

**MINUTES OF STOKE SUB HAMDON PARISH COUNCIL**  
**MONTHLY MEETING HELD ON**  
**TUESDAY 9<sup>TH</sup> FEBRUARY 2016 IN THE MEMORIAL HALL**

**16/014/a PRESENT:**

**Members:** Mrs Barbara Brooks (Chairman), Mr Paul Spearpoint (Vice Chairman), Mr Neil Bloomfield, Mr Hugh Donovan, Mr Brian Evans, Mrs Wendy Hall, Mrs Marilyn Hart, Mrs Rebecca Merrick, Mr Graham Middleton, Mr Malcolm Uhlhorn.

**Others:** Mrs Sylvia Seal (District Councillor), Mrs Sarah Moore (Clerk), Mr Peter Hulett (Secretary of the Hamdon Youth Group) and 2 members of the public.

**16/014/b APOLOGIES:**

Mr Chris Earl, Mr John Bailey (County Councillor) and the PCSO

**16/015 DECLARATION OF INTEREST:**

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

**16/016 PUBLIC SESSION:**

A resident asked what the current situation was on the road adoption in Brocks Mount. Cllr Merrick explained that through discussion with Cllr Bailey it appears to be a break down with the team at County Council. Cllr Bloomfield advised writing to the CEO at County Hall. The resident complained that it was unsafe to be without street lights which should be maintained as they already meet County Council standards. Cllr Seal said the issue is probably finance and concurred with Cllr Bloomfield about writing a letter of complaint to the CEO. Cllr Brooks commented that the residents of Brocks Mount have the parish council's full support in the matter but unfortunately the parish council have no authority to take any practical action on this.

**16/017 MINUTES OF PREVIOUS MEETING:**

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

Proposed: Cllr Spearpoint    Seconded: Cllr Hart    Agreed unanimously

**16/018 MATTERS ARISING FROM MINUTES:**

**16/018/a Provision of Dog Waste Bins**

The Clerk said she had received confirmation from Streetscene that the parish can install two new bins and need to advise Streetscene when they are in situ. The Clerk said that she had not yet obtained quotes for the installation as she would like an agreement on the type of bin to be purchased. It was agreed that the Clerk and Cllr Brooks would discuss what size and type of bin would need to be purchased.

**Action Clerk & Cllr Brooks**

**16/018/b Defibrillator – Memorial Hall Grounds**

Cllr Bloomfield confirmed that the defibrillator and cabinet purchased were not suitable to be installed inside the telephone box so the equipment would have to be put on the hall as originally agreed. The Clerk said that the cabinet could not go on the front of the building due to it being south facing and it had been suggested that it be placed on the car park side of the hall. This was agreed. The Clerk also said that she had received the labelling information for the cabinet but suggested a couple of changes. The cabinet name should read Stoke sub Hamdon Memorial Hall Grounds instead of Stoke sub Hamdon Village Memorial Hall. This should also be changed to read the same on the postal address and as the bequest of £1,000 was agreed to go towards the equipment, then the lady's name should be on the funders' label along with the parish council. It was agreed for these changes to be made. The Clerk confirmed that she was still waiting to hear about training dates and it agreed to chase this up.

**Action Clerk**

**16/019 DISTRICT & COUNTY COUNCILLORS:**

**16/019/a Sylvia Seal – District Councillor:**

Cllr Seal gave her report:

- Cllr Seal commented on the question she had received previously from the Clerk regarding the steps in Cole Lane. Cllr Seal said that the maintenance of these steps were not the responsibility of the District Council. A member of the public confirmed that there is a maintenance agreement with the developer who should be managing the trees, path and steps.
- There is a consultation between 10<sup>th</sup> February and 24<sup>th</sup> March on the Infrastructure Levy.
- Ham Hill:  
250 trees have been planted in Pitt Wood and it has now returned back to its original shape  
The Friends of Ham Hill have completed their first newsletter and Cllr Seal thanked Cllr Evans for joining the group.  
The Witcombe Stream Project - the old medieval pond is being dug out and the rangers will be pollarding the trees.  
Cllr Seal asked if a note could be put in the newsletter asking people to take care when walking on the hill as it is muddy.  
The Clerk asked if the large pothole in the road near the rangers' station could be filled as it is causing a lot of problems. Cllr Seal confirmed that this was being dealt with.

**16/019/b John Bailey – County Councillor:**

No report given.

**16/020 SPORTS AND LEISURE:**

**16/020/a Events 2016:**

- i) The Queen's 90<sup>th</sup> Birthday Celebrations  
Cllr Brooks confirmed that the hall had been booked for 12<sup>th</sup> June and she was in the process of contacting all the organisations.
- ii) Volunteer Awards  
Cllr Hall said the working party had met on 2<sup>nd</sup> February and that it had been agreed that there would be a celebratory tea on 4<sup>th</sup> June. There are five categories of award and these were:
  - Outstanding contribution to the physical environment of our village
  - Outstanding contribution to our village community
  - Outstanding contribution by a young person
  - Outstanding contribution to the health and well-being of our village
  - Long service award

Cllr Hall said that the type of award to be presented, the timetable for advertising, how the nominations could be made and when the judging will take place were also discussed. Cllr Hall stated that the advertising would be by way of posters and an article would go into the newsletter.

It was agreed for the Clerk to clarify on whether alcohol and vouchers could be given as part of the awards.

**Action Clerk**

**16/020/b Hamdon Youth Group:**

Mr Hulett pointed out that the feasibility study was carried out under the remit of his position as Secretary of the Hamdon Youth Group and not through his position as Chairman of the Sports and Recreation Trust. He wished to make it clear that this item had nothing to do with the Sports and Recreation Trust.

Mr Hulett explained that the aim of the feasibility study was to assess the possibility of the community acquiring and operating the Methodist Church as a youth facility. He pointed out what current facilities the village had and stated that the main problem was storage and availability. If the Council's bid was successful, the property would be purchased and a management committee established to operate the building in much the same way it does with the Memorial Hall and the Recreation Ground. The cost of the Methodist church is £150,000 plus there would be associated costs and, if purchased the funds would be raised through grants. At this stage, there would be no consideration for the parish council to take out a loan. Mr Hulett gave an estimation of the operating costs based on information from similar sized facilities and what income could be attained from the existing groups/organisations.

The next step would be for the parish council to register an interest in accordance with the SSDC Register of Assets of Community Value. However, there is no obligation to purchase and the Church has no obligation to accept an offer.

A discussion was held and Cllr Brooks asked for members to pass a resolution to register an interest.

Proposed: Cllr Donovan    Seconded: Cllr Uhlhorn    6 agreed; 1 against; 3 abstained

Cllr Brooks said that the report recommends that a project plan is developed so that the parish council can monitor progress, a business plan needs to be drawn up, funding opportunities need to be investigated and there needs to be a consultation with residents. It was agreed to set up a project team and this consists of Cllrs Brooks, Donovan, Hart and Evans, Peter Hulett and Cllr Bailey.

Cllr Brooks also asked members to consider how to revamp the existing Memorial Hall. Councillors agreed that they would like the Committee to attend the next meeting to formally present their latest accounts, present a copy of the regular monthly bookings, and to set out how they saw the Memorial Hall developing. Cllr Brooks agreed to contact their Chairman.

**Action Cllr Brooks**

*(Mr Hulett left the meeting)*

**16/020/c      Memorial Hall and Grounds:**

The Clerk reported that the secretary of the hall committee was having problems getting the Wi-Fi installed as British Telecom and Openreach have communication issues. She said that the necessary paperwork for the installation of the pole has not been sent despite numerous emails and discussions with call centres. It was agreed that the Clerk would offer her assistance in resolving this matter, so that the Parish Council took over responsibility for the installation.

**Action Clerk**

**16/020/d      Sports and Recreation Trust:**

Cllr Merrick said that the review of the Maintenance Agreement could not be finalised until the Sports & Recreation Trust had formally discussed our proposals.

**16/020/e      Play Areas:**

The Clerk said that she had received the annual playground inspection invitation from SSDC. The cost per playground is £48.00 for the inspection and £30.50 for the risk assessment plus VAT.

Proposed: Cllr Middleton      Seconded: Cllr Hart      agreed unanimously

**16/020/f      Any Other Issues:**

None declared.

**16/021      VILLAGE ENVIRONMENT:**

**16/021/a      Allotments:**

The Clerk apologised for the delay in sending out the rent reminders.

**16/021/b      Community Emergency Plan:**

No report given.

**16/021/c Crime and Anti-Social Behaviour:**

There was an attempted break in at the St Margaret's Charity Shop.

**16/021/d Ground Maintenance:**

i) **Interim Contract**

The Clerk explained that as the ground maintenance contract is to be altered with changes to the time period and start date an interim contract for 2016/17 has to be reduced to only 9 months. She said that an advert had been placed in the Western Gazette for the interim contract of nine months and a letter had been sent to the current contractor explaining the changes. The Clerk said that she had received two responses; one of whom she would be meeting on Thursday. Cllr Uhlhorn said that he would like to attend that meeting. The Clerk said that that the current contractor, Somerset Landscapes Ltd., have declined to tender.

ii) **Other Issues**

The Clerk said that she had contacted Somerset Landscapes Ltd. regarding installing a fence where the trees were removed in error in the recreation ground and chased them regarding some outstanding work and quotations. SLL had confirmed that they would install the fence; had asked for the parish council to seek an alternative contractor regarding the brambles at the back of the Stonehill allotment site; the dead tree in the Memorial Hall grounds would be removed week commencing 15<sup>th</sup> February and; the Rights of Way officer would be contacting the Clerk directly regarding Tunwell and Whirligig Lane. The Clerk confirmed that she was meeting with the Rights of Way officer the day after the parish council meeting.

**16/021/e Footpaths:**

Cllr Uhlhorn reported that he had met with Tree Officer from SSDC; the Tree Officer confirmed that he dealt with planning applications for trees. Cllr Uhlhorn said that he would be happy to give talks at the schools to explain the value of trees in the environment.

**16/021/f Highways and Transport:**

Cllr Brooks explained the timings of Highways Gully Cleaning plan and said that since the drains have been installed at East Stoke/Windsor Lane the more frequent gully cleaning can be moved to either Ham Hill Road or North Street. Cllr Brooks said that it would be prudent to opt for Ham Hill Road as natural rain water flooding was not controllable, whereas the debris on North Street comes from the farm and the onus is on the farmer to make sure the road is clear. West Street was suggested as a possibility but this had been rejected for this year by Highways for cost reasons. A discussion was held on whether the Parish Council could pay for this but it was decided that it would be too expensive.

An email had been received from a resident in East Stoke stating that during the recent bout of inclement weather East Stoke had been flooded again. A discussion was held and it would appear that there is a pipe running between two of the properties which seems to have collapsed. It is therefore the responsibility of the home owners.

**16/021/g Street Lighting:**

The Clerk reported that she had reported that all the lights in the High Street were not working.

**16/021/h Other Issues:**

None declared.

**16/022 FINANCE:**

**16/022/a Matters for Report**

i) **Duchy of Cornwall – Land Rent**

The Duchy of Cornwall is increasing the rent on the recreation ground from £1,000 to £1,100 per annum plus VAT with effect from 25<sup>th</sup> March 2016

ii) **VAT Return**

The Clerk reported that she had filed the VAT return which amounts to £13,719.91

iii) **URC Church Repairs**

The Clerk reported that a resident had undertaken authorising the electric repairs to the lights in the URC clock tower without consulting with the Parish Council first. The resident had paid for the work to be done and has now presented the bill to the Parish Council. The amount charged is £111.53. It was agreed to write to the resident thanking him for getting the work done and to explain what procedures are normally required to any work being carried out.

**Action Clerk**

iv) Letter to NatWest – Transfer of Funds

The Clerk asked for a letter to be signed to transfer the annual amounts into the reserve accounts for the Sports and Recreation Trust Assets and the Parish Assets for the financial year 2015/16. The amounts are £2,400 and £3,700 respectively.

v) Data Protection Renewal – Direct Debit Mandate

The Clerk reported that the Data Protection renewal was due. At the meeting in February 2015 (see *minute ref: 15/023/b(ii)*) it had been agreed to pay by direct debit at the 2016 renewal. The Clerk asked for three members to sign the direct debit mandate.

Cllr Middleton asked what was needed for the quarterly presentation from the Finance Committee. Cllr Brooks said that she would like to see a meeting of the Finance Committee called to discuss in what ways the Committee could comment more proactively on both spend against budget throughout the year. What our Parish Clerk provided each quarter was absolutely correct and helpful, but at the end of the day, it was councillors who spent the money and we should therefore be more accountable and actively report to the whole Council.

**Action Cllr Middleton**

**16/022/b** Cheques for Signature

Sarah Moore	Expenses January	£ 210.61	<i>Chq 2013</i>
Stable Print	February Newsletters	£ 190.00	<i>Chq 2014</i>
Somerset Landscapes Ltd	Ground Maintenance December	£ 397.99	<i>Chq 2015</i>
Stoke sub Hamdon	Annual Maintenance Grant &		
Sports & Recreation Trust	Insurance Grant	£ 2,775.68	<i>Chq 2016</i>
WK Windows Ltd	Replacement Work to Memorial Hall	£ 2,088.00	<i>Chq 2017</i>
Mr A Wood	Repairs to URC Clock Electrics	<u>£ 111.53</u>	<i>Chq 2018</i>
	Total	£ 5,773.81	

Proposed: Cllr Middleton      Seconded: Cllr Merrick      agreed unanimously

The Clerk passed cheque 2016 for the Sports and Recreation Trust to Cllr Merrick.

**16/022/c** Matters for Resolution

None declared.

**16/023** **PLANNING:**

**16/023/a** Parish Planning Committee Feedback on Applications:

**16/00201/FUL** - the erection of a first floor extension to side and storm porch to front – 27 Hamdon Close, Stoke sub Hamdon TA14 6QN – There were no observations or objections

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

Proposed: Cllr Merrick      Seconded: Cllr Uhlhorn      Agreed unanimously

**16/023/b** Planning Decisions and Reports:

**15/05580/FUL** - Erection of a single storey rear extension – 11 Tiptoft, Stoke sub Hamdon TA14 6PD - Granted

**15/05576/FUL** - Internal & external alterations to property to include the erection of a single storey extension and an increase in roof height – Hatchcroft, East Stoke, Stoke sub Hamdon TA14 6UQ – Granted

Cllr Brooks reported that Hamdon Medical Centre were going to be putting in a planning application to substantially change the layout of their car park in order to increase the number of spaces, and add a new pedestrian access. When the work is being carried out the factory across the road will allow the medical centre and chemist staff to park in their car park whilst they are at work.

**16/024 CORRESPONDENCE:**

None declared.

**16/025 MEMBERS' REPORTS:**

Cllr Evans said that he had attended a meeting of the Friends of Ham Hill and they would like to come along to the next parish council meeting to give a 10 minute presentation. The group will also be issuing a quarterly newsletter which will be going on noticeboards and subsequently in the parish newsletter.

Cllr Merrick reported that the Guides will be starting on 19<sup>th</sup> April after the Brownies on a Tuesday night and asked the Clerk is she had been notified of this. The Clerk confirmed that she had not received any notification from the hall's booking clerk and that she would make enquiries. There was further discussion on where the parish council would meet and the village hall.

**16/026 ITEMS FOR FUTURE AGENDAS:**

None declared.

There being no further business the meeting was closed at 10.05pm. The next meeting will be held on Tuesday, 8<sup>th</sup> March 2016 at 7.15pm.