

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

16/001/a PRESENT:

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

Others: Mrs Sarah Moore (Clerk) and 3 members of the public.

16/001/b APOLOGIES:

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

16/002 DECLARATION OF INTEREST:

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

16/003 PUBLIC SESSION:

Cllr Brooks moved the matters relating to the Sports and Recreation Trust for discussion in the Public Session (*See minute ref: 16/007/b*) so that the Chairman of the Sports and Recreation Trust did not have to wait for the relevant agenda item.

16/004 MINUTES OF PREVIOUS MEETING:

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

Proposed: Cllr Spearpoint Seconded: Cllr Hall Agreed unanimously

16/005 MATTERS ARISING FROM MINUTES:

16/005/a Provision of Dog Waste Bins

The Clerk reported that Streetscene have reviewed their street cleaning rounds and are able to empty an additional 1 or 2 dog bins in the parish. Members had been asked to consider where the parish council could situate two new bins and it was agreed to get one installed by the Memorial Hall in West Street and at the bottom of Hedgecock Lane in East Stoke. A discussion was held on the type of bin to purchase; the prices range from £120 to £300 depending on type and capacity. These prices quoted were from Broxap Ltd, Glasdon UK and Wybone. It was agreed for the Clerk to arrange the purchase of the bins, obtain quotes for the installation and contact Streetscene.

Action Clerk

16/005/b Defibrillator – Memorial Hall Grounds

The Clerk explained that the defibrillator and cabinet will take up to 6 weeks for delivery and the representative from Heartstart has suggested where it should be placed on the hall as it cannot be mounted on the front as the building faces due South. Cllr Bloomfield said that he would chase up the information about using the telephone box for the defibrillator. It was agreed for the Clerk to chase Heartstart regarding the training.

Action Cllr Bloomfield & Clerk

16/006 DISTRICT & COUNTY COUNCILLORS:

16/006/a Sylvia Seal – District Councillor:

No report given.

16/006/b John Bailey – County Councillor:

No report given.

16/007 SPORTS AND LEISURE:

16/007/a Memorial Hall and Grounds:

The Clerk reported that it would be around 8 weeks before the new noticeboard is installed in front of the Memorial Hall.

16/007/b Sports and Recreation Trust:

i) Facilities Plan

The Chairman of the Sports and Recreation Trust reported on the Facilities Maintenance Plan and budget for 2016. A copy of the plan and budget had been circulated to all councillors.

ii) Annual Grant & Insurance Grant Review

The Chairman of the Sports and Recreation Trust formally requested the annual grant towards the maintenance of £2,000 and the annual grant for insurance of £775.68.

Cllr Middleton proposed to give £2,000 towards the maintenance and £1,000 towards the insurance. Cllr Brooks asked how long the maintenance grant had remained at £2,000. The Clerk confirmed that this amount had been in place since 2010. A discussion was held and councillors agreed that it should be kept at £2,000 for the present. Cllr Bloomfield commented that there was a grant facility for extra projects and councillors took the view that if the proposed expenditure on a new porch for the Pavilion took place that a further contribution could be made by the Council at that point. It was resolved to give a grant of £2,000 towards maintenance and a grant of £775.68 for the insurance.

Proposed: Cllr Middleton Seconded: Cllr Donovan agreed unanimously

iii) Management & Maintenance Agreement Review

Information on the proposed changes had been circulated to all councillors. The Chairman of the Sports and Recreation Trust explained that the agreement had been set up in 2012 and should have been reviewed annually. The Sports and Recreation Trust have requested that changes be made to the agreement and these amendments are to Clause 2 - Scope of Agreement (para.iii) and Clause 11 - Inspections (para. i and para. ii).

Clause 11 para i – delete ‘daily’ and replay with ‘routine’

Cllr Hall asked the Chairman of the Sports and Recreation Trust to define the word ‘routine’. The Chairman of the Sports and Recreation Trust said that the volunteers cannot support a daily inspection but a routine inspection would be done on an ad hoc basis. The SPFA carry out a safety inspection on an annual basis. A discussion was held and Cllr Bloomfield suggested having the wording ‘routine’ but setting a minimum standard. Cllr Merrick thought that inspections could be done on a monthly basis and a report given to the Parish Council. It was agreed that the inspections should be done on a monthly basis and after any major weather events.

Clause 11 para ii – delete entire paragraph ‘The Trust shall maintain a log of all daily inspections, which will be open to the council, and a summary of which will form a part of the Trust’s quarterly report to the Council’ and replace with ‘The Trust shall provide a summary of such inspections in a quarterly report to the Council’

A discussion was held and it was agreed that to remove ‘maintain a log of all daily inspections’ and replace it with ‘will send monthly email reports to the Clerk even if there are no issues’.

Clause 2 para iii – insert the word ‘support’ so that the wording will read ‘The Trust shall raise funds to support the management, maintenance and provision of new facilities for sport and recreation on the Recreation Ground, on behalf of the Council’

It was agreed not to include the suggested wording and leave the paragraph as it is.

Cllr Brooks suggested that under *Clause 3 – Relationship of the Parties (para ii, bullet point 6 – Youth Shelter)* this item should be removed as it is no longer in situ.

The Chairman of the Sports and Recreation Trust said that he would talk to the committee and report back at the next parish council meeting.

iv) Adventure Playground

The Chairman of the Sports and Recreation Trust gave an explanation on the background of the proposed playground and said it was aimed at children 8+ years and that a consultation with the youth had already taken place. He went on to explain that the design will blend in with the landscape and would not be an intrusive prospect from Ham Hill, due to the planting of trees in the playground area. At present around £35,000 has been allocated for the project with funding from the Parish Council, SSDC and the Sports and Recreation Trust and, there is a contract in place for a professional person to carry out the fund raising. The Chairman of the Sports and Recreation Trust said that there will be a public meeting in the Lighthouse on 24th February between 2pm and 7pm and it was agreed that an article should be placed in the newsletter. The Chairman of the Sports and Recreation Trust explained that the final design should be available in April/May, a planning application will be submitted in May/June, a fully costed design will be available in June/July, with fund raising activities in August and, hopefully work should start in August.

There were concerns about the trees in the recreation ground that had been removed in error when the contractors were removing the trees in West Street. It was agreed that this area needed to be fenced off and that the contractor should supply and install this fence. It was agreed to hold payment for the tree removal until this had been done. **Action Clerk**

16/007/c Hamdon Youth Group:

The representative of the Hamdon Youth Group said that they were progressing with the feasibility study and that they were looking at operating costs of equivalent buildings. The Clerk agreed to email the costs for the Memorial Hall. **Action Clerk**

16/007/d Play Areas:

The Clerk reported that although the contractors did not use skips at the play area sites they did use dumpy bags and lorry to remove the waste from the sites so the charge titled 'skips' will need to be paid. The Clerk also reported that the dumpy bag left in the Memorial Hall grounds did not contain only hardcore but other rubbish as well. It was agreed to hold payment until this had been removed. **Action Clerk**

16/007/e Any Other Issues:

No report given.

16/008 **VILLAGE ENVIRONMENT:**

16/008/a Crime and Anti-Social Behaviour:

No report given.

16/008/b Street Lighting:

No report given

16/008/c Footpaths:

No report given

16/008/d Allotments:

No report given

16/008/e Highways and Transport:

i) Community Emergency Plan

No report given

ii) Bus Consultation

Cllr Brooks reported that she has received a response from South West buses on the possible impact of Somerset County Council's cuts to the bus service. These cuts could affect the 9am to Yeovil which returns at 10am, and the 12 noon to Yeovil which returns at 1pm. These services will be reviewed once the cuts have been made

16/008/f Other Issues:

Cllr Uhlhorn said that he has a copy of the Tree Warden Scheme and would be reviewing all the trees around the village.

Cllr Uhlhorn reported that he and the Clerk reviewed the ground maintenance contract and agreed that the length of the contract should be changed from an annual contract to either a 3 or 5 year contract. He commented that contractors are more likely to submit a more cost effective tender if the period is for a longer term. Cllr Uhlhorn also suggested that the type of contract should be altered so that it is based on performance and changing the start date from May to January/February. He and the Clerk had agreed that in light of these changes an interim contract should be put in place for 2016 to run for 9 months and that an advert be placed in the Western Gazette with immediate effect.

Action Clerk

16/009 **FINANCE:**

16/009/a Matters for Report

i) Quarterly Bank Reconciliation

The Clerk gave the quarterly bank reconciliation report as at 31st December 2015

Current Account	£ 100.00
Business Reserve Account	£ 118,972.74
Sports & Recreation Trust Reserve Account	£ 9,611.91
Reserve Account	£ 19,824.89
Total	£ 148,509.54
Outstanding Cheques	£ 2,114.00
Total as Cash Book	£ 146,395.54

It was noted that the real cash book total was actually £75,062.44, once cheques for £69,333.10 had been authorised later on in this meeting. Minute 18/009/b refers.

All monies held in the Sports & Recreation Assets and the Asset Management reserve accounts which total £29,436.80 are ring-fenced for specific purposes. There is also a bequest of £1,000 which is ring-fenced to go towards the new defibrillator.

ii) Quarterly Budget Comparison

The Comparison of Budget report as at 31st December 2015 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 all areas with exception of three are showing an under spend; the areas showing an over spend are: Staffing Costs, Grants & Donations and Subscriptions. Against the budget set for 2015/16 at the nine monthly mark there has been a total underspend of £12,239.21.

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

Additional Defibrillator	£ 2,361.00
Defibrillator Installation	TBA
Noticeboard – Memorial Hall Grounds	£ 2,160.00
Relocation of Existing Noticeboard	TBA
Memorial Hall Refurbishment	£ 18,154.00
Additional Dog Bins	TBA
Estimated Total:	£ 22,675.00

(on figures currently available)

iii) Dispensation Forms

The Clerk asked Cllrs Middleton and Earl to complete a dispensation form as they were absent from the previous meeting. The Clerk explained that before discussing the budget for 2016/17 and passing a resolution, members who live in the parish must request dispensation from the Clerk as each member has a pecuniary interest in the budget. The forms were duly completed and countersigned by the Clerk.

16/009/b Cheques for Signature

Sarah Moore	Expenses December	£ 17.50	Chq 2006
Stable Print	January Newsletters	£ 190.00	Chq 2007
Somerset Landscapes Ltd	Removal of Trees in West Street	£ 1,308.00	Chq 2008
HMRC	3 rd Qtr Income Tax	£ 196.60	Chq 2009
P A Higgins Electrical Contractor	Installation of Defibrillator - Ham Hill	£ 220.00	Chq 2010
Caloo Limited	New Play Equipment at Stonehill & Memorial Hall Grounds	£65,040.00	Chq2011
Heartstart Somerset	Defibrillator & Cabinet – Memorial Hall	<u>£ 2,361.00</u>	Chq2012
	Total	£69,333.10	

Proposed: Cllr Earl Seconded: Cllr Merrick Agreed unanimously

It was agreed to hold the cheques for Somerset Landscapes and Caloo Ltd until the remainder of the work had been completed (*see minute ref: 16/007/b & 16/007/d*)

16/099/c Matters for Resolution

i) 2016/17 Budget/Precept Setting

The Finance Committee held its meeting on 26th November 2015 to discuss the precept requirement for 2016/17. Minutes of that meeting along with the draft budget and expenditure breakdown had been passed to each member for consideration. Cllr Middleton explained the budget figures and reported that the Council Support grant had been reduced to £3,870 and would be phased out by 2019/20. In light of this and the need to build up reserves to assist with future major projects, Cllr Middleton proposed to increase the precept to £53,000 which would make the Band D charge £76.79 p a.

Proposed: Cllr Middleton Seconded: Cllr Donovan Agreed unanimously

The Minutes of the Finance meeting were signed and approved.

Proposed: Cllr Middleton Seconded: Cllr Brooks Agreed unanimously

16/010 **PLANNING:**

16/010/a Parish Planning Committee Feedback on Applications:

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

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 – there were no objections or observations

15/05580/FUL – Erection of a single storey rear extension – 11 Tiptoft, Stoke sub Hamdon TA14 6PD – there were no objections or observations

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

Proposed: Cllr Uhlhorn

Seconded: Cllr Earl

Agreed unanimously

16/010/b Planning Decisions and Reports:

15/05111/FUL – Erection of a single storey rear extension to the dwelling – 24 Norton Road, Stoke sub Hamdon TA14 6QW – planning permission was granted
(Cllr Earl left the meeting)

16/011 **CORRESPONDENCE:**

An email had been received from the vicar regarding the Queen's 90th birthday celebrations which are being held on the weekend of June 10th-12th. He states that churches are being encouraged to ring the bells on the Sunday afternoon and suggested a co-ordinated approach if the parish or other village organisations are planning to celebrate this event. A discussion was held and it was agreed to put an article in the newsletter to get residents views. Cllr Brooks said that she would contact the village organisations and provisionally book the hall.
Action Cllr Brooks

16/012 **MEMBERS' REPORTS:**

Cllr Spearpoint said that there are two residents in the village who will be over 100 years old. Cllr Brooks commented that she had received a call from the town crier asking if the parish were doing anything to celebrate their birthdays. A discussion was held and it was agreed have a presentation and to arrange a photograph of them together be put in the hall. Cllr Brooks agreed to talk to the local photographer.
Action Cllr Brooks

Cllr Donovan asked who owned the village hall. It was confirmed that it belonged to the parish.

16/013 **ITEMS FOR FUTURE AGENDAS:**

None declared.

There being no further business the meeting was closed at 9.35pm. The next meeting will be held on Tuesday, 9th February 2016 at the later time of 7.30pm.