

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 6TH DECEMBER 2017 IN THE MEMORIAL HALL

17/157/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Hugh Donovan (Vice Chairman), Mr Andy Dawe, Mr Brian Evans, Mr Robert Manning, Mr Malcolm Uhlhorn and Mr S Waldock

Others: Mrs Sylvia Seal (District Councillor), Mrs Sarah Moore (Clerk) and one members of the public

17/157/b APOLOGIES:

Mr Neil Bloomfield (Parish Councillor & County Councillor), Mrs Caroline Freeman, Mrs Rebecca Merrick and Mr Graham Middleton

Cllr Brooks stated that the meeting was being recorded.

17/158 DECLARATION OF INTEREST:

Cllrs Brooks and Uhlhorn declared an interest in the Memorial Hall.

Cllr Evans declared an interest in matters relating to the Hamdon Youth Group, Sports & Recreation Trust, Stoke Working Men's Club, Stoke Performing Arts Group and the Friends of Ham Hill.

17/159 PUBLIC SESSION:

(Cllr Evans left the councillors table to give the presentation on behalf of the Hamdon Youth Group and declared an interest in matters relating to the Hamdon Youth Group)

Papers in relation to the presentation had been circulated to all councillors. Cllr Evans explained that the group are currently holding their session in the All Saints Hall with a total of 60 youngsters in attendance.

Cllr Evans explained that the group has faced numerous challenges such as changes in venues which has led to the group being split into two groups. This has also meant that the Youth Worker has, as a temporary measure, had to give up an hour of her administration time to cover part of this extra session but this is not sustainable. The group has faced increased costs from Community Youth Project and the rent on the hall and they have found that it is becoming increasingly difficult to find new funders and their current running costs are £14,200 p.a. The groups are considering employing a youth assistant so that the group can remain open and provide a safe environment for the youngsters and are looking for additional funding :

- Option 1 – an increase of 1 hour per week which will cost £1,100 split between the two parishes on a 2:1 ratio; the cost to Stoke sub Hamdon Parish Council will be £740
- Option 2 – the cost of a youth worker for 50 weeks so that the group will have the ability to run on 2 nights a week. The total cost would be £3,950 which would be split between the two parishes on a 2:1 ratio and would cost Stoke sub Hamdon Parish Council £2,640.

These costs would be in addition to the existing grant of £3,250. A discussion was held on which option was preferable

It was noted that the youngsters had raised money for the group at the May Fayre and a sponsored marathon and pay for session.. Cllr Brooks asked whether the group have considered becoming a charity and it was confirmed that the HYG are currently going through this process.

Cllr Waldock proposed to award the additional grant of £2,640.

Proposed: Cllr Waldock Seconded: Cllr Donovan 1 abstained; 4 agreed

17/160 MINUTES OF PREVIOUS MEETING:

Queries had been raised on the accuracy of the minutes in relation to the budget discussions (*Minute ref 17/150/a(ii)*). Cllr Brooks said that she had listened to the transcript of the meeting and asked councillors for their views.

It was agreed to change the wording *'It was agreed to possibly carry out these three projects'* to *'It was agreed to consider these three projects and plan to phase these over a period of two to three years'*.

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

Proposed: Cllr Donovan Seconded: Cllr Dawe 4 agreed; 1 abstained;

17/161 MATTERS ARISING FROM MINUTES:

17/161/a Review of Action List

The Clerk reviewed the items on the Action List:

- i) Defibrillator Training – Still waiting for HeartStart to confirm a date.
- ii) Various Highway issues – The overhanging trees along East Stoke are yet to be cut back. Will check with Cllr Bloomfield on progress. **Action Clerk**
- iii) North Street Line Marking – No order has been submitted by Highways for North Street. The only order submitted was for Matts Lane/Hamdon Close. It was agreed to clarify the situation with Cllr Bloomfield
- iv) Dog Bin – Now due in the New Year
- v) Highway Verge and West Street Layby Cutting – A meeting has been arranged with the groundsman for the 15th December **Action Cllr Uhlhorn & Clerk**
- vi) Pothole at the Entrance to Lake Lane – It appears that this has been repaired.
- vii) Verge between Windsor Lane and Highway – The tenant has been asked to cut the verge back. Cllr Donovan agreed to speak to the tenant. **Action Cllr Donovan**
- viii) Pavement Repair in North Street – The Clerk reported that Highways have confirmed that they have booked works to be carried out and will also be installing new kerbs. This could be carried out between December and March. Highways did not make any comment regarding the resident's accident nor the offer from the farmer to pay 50% of the cost.
Cllr Donovan said Highways dug up the farmer's gateway without any prior notification and put a small amount of tarmac in the hole. The work carried out was very poor and the tarmac will disintegrate very quickly due to the constant movement of farm vehicles and lorries. It was agreed to raise this with Cllr Bloomfield **Action Clerk**
- ix) Blocked Drain, East Stoke – There has been no update regarding this item. This is to be raised with Cllr Bloomfield. **Action Clerk**
- x) NatWest Signatories – Cllr Evans said that despite taking his forms in, it appears that NatWest have no record of them and he is not on as a signatory. Cllr Uhlhorn said that he took in the necessary identification, but NatWest refused to give him an information unless he had the bank details. The Clerk said that this information was on the forms. This matter is still ongoing. **Action Cllrs Evans & Uhlhorn**
- xi) Beech Tree Sapling – Cllr Uhlhorn emailed Cllr Bloomfield who has contacted the Tree Officer. Cllr Seal said that she should have been contacted as she is the district councillor for Stoke sub Hamdon. **Action Cllr Uhlhorn**
- xii) Dog Fouling on the Recreation Ground – an article has gone in the newsletter and the signs have been put up.
- xiii) Grit Bins - Cllr Donovan has checked the levels of the grit bins
- xiv) Article regarding salting the roads – This will be put in the January newsletter **Action Cllr Brooks**
- xv) Contact Duchy regarding the acquisition of land for additional churchyard – This is ongoing. **Action Clerk**

17/162 DISTRICT & COUNTY COUNCILLORS:

17/162/a Sylvia Seal – District Councillor

Cllr Seal gave her report.

- Rumours of dog poisoning on Ham Hill is completely unfounded.
- The Enforcement Officer has been visiting Legg's Stores in West Street to check whether the area is being cleared. If it is not cleared a Section 215 Order can be made and SSDC will clear the site.

17/162/b Neil Bloomfield – County Councillor:

Cllr Bloomfield's report had been circulated to councillors.

- The potholes in Matts Lane and Bonnies Lane have been repaired
- The drain at the top of Bonnies Lane has been checked and will be jetted
- No date has been given for the Windsor Lane exploratory work.
- TRO is out for consultation and the only issue is the lining for Hamdon Close
- Cllr Bloomfield has asked for the status on Whirligig Lane and Tunwell Lane but is waiting to hear whether funding is available.

17/163 **SPORTS AND RECREATION TRUST REPORT:**

17/163/a Inspection Report:

The inspections reports for October and November have been received but there is nothing to report.

17/163 **SPORTS & LEISURE:**

17/163/a Hamdon Youth Centre:

Cllr Brooks reported that the solicitor has contacted the Crewkerne Circuit to complain about the amount of time it is taking to complete the project.

17/163/b Hamdon Youth Group:

This item was discussed under *Minute ref: 17/159*.

17/163/c Memorial Hall and Grounds:

Cllr Brooks stepped down as Chairman as she had declared an interest. Cllr Donovan chaired this section of the meeting.

The Memorial Hall Committee have applied for the remaining management grant of £1,000, the insurance grant for 2018 of £718.85 and Wi-Fi costs of £349.64 totalling £2,068.49. The Clerk explained that the parish council had previously agreed to pay the first year's Wi-Fi costs in the previous financial year.

Proposed: Cllr Evans Seconded: Cllr Manning 4 agreed; 1 abstained

17/163/d Play Areas:

No playground inspection report had been received.

17/163/e Any Other Issues:

A grant request has been received from Stoke Band for 30 music stands totalling £962.51 which had already purchased. A discussion was held on the cost and whether the band had sought other funders. Cllr Evans confirmed that the charity shop had given the band a grant towards uniforms. Cllr Waldock asked whether the band charged for events. It was confirmed that they did charge or ask for donations. It was agreed to contribute towards the total cost of £450.

Proposed: Cllr Uhlhorn Seconded: Cllr Waldock agreed unanimously

(Cllr Seal left the meeting)

17/165 **VILLAGE ENVIRONMENT:**

17/165/a Allotments

Further to recent discussions the Clerk asked if councillors could inspect the allotments on a regular basis. Cllr Uhlhorn agreed to check Stonehill and Cllr Dawe agreed to check Furlands. The Clerk agreed to forward the allotment information once the renewals had been sent out.

Action Clerk

Cllr Waldock asked whether the vacant plots could be strimmed on a regular basis. The Clerk said that this was not in the ground maintenance contract, but it was agreed to discuss this at the meeting with the groundsman on the 15th.

Cllr Donovan asked who owned the allotment land and the Clerk confirmed that the Duchy of Cornwall leased it to the parish council.

17/165/b Community Emergency Plan:

No report given.

17/165/c Crime and Anti-Social Behaviour:

No report given.

17/165/d Footpaths:

No report given

17/165/e Ground Maintenance:

This item was discussed *Minute ref: 17/161/a and 17/165/a.*

Cllr Uhlhorn mentioned the trees in Becksfield had outgrown their guards. The Clerk said that she understands that a management agreement was set up by the developer when the houses were built. The Clerk mentioned that there was also an issue with the steps at Cole Lane and a resident assumed that the parish council cleaned them, but this is not so.

It was noted that only one quotation for the tree work in the Memorial Hall grounds had been received. The Clerk said she had sent out further expressions of interest letters to the other contractors on the list.

It was noted that timber from the felled trees would be available to residents.

17/165/f Highways and Transport:

This item was discussed under *Minute refs: 17/161/a and 17/162/b.*

17/165/g Street Lighting

The Clerk said that the street light in Queens Crescent was faulty and has been reported

17/165/h Any Other Issues:

The Clerk reported that she had received confirmation from Streetscene regarding the change in position for the litter bin to the top of Windsor Lane but they required a hooded or covered litter bin.. The Clerk said it would cost an extra £45 for a covered litter bin. This was agreed.

Proposed: Cllr Donovan Seconded: Manning agreed unanimously

17/166 FINANCE:

17/166/a Matters for Report

i) Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation report as at 30th November 2017

| | |
|---|---------------------|
| Current Account | £ 100.00 |
| Business Reserve Account | £ 101,321.74 |
| Sports & Recreation Trust Reserve Account | £ 14,418.18 |
| Asset Management Reserve Account | £ 27,238.62 |
| Total | £ 143,078.54 |
| Outstanding Transfers | £ 1,747.54 |
| Outstanding Cheques | (£ 4,362.94) |
| Total as Cash Book | £ 136,968.06 |

ii) Notification of External Auditor Appointments for 2017/18 Financial Year

The Clerk reported that the Smaller Authorities Audit Appointments Ltd (SAAA) have appointed PKF Littlejohn LLP to act as external auditors for the five-year period commencing with the financial year 2017/18 The Annual Return will now be known as the 'Annual Governance and Accountability Return' and will be sent out electronically at the end of the financial year unless otherwise specified by the parish council.

17/166/b Matters for Resolution

i) Cheques Payable:

Sarah Moore Expenses/Reimbursement

| | | | |
|--------------------------------|--|-------------------|----------|
| | November | £ 188.90 | Chq 2132 |
| Stable Print & Design Ltd | December Newsletters | £ 190.00 | Chq 2133 |
| Countrywide Ground Maintenance | Ground Maintenance – Oct | £ 655.20 | Chq 2134 |
| Hugh Donovan | Materials – Handrail North St Allotments | £ 10.12 | Chq 2135 |
| Grant Thornton UK LLP | Annual Return Fees | £ 360.00 | Chq 2136 |
| Caloo | Installation of Spinner at Stonehill | £ <u>2,880.00</u> | Chq 2137 |
| | Total | £ 4,284.22 | |

Proposed: Cllr Brooks Seconded: Cllr Uhlhorn 1 abstained; 4 agreed

As there were insufficient signatories at the meeting Cllr Brooks asked if the remaining signatory could sign the cheques outside of the meeting.

Proposed: Cllr Donovan Seconded: Cllr Evans agreed unanimously

ii) Other:

Cllr Brooks said that after listening to the recording of the meeting she thought it would be prudent to purchase an external microphone so that the recording is much clearer of those people speaking who are further away from the recorder. It was agreed to spend up to £100.

Proposed: Cllr Waldock Seconded: Cllr Evans agreed unanimously

17/167 PLANNING:

17/167/a Planning Information:

i. Local Plan Consultation

Cllr Brooks said that there were two key topics, these were:

- Housing policy: where to build, type of house, planners responsibility to help shape success and stop negative demographic change

Cllr Donovan read out the overview of the Housing Policy

(Cllr Brooks left the meeting)

Cllr Donovan put forward the questions raised and the comments of the planning working party which were:

(Cllr Brooks returned to the meeting)

- SSDC should actively influence development by adopting a new strategy that insists that new developments reflect actual local need on house size rather than letting developers decide.
- it was a waste of time for SSDC to review the Nationally Described Space Standards prior to national adoption
- The current indicative targets for market housing by type and size (2 beds 30-35%; 3 beds 40-45%) should be reversed because of the needs of young couples and the increase in older people.
- Three sites have been identified in Stoke (land at West Street, Land west of Kings Road and, land east of North Street). It was asked which of these sites were preferable and if there were any other options. The land near Kings Road and North Street had archaeological significance so it is recommended that land at West Street and land behind the existing development adjacent to Stanchester were preferable. Concerns were raised regarding the infrastructure of the village. Cllr Brooks pointed out that if the parish council did not put forward a preference then SSDC could approve any identified site. However, the parish council would be saying that the village has already met its requirements and cannot sustain further large growth.
- Provision of Affordable Housing: types and overall strategy

- The planning working party disagree with the proposal to reduce level of affordable housing to make development sites viable.
- A discussion was held on why it was thought that the delivery of affordable housing has not worked in South Somerset and what could be done to promote this.

It was agreed that Cllr Brooks would draft a response to the consultation document and email it around to councillors so that it can be ratified at the January parish council meeting.

Action Cllr Brooks

ii. Notice of Intention to Name a Road – Information Only

The Clerk reported that the Notice of Intention to name a road for the development near Southcombe factory had been received.

17/167/b Parish Planning Working Party Feedback on Applications:

17/04430/FUL – erection of front porch and carport. Construction of stone wall to the front of the property and alterations to parking layout – Coverdale, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – no observations or objections

17/04363/ADV – the display of 6 no. non-illuminated and 2 no. internally illuminated signs – The Co-Op, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ - no observations or objections

17/04572/TCA – notification of intent to remove a group of 4 fir trees within a conservation area – 21 North Street, Stoke sub Hamdon TA14 6QS - no observations or objections

17/167/c Planning Decisions and Reports:

i. Reports

Work on the developments behind the Co-Op in Montacute Road and near Southcombe Glove factory should recommence in the New Year/early Spring now that the developers have received tenders from potential builders.

The developers are hoping to submit a planning application for the proposed residential development in West Street

ii. Decisions

17/03959/FUL – rear ground floor extension – 12 North Street, Stoke sub Hamdon TA14 6QP – Granted

It was agreed to ratify the planning working party's recommendations.

Proposed: Cllr Waldock Seconded: Cllr Uhlhorn agreed unanimously

17/168 GOVERNANCE:

Cllr Brooks said that the Parish Clerk had not been issued with a proper job description when she took up the post in 2010. Councillors noted that the HR Working party had drafted a suitable one based on the NALC template and that this had been discussed with the Clerk and agreed. Cllr Brooks said that once the job description had been ratified by the council then she would write formally to the Clerk. Cllr Dawe proposed that the draft submitted was the new job description for the Parish Clerk.

Proposed: Cllr Dawe Seconded: Cllr Donovan agreed unanimously

17/169 CORRESPONDENCE:

No correspondence received

17/170 MEMBERS' & CLERK'S REPORTS:

Cllr Evans said that after lengthy investigation the History Group has found proof that the King George V Silver Jubilee Fountain on Ham Hill was given to the parish council in September 1935. It was agreed that this needs to go onto the Asset Register and needs to be insured along with the war memorial. Cllr Evans said that he will report back to the Friends of Ham Hill and find out whether to restore the water. Concerns were raised about whether the water

may be contaminated. It was agreed that Cllr Evans would get advice from the water authority. Cllr Dawe said that a risk assessment would need to be carried out. **Action Cllr Evans**

17/171 ITEMS FOR FUTURE AGENDAS:

Finance Meeting on receipt of the Tax Base from SSDC

17/172 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.35pm. It was agreed to change the next meeting date to Wednesday, 10th January 2018 at 7.00pm.