

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING HELD ON
TUESDAY 12TH APRIL 2016 IN THE MEMORIAL HALL

16/040/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Neil Bloomfield, Mr Hugh Donovan, Mrs Marilyn Hart, Mrs Rebecca Merrick, Mr Graham Middleton and Mr Malcolm Uhlhorn.

Others: Mrs Sylvia Seal (District Councillor), Mr John Bailey (County Councillor), Mrs Sarah Moore (Clerk), Mrs Sue Winwood (Chairman, Memorial Hall Committee), Mrs Claire Sampson (Secretary, Memorial Hall Committee), Mr Peter Hulett (Chairman of the Sports & Recreation Trust) and 3 members of the public.

16/040/b APOLOGIES:

Mr Paul Spearpoint (Vice Chairman), Mr Chris Earl, Mr Brian Evans, Mrs Wendy Hall and the PCSO

16/041 DECLARATION OF INTEREST:

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

16/042 SUSPENSION OF STANDING ORDERS:

The Clerk stated that as the Standing Orders will be reviewed at next month's meeting all of the Standing Orders with the exception of those that incorporate mandatory statutory requirements are suspended (*Stoke sub Hamdon Parish Council Standing Orders s.25(a)*).

16/043 PUBLIC SESSION:

The Chairman of the Memorial Hall Committee passed to the Clerk copies of the Memorial Hall presentation for each member of the Parish Council. The presentation covered the audited accounts for 2014/15, the booking schedule for 2015, booking procedures and forms, details of accidents and procedures and, plans for the use of the hall. The committee also submitted a sketch of how they would envisage an extension to the hall which they felt could provide facilities for the youth groups.

Cllr Merrick asked if bookings could be made online. The Chairman of the Memorial Hall Committee said that this was not possible and anyone wishing to book the hall would need to telephone the Booking Clerk. The Chairman of the MHC said that their AGM is being held on 4th May in the Memorial Hall. There were discussions regarding the cost of extension and the siting. The Chairman of the MHC said that by having the extension at the back of the hall would make it easier for drainage.

A resident commented on the proposed purchase of the Methodist Church and pointed out some issues that he thought the Parish Council should be aware of:

- i) To check any conveyances. The Parish Council sold the land for the public conveniences to Yeovil District Council 40 years ago for £1 but the conveyance documents did not include that it should revert back to the parish and SSDC sold the building for £25,000 and the parish did not receive any remuneration.
- ii) There is an overage clause on the Methodist Church. If the Parish Council purchase the building but then decide to sell it the PCC will get 75% of the profit.
- iii) According to the vendors expert's Commercial Viability report the building has high maintenance costs.
- iv) A structural survey needs to be carried out.

16/044 MINUTES OF PREVIOUS MEETING:

Minute ref: 16/032/b (last line) has been changed to read 'Cllr Brooks asked that all councillors should work with the District and County Councillors to work for the village'
The Minutes of the previous Parish Council meeting were signed and approved.

Proposed: Cllr Donovan Seconded: Cllr Uhlhorn

Agreed unanimously

16/045 MATTERS ARISING FROM MINUTES:

Cllr Brooks brought forward the Sports & Recreation Trust report (See Minute ref: 16/047/e)

16/045/a Defibrillator – Memorial Hall Grounds

The Clerk reported that she was still waiting to hear back from Heartstart regarding the training dates and that she should be receiving the defibrillator and cabinet very shortly.

16/046 DISTRICT & COUNTY COUNCILLORS:

16/046/a Sylvia Seal – District Councillor:

Cllr Seal gave her report:

- A company claiming to be called 'Claimers' is offering to lower Council Tax Banding to residents if they pay £65. This is a scam.
- Somerset Waste Partnership are promoting the compost bin scheme again; £17.98 for 22L bin and £19.98 for 33L bin with a buy one get one ½ price
- Huish Academy have received a grant from Sport England for their swimming pool
- Somerset Rivers Authority and what they are proposing to do in 2016/17 with the money raised from the Council Tax. A copy of the paperwork is to be given to members.

Action Clerk

16/046/b John Bailey – County Councillor:

Cllr Bailey's report had been circulated to all members.

- Highway: There was a gully site visit on 26th March. Cllr Brooks to copy Cllr Bailey in on action plan confirmation; the blockage in East Stoke/Windsor Lane has been investigated and it appears to be the landowner's responsibility and; the blocked gully near Oak Tree House is caused by the silt from Norton Road. This gully is due to be jetted.
- Hamdon Youth Group: Request for some volunteers from the Parish Council to attend the annual meeting. The HYG have been able to meet in the Fleur de Lis skittle alley but the group has had to be split into two separate groups due to the amount of room. These groups can only attend on alternate weeks.
- The defibrillator on Ham Hill was partly funded by SCC's Health and Wellbeing grant and Cllr Bailey asked if a photo shoot could be arranged. **Action Cllr Bailey & Clerk**

16/047 SPORTS AND LEISURE:

16/047/a Community Right to Bid:

Cllr Brooks said that the second public meeting was well attended with the majority in favour of the proposals put forward. Cllr Brooks said that she has been talking with SSDC regarding grant funding who confirmed that funding would be available for accessibility improvements to the Church. Cllr Brooks asked Cllr Middleton, as Chairman of the Finance Committee, if he would help with the overall business case for the project. Cllr Middleton said that he would not be willing to do assist as he was against the Church purchase. Cllr Brooks suggested that Cllrs Donovan and Earl could help and asked Cllr Merrick if she would be involved as well. Cllr Merrick agreed. Cllr Brooks said that the timing was crucial as paperwork needed to be sorted out by early May to meet the various organisations' deadlines.

Cllr Merrick asked if the Memorial Hall extension was 'Plan B' if the Methodist Church project did not go ahead, and it was confirmed that this would probably be. Cllr Seal said that the Parish Council would need to borrow money even if the Memorial Hall is extended but it is not easy to get funding for village hall projects. Cllr Middleton asked Cllr Bailey what storage the HYG needed and Cllr Bailey said that even though some of the equipment such as the pool table and table tennis were moveable they still need a lot of storage. Cllr Brooks confirmed that work was still on-going on the project and good progress was being made.

16/047/b Events 2016:

i) The Queen's 90th Birthday Celebrations

Cllr Brooks said that she was very disappointed because there were very few people at initial meeting. It was proposed to have a hog roast along with a picnic, traditional family games, entertainment and a competition for the children. The competition would be split into two groups; 0-5 years and, 6-11 years. The winners would receive a certificate and some retro sweets. Cllr Merrick commented that it was the Home Farm Festival at Chilthorne Domes over that weekend so the 90th Birthday celebrations may not be well attended. A discussion was held and it was agreed to consider cancelling the celebrations. Cllr Brooks said that the Parish Council could ask the May Fayre committee if the competitions could be included in the May Fayre instead. It was also agreed to find out the cost of any commemorative tokens.

ii) Volunteer Awards

Cllr Brooks said that she had only received two nominations. There had been quite a lot of negative verbal feedback from residents, suggesting that it was not fair to favour some volunteers over others. It had also been questioned why there was not a category for volunteer groups rather than individuals and it had also been suggested that those volunteering did not want the recognition. A discussion was held and Cllr Bloomfield suggested cancelling the awards. This was agreed. Cllr Brooks said that an announcement would be placed in the newsletter.

Action Cllr Brooks

16/047/c Hamdon Youth Group:

This item was discussed under *Minute ref: 16/046/b*

16/047/d Memorial Hall and Grounds:

The Clerk reported that she was still having problems with BT. She said that she had received the hub but despite numerous emails and telephone calls BT still had not arranged with Openreach to carry out a survey or to install the telegraph pole.

16/047/e Sports and Recreation Trust:

The Chairman of the Sports and Recreation Trust handed the Clerk the signed Recreation Ground Management and Maintenance agreement. Cllr Brooks signed the agreement. The Chairman of the S&RT said that the Stoke Performing Arts Group is buying a projector for the village which will cost £650-£700 along with a spare bulb which costs £150; total cost £850. The group have approached the S&RT for a grant and have also sent a letter to the Parish Council requesting a grant. Cllr Middleton asked how much were the group looking for and it was suggested a grant of £400.

Proposed: Cllr Middleton Seconded: Cllr Bloomfield Agreed unanimously

There was a discussion about the sinking fund for the pavilion. Cllr Seal said to look into the original grant and what the clauses were. Cllr Middleton said that the Parish Council may have to raise the amount going into the sinking fund.

The Chairman of the S&RT also reported that the May Fayre Committee were submitting a grant request to the Parish Council towards the cost of the programmes; planning permission had been given for the Boules Court; on the recreation ground – the repairs to the skateboard park will cost £1,900, the floodlights will either need repairing or replacing and that planning permission was needed to replace the fittings and, there are plans to install a defibrillator at the recreation ground after the incident in Yeovil. Cllr Middleton suggested that the football clubs may be willing to raise the funds for this and the Chairman of the S&RT confirmed that the funding will be done with the Trust.

16/047/f Play Areas:

The Clerk said that Cllr Spearpoint had requested that a 'No Dogs' sign was put on a pole rather than on the gate in the Stonehill play area. It was agreed that by having the sign on a pole there could be a health and safety issue so it was agreed to get a new sign to go on the gate. The Clerk said that there was a firm in Yeovil – Alpha Signs that could make these

signs at a reasonable cost. The Clerk said that online firms were more expensive. It was agreed to purchase a sign from Alpha Signs. Action Clerk

Proposed: Cllr Merrick Seconded: Cllr Middleton Agreed unanimously

16/047/g Any Other Issues:
None declared.

16/048 **VILLAGE ENVIRONMENT:**

16/048/a Allotments:

The Clerk said that the allotments letters had been sent out and the majority of the rent had been received.

16/048/b Community Emergency Plan:

No report given.

16/048/c Crime and Anti-Social Behaviour:

No report given.

16/048/d Footpaths:

The Clerk reported that a tree had come down at the bottom of Y20/28 at the end of Matts Lane

The Clerk had forwarded a map to all members of how the Duchy envisages the wood at the end of Matts Lane will look when the work had been completed.

16/048/e Ground Maintenance:

i) Update on Interim Contract

The Clerk reported that she had received the tenders for the interim groundsman's contract. She stated that the current contractor Somerset Landscapes had refused to tender and the others were as follows:

Garden, Farm and Country Services: £3,960.00 excl VAT for the 9 month period. This contractor provided the necessary copies of insurances and certification as requested in the tender.

R G Landscaping: £5,346 incl VAT for the 9 month period. This contractor did not include any copies of insurances or certification as they were due to be rebranded to 'The Landscape Group (TLG) as from 1st April. These will be provided if they are successful.

Cllr Uhlhorn said that he thought the tender from Garden, Farm and Country Services was very reasonable and that this firm was local whereas R G Landscaping was situated in Weston-super-Mare. Cllr Uhlhorn proposed to award the contract to Garden, Farm and Country Services.

Proposed: Cllr Uhlhorn Seconded: Cllr Donovan Agreed unanimously

Cllr Uhlhorn said that when the contract is reviewed for next year it will be re-written so that it is for 3 years and be on a day/work basis.

Cllr Brooks asked if we could have a preferred supplier list which the Clerk said would need to be reviewed regularly for quality and competitiveness.

ii) Other Issues

The Clerk said that she had only received one quotation in for the dog bins. This was from Stuart Taylor and the cost was £160 excl VAT

Proposed: Cllr Donovan Seconded: Cllr Hart Agreed unanimously

16/048/f Highways and Transport:

No report given.

16/048/g Street Lighting:

No report given.

16/048/h Other Issues:

No report given.

16/049 FINANCE:

16/049/a Matters for Report

i. Year End Bank Reconciliation

The Clerk gave the year end bank reconciliation report as at 31st March 2016

Current Account	£ 100.00
Business Reserve Account	£ 33,583.04
Sports & Recreation Trust Reserve Account	£ 12,012.92
Asset Management Reserve Account	<u>£ 19,826.23</u>
Total	£ 65,522.19
Outstanding Transfer	£ 3,700.00
Outstanding Cheques	<u>£ 190.00</u>
Total as Cash Book	£ 69,032.19

The Clerk pointed out that she had not yet received an up to date bank statement for the Asset Management Reserve account which would show the recent transfer of funds.

All monies held in the Sports & Recreation Assets and the Asset Management reserve accounts which total £35,539.15 are ring-fenced for specific purposes.

The Clerk asked if members had any questions regarding the bank reconciliation. There were none.

ii. Year End Budget Comparison

The Comparison of Budget report as at 31st March 2016 had been circulated to all members. The report shows the annual budget for 2015/16 and the actual spend to date. The report does not include the annual payments into the Sports & Recreation Assets and Asset Management reserve accounts. The report shows that at the end of the year all areas with exception of five shows an under spend; the areas showing an over spend are: Staffing Costs, Grants & Donations, Subscriptions, Rent and Major Projects. The overspend in major projects will be allocated from previous years' major projects budgets.

The report also shows the ring-fenced amount for projects and these are:

Defibrillator Installation	TBA
Noticeboard – Memorial Hall Grounds	£ 2,160.00
Relocation of Existing Noticeboard	TBA
Memorial Hall Refurbishment	£ 18,154.00
Installation of Dog Bins	£ 160.00

Estimated Total: £ 20,474.00

(on figures currently available)

The Clerk asked if members had any questions regarding the bank reconciliation. There were none.

iii. Letter to Natwest – Amendment to Direct Debit Instruction

The Clerk asked for a letter to be signed to amend the direct debit for her salary. This change is due to a change in tax code.

iv. S.137 Expenditure Limit for 2016/17

The Clerk announced that the Department for Communities and Local Government (DCLG) has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2016/17 is £7.42 per elector.

v. Parish Precept 2016/17

The Clerk reported that she had received the BACS payment for the 2016/17 precept and support grant which totals £56,870.00.

16/049/b Cheques for Signature

Sarah Moore	Expenses March	£ 163.82	Chq 2023
Stable Print	April Newsletters	£ 190.00	Chq 2024
Barbara Brooks	Printing Posters	£ 40.00	Chq 2025
HMRC	4 th Qtr Income Tax	£ 131.00	Chq 2026
Hamdon Youth Group	2016/17 Grant for the Youth Worker	£ 3,000.00	Chq 2027
Glasdon U.K. Ltd	2 x Dog Bins & Ground Locking System	£ 757.22	Chq 2028
Duchy of Cornwall	Land Rent	<u>£ 60.00</u>	Chq 2029
Total		£ 4,342.04	

Proposed: Cllr Middleton Seconded: Cllr Bloomfield 1 abstained; 4 agreed

The Clerk passed cheque no. 2025 to Cllr Brooks.

16/049/c Matters for Resolution

Cllr Middleton said that the Clerk had prepared a new budget comparison which sets out the figures monthly rather than quarterly. The Clerk handed out the new comparison to all members based on the financial year for 2015/16.

The Clerk pointed out to members that the accounts were available to them for inspection.
(Cllr Bloomfield left the meeting)

16/050 PLANNING:

16/050/a Parish Planning Committee Feedback on Applications:

16/00553/FUL & 16/00554/LBC – lean-to extension at rear of property to replace existing conservatory & replacement conservatory at rear of property (amended plans) – Springmead, 45 East Stoke, Stoke sub Hamdon TA14 6UF – no observations or objections. This application has been granted.

15/05495/S73 – application to vary conditions 2 (approved plans), 5 (planting scheme), 6 (archaeology), 10 (access), 11 (drainage), 14 (parking & turning) and 16 (visibility splay) of planning permission 13/03622/FUL – Land West of Stanchester Academy, Montacute Road, East Stoke, Stoke sub Hamdon – no observations or objections

16/01273/FUL – erection of single storey rear extension with roof lights – 42 West Street, Stoke sub Hamdon TA14 6QG – no observations or objections.

It was agreed to ratify the planning committee's decisions.

Proposed: Cllr Merrick Seconded: Cllr Hart Agreed unanimously

Cllr Brooks reported that the planning committee had a presentation regarding the proposed development of the Glove Factory car park. The new developers are a specialist retirement property company who are proposing to build retirement homes aimed at people aged 55 or over under the Lifetime Homes criteria. Permission for the site was originally given before the changes regarding affordable housing was made in the SSDC Local Plan. Therefore as the site is only having 14 houses, there is no requirement to have affordable housing.

Cllr Brooks reported that the proposed changes to the Hamdon Medical Centre car park will no longer be taking place. When the plans were submitted to the partners of the practice they decided that they were not in a position financially to proceed with this.

(Cllr Hart left the meeting)

16/050/b Planning Decisions and Reports:

16/00633/FUL – erection of a ground floor rear extension – 8 The Avenue, Stoke sub Hamdon TA14 6QB – This application has been granted.

(Cllr Hart returned to the meeting)

16/00684/FUL – proposed boules court and associated picnic tables and seating – Memorial Ground, West Street, Stoke sub Hamdon TA14 6RJ – This application has been granted.

16/051 CORRESPONDENCE:

- i. May Fayre Committee – Grant Request towards Programmes
The May Fayre Committee have made a request for a grant of £490 to go towards the cost of the programmes.

Proposed: Cllr Donovan Seconded: Cllr Brooks 2 abstained; 2 agreed

- ii. Dog Fouling
A resident has complained about the amount of dog faeces throughout the village particularly in the High Street. Despite the resident reporting it to the Dog Warden they have noticed the problem is increasing especially in areas which children regularly use to walk to school and in the Memorial Hall grounds. The resident commented that it is also a problem on Ham Hill. The Clerk said that she would contact the dog ward and place an article in the newsletter. **Action Clerk**
- iii. Parking – Windsor Lane
It has been reported that vehicles are parking too close to the junction and the farm entrance in Windsor Lane and is causing problems for farm vehicles and lorries. Cllr Seal pointed out that it is illegal to back within 25 metres of a junction. A discussion was held and it was suggested that a letter drop was needed to remind residents to be aware of how they are parking and to be more considerate.

16/052 MEMBERS' & CLERK'S REPORTS:

Cllr Brooks raised a confidential issue, which councillors agreed would require a closed session to discuss in detail and this would be arranged for the future.

The Memorial Hall Committee has requested that the Parish Council change their meeting nights from the second Tuesday of every month to a Wednesday. It was suggested that if the meeting room behind the stage was cleared then the Parish Council could hold their meetings in there as they did in previous years.

16/053 ITEMS FOR FUTURE AGENDAS:

None declared.

There being no further business the meeting was closed at 10.55pm. The Annual Meeting will be held on Tuesday, 10th May 2016 at 7.15pm followed by the ordinary monthly meeting at 7.45pm.