the year.

Cllr Bevan asked what provision there was for maintenance costs. Mr Hulett replied that this would be between the Sports and Recreation Trust and the Parish Council as the equipment would belong to the Parish. Cllr Bloomfield said that he would like to give this project his full support. Cllr Middleton said that it was a large amount of money and suggested giving an initial payment of £5,000 and a sinking fund of £2,000 a year. Cllr Brooks explained that the Sports and Recreation Trust expect match funding. Cllr Middleton reviewed his suggestion by stating that it could be given in two payments of £5,000. Cllr Bevan proposed to give one payment of £10,000.

Proposed: Cllr Bevan Seconded: Cllr Bloomfield 3 abstained: 1 agreed

(The three abstentions were those councillors with a conflict of interest)

Cllr Middleton asked for further discussion on the maintenance provision.

ii) **Tithe Barn**

Mr Hulett explained that the National Trust have agreed to install a power supply in the tithe barn so that portable lights can be used. This means that the original request to the Parish Council for funding was no longer needed.

iii) May Fayre Programmes

The May Fayre Committee have asked for funding again this year of £490 to cover the cost of the printing of the May Fayre programme. A discussion was held and it was agreed to cover this cost.

Proposed: Cllr Bevan Seconded: Cllr Brooks agreed unanimously

15/047/d Hamdon Youth Group:

No report.

15/047/e Play Areas:

Cllr Spearpoint said that the multiplay unit in the Memorial Hall grounds needs changing and new play equipment is needed for Stonehill. Cllr Bevan asked whether there would be a decrease in the number of children using the Memorial Hall play area once the adventure play area has been installed. Cllr Brooks explained that the play areas are for different age groups.

15/047/f Any Other Issues:

None declared.

15/048 **VILLAGE ENVIRONMENT:**

15/048/a Crime and Anti-Social Behaviour:

Cllr Bevan said that the Police and Crime Commissioner need to be notified about the non-specific report and the lack of PCSO/police presence at parish council meetings. Cllr Bevan commented that on the three occasions that the speed enforcement unit were present for the speed enforcement sessions they did not carry out any checks as there are no approved sites. It was agreed that this was a waste of resources. It was agreed to write a letter to the Police and Crime Commissioner stating that a more broader, in-depth and localised report was needed. *Action Clerk*

15/048/a Street Lighting:

Cllr Spearpoint said that he had reported that there was a fault with the light opposite the Fleur de Lis in West Street.

15/048/b Allotments:

The Clerk said that allotment holders would be happy to have water butts provided at the Furlands and Stonehill sites. It was agreed that the Clerk would check the number of allotments and the price of water butts and bring the cost to the next meeting so that the butts could be purchased for both sites. An initial £500 budget was proposed. *Action Clerk*

Cllr Spearpoint asked the Clerk to chase any outstanding allotment rents. *Action Clerk*

15/048/c Footpaths:

The Clerk said that a number of residents were attending the Montacute Parish Council meeting regarding Hedgecock Lane. Signs have been either end of the Monarchs Way.

15/048/d Highways and Transport:

Cllr Brooks explained that she and the Clerk met with Cllr Bailey and a Highways team on 26th March to walk through the village to ascertain where there were drainage problems. The Clerk had prepared an action plan which was being sent to Highways. Cllr Brooks asked Cllr Bailey if he could find out what the potential timescale for sorting these out.

Cllr Bevan said that there were two manhole covers in East Stoke which are rusted through. These are on the pavement near the streetlight numbered 61. Cllr Bevan agreed to forward the Clerk some photographs and the Clerk will contact the relevant body. *Action Clerk*

15/048/e Flooding Group:

No report.

15/048/f Any Other Issues:

i) Parish Noticeboard

The Clerk said that she had received a couple of quotations but was waiting for a third one. The quotes are for a wooden three door, nine A4 sheet per door noticeboard. The Clerk also said that she would contact the planning department to find out whether planning permission was needed. *Action Clerk*

ii) URC Clock

The clock had been repaired and the specialist said that it appears that a nut is being physically undone when the clock is being wound causing the clock to stop.

iii) Litter Pick

The Clerk said that the litter pick would take place on Saturday, 16th May at 11am. The Clerk said she would collect the equipment the day before and that Streetscene will collect the rubbish at the end of the day.

iv) Dog Bins

Cllr Brooks said that she has been asked by a resident for more dog bins around the village. Cllr Brooks asked for suggestions. It was suggested outside the Memorial Hall, Windsor Lane and opposite Hedgecock Lane. The Clerk pointed out that the parish council would need to ask permission from Streetscene before installing any dog bins as they would have to agree to empty them. A discussion was held and it was agreed that the Clerk would contact Streetscene for suggestions on where any new bins could be placed. *Action Clerk*

v) Trees - High Street

The Clerk said that she had spoken to Highways during the site meeting and they were unsure who was responsible and commented that it was probably the land owner. However, the Duchy of Cornwall had previously contacted their solicitors who have stated that there is a hedge-hedge rule whereby a land owner has erected a hedge or fence along the boundary line which abuts a highway. The presumption is that the highway authority owns from the hedge on the side of the road, the verge, the road and across to the hedge on the other side of the road. The Duchy of Cornwall has stated that they have never owned the land in question. It was agreed that this line of trees was unsafe and Cllr Bevan suggested contacting SSDC legal department. *Action Clerk*

vi) Other Matters

Cllr Middleton asked whether the razor wire could be removed from the old fruit field and was there an update regarding the development planned for that area.

Cllr Middleton asked if there was an update regarding the copse at the bottom of Matts Lane. The Clerk said that the Duchy of Cornwall was going to provide a formal plan but she had not received anything as yet. The Clerk agreed to chase this up. *Action Clerk*

15/049 FINANCE:

15/049/a Matters for Report

i) Insurance Renewal

The Clerk reported that the renewal was due by 1st June and that the premium would be £710.88. This has increased slightly due to the addition of the pavilion. No comparison quotes have been sought as the parish council is bound by a Long Term Agreement (LTA) which ends in 2017.

ii) Year End Bank Reconciliation

The Clerk gave the year end bank reconciliation report as at 31st March 2015

Current Account	£ 100.00
Business Reserve Account	£ 104,699.52
Asset Management Reserve Account	£ 19,818.30
Sports & Recreation Trust Reserve Account	£ 9,609.01
Total	£ 134,226.83
Outstanding Cheques	£ 379.27
Total as Cash Book	£ 133,847.56

The Clerk pointed out that all monies held in the Sports & Recreation Assets and the Asset Management reserve accounts which total £29,427.31 are ring-fenced for specific purposes. The bequest of £1,000 and the Health & Wellbeing grant of £400 are also ring-fenced and a new reserve account for the Memorial Hall is being set up. The amount agreed will match that of the Sports and Recreation Trust account. The total amount currently ring-fenced is £40,436.32.

iii) Year End Budget Comparison

The Comparison of Budget report had been circulated to all members. The report shows the annual budget and the expenditure for the financial year 2014/15. The report does not include the annual payments into the Sports & Recreation Assets and Asset Management reserve accounts. The report shows that all areas with exception of four are showing an under spend; the areas showing an over spend are: Staffing Costs by £1,393.23, Grants & Donations by £1,619.89, Property Maintenance by £3,870.16 and Subscriptions by £47.14. Against the budget set for 2014/15 there has been a total underspend of £22,621.82.

iv) Precept 2015/16

The Clerk confirmed that a BACS payment had been received from SSDC totalling £53,320. This was for the annual precept and Council Tax Support grant.

15/049/b Matters for Resolution

i) Cheques Payable:

Sarah Moore	Expenses March	£ 42.70	<i>Chq 1953</i>
Stable Print	April Newsletters	£ 190.00	<i>Chq 1954</i>
Somerset Landscapes Ltd	Groundsman: March	£ 345.79	<i>Chq 1955</i>
Duchy of Cornwall	Bi-annual Land Rent – Allotments & Recreation Ground	£ 744.00	<i>Chq 1956</i>
Smith of Derby	Clock Repair	£ 180.00	<i>Chq 1957</i>
Hamdon Youth Group	Annual Grant 2015/16	£ 3,000.00	<i>Chq 1958</i>
Community Council for Somerset	Membership Renewal	£ 40.00	<i>Chq 1959</i>
HMRC	4 th Qtr Income Tax	<u>£ 187.20</u>	<i>Chq 1960</i>
	Total	£ 4,729.69	

Proposed: Cllr Merrick Seconded: Cllr Bevan agreed unanimously

ii) Other:

None declared.

15/050 PLANNING:

15/050/a Parish Planning Committee Feedback on Applications:

Cllr Brooks said that after her recent training she had found out that even though the parish council have a planning committee, a resolution needs to be passed by full council stating agreement to the planning committee's comments.

15/01042/FUL – single storey rear extension and proposed installation of roof lights to existing attic space – 25 East Stoke, Stoke sub Hamdon TA14 6RQ – There were no observations or objections.

Proposed: Cllr Merrick Seconded: Cllr Middleton agreed unanimously

Cllr Bevan commented on planning application **14/05519/CPO** regarding the extension to the quarry on Ham Hill near the war memorial. Cllr Bevan felt that proper procedure had not been followed and thought that it needed to be formally addressed. Cllr Bevan also said that there had not been any public notices put up around the northern spur on Ham Hill. It was agreed to make a formal complaint.

Action Clerk

15/050/b Planning Decisions and Reports:

None declared.

15/051 **CORRESPONDENCE:**

There was no correspondence.

15/052 **MEMBERS' & CLERK'S REPORTS:**

15/052/a Members' Reports:

Cllr Middleton said that Yeovil Rotary Club were visiting the fudge factory on 20th April at 3.30pm and that there were some spaces available if any councillors would like to come along.

15/052/b Clerk's Report:

The Clerk explained that she had received notification from the Pensions Regulator that the Parish Council would have to provide a pension for the Clerk. The law on workplace pension has changed and under the Pensions Act 2008, every employer must enrol staff into a workplace pension scheme and contribute towards it. The staging date which is set in law is 1st August 2016. The Parish Council will have a year to follow certain criteria to ensure that it is in place by that date.

15/053 **ITEMS FOR FUTURE AGENDAS:**

Memorial Hall and Stonehill Play Areas

There being no further business the meeting was closed at 9.45pm and the Annual meeting will be held on Tuesday, 12th May at 7pm followed by the monthly meeting at 7.30pm.