

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

15/083/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Paul Spearpoint (Vice-Chairman), Mrs Wendy Hall, Mrs Rebecca Merrick, Mr Graham Middleton, Mr Bruce Wilson and Mr Roger Bevan

Others: Mrs Sarah Moore (Clerk), Mrs Sylvia Seal (District Councillor), Mr John Bailey (County Councillor), PC Mark Bonici, Beat Manager, Avon and Somerset Police and one member of the public

15/083/b APOLOGIES:

None declared

15/084 DECLARATION OF INTEREST:

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

15/085 PUBLIC SESSION:

None declared

15/086 MINUTES OF PREVIOUS MEETING:

The Minutes of the extraordinary meeting were signed and approved.

Proposed: Cllr Spearpoint Seconded: Cllr Bevan agreed unanimously

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

Proposed: Cllr Bevan Seconded: Cllr Brooks agreed unanimously

15/087 MATTERS ARISING FROM MINUTES:

15/087/a Parish Noticeboard

The Clerk confirmed she had received a reply from the planning department and that planning permission was required. The planning fee would be £110 and the planning request for both noticeboards could go under one application. The Clerk said that formal drawings would be needed. A discussion was held regarding the authorisation of cost for the drawings as there is no parish council meeting in August. Cllr Middleton proposed to authorise the Clerk to agree the planning drawing fee of a cost up to £350; Cllr Brooks is to approve if the cost is over this amount. *Action Clerk*

Proposed: Cllr Middleton Seconded: Cllr Spearpoint agreed unanimously

15/087/b Defibrillator

The Clerk confirmed that the defibrillator and cabinet would be arriving on 15th July. The Clerk said that the Heartstart's representative had made a suggestion on where to position the cabinet but after speaking to the Prince of Wales landlord, he preferred it to be positioned on the biomass building which has its own electricity supply. The Clerk is yet to obtain quotes from electricians. *Action Clerk*

15/088 DISTRICT & COUNTY COUNCILLORS:

15/088/a Sylvia Seal – District Councillor

Cllr Seal gave her report:

- APP/R3325/C/14/3000142 – Appeal against Enforcement Notice. Still awaiting the date for a site visit.

- SSDC are bringing free Playdays around the district and the Playday for Stoke is on 22nd August in the Memorial Hall grounds.
- The Community Right to Bid – Under the Localism Act 2011 community groups are given the right to prepare and bid to buy available community buildings and facilities that are important to them.
- Careline is a facility which is run by SSDC for the elderly and gives extra support to people who want to remain living at home independently. Cllr Seal asked if Careline could be advertised in the newsletter.

Action Clerk

15/088/b John Bailey – County Councillor:

Cllr Bailey's report had been circulated to members.

Cllr Bailey commented that he and Cllr Brooks had met to discuss the unsatisfactory response by Highway's to the planning application in the High Street especially in light of the village's highway/transport issues. Cllr Brooks said that she has been told that the highway issue should be reported to SSDC. Cllr Seal said that if the planning committee know of any local issues then they will arrange a site visit.

Cllr Bailey said there have been concerns from residents regarding the visibility splay at the entrance to Kings Road and that SCC only cut the verge once a year and could the parish council include it on their remit. Cllr Spearpoint thought that the verge in question was privately owned and could possibly belong to the Yarlington Housing Group. Cllr Brooks asked Cllr Bailey to get some more information.

Action Cllr Bailey

Cllr Bailey reported that the Hamdon Youth Group AGM was on 15th July at 7.30pm in Norton Village Hall.

Cllr Bailey asked the Clerk to email him a copy of the letter and petition regarding the bus service and he will forward it onto SCC.

Action Clerk

(PC Mark Bonici entered the meeting, gave his report [see Minute ref: 15/090/a] and the left the meeting)

15/089 SPORTS & LEISURE:

15/089/a Memorial Hall and Grounds:

Cllr Brooks said that confirmation has been received that the new boiler will be installed week beginning 10th August and it could be two to three months before the Parish Council receive the other quotations for decorating and upgrading the hall's facilities.

A letter has been received from the Hall's committee regarding an issue of children using the hall's wall for goal practice. The Hall committee have asked the Sports & Recreation Trust if a goal practice wall could be put on the recreation ground but unfortunately this is not on the Trust's agenda. Therefore, the Hall committee are asking for suggestions on how to protect the walls and windows. A discussion was held and it was suggested that cages are put around the windows.

15/089/b Sports and Recreation Trust:

Cllr Merrick reported that the Trust's Chair had met with the Senior Play & Youth Facilities Officer at SSDC regarding the adventure play area and was awaiting the design brief

Cllr Middleton commented that he had sent an email asking if any member would like to take over the responsibility of being the Parish Council's representative on the Sports and Recreation Trust as he may not be able to attend all the meetings due to his other commitments. It was agreed that Cllr Middleton should continue in this role.

Cllr Middleton expressed his concerns about the dog fouling on the recreation ground and would it be possible to stop dogs from going into the grounds. Cllr Bevan disagreed with this and said that it was the minority of irresponsible owners. Cllr Spearpoint suggested erecting some signs. Cllr Seal said that the dog warden can be called out but residents need to report these irresponsible owners.

15/089/d Hamdon Youth Group:

This item was discussed under *Minute ref: 15/088/b*.

15/089/e Play Areas:

The Clerk said that she had received two of the three quotations and design plans for the upgrade of Stonehill play area. It was agreed for the Clerk to put together a comparison summary of each piece of play equipment for discussion at the next meeting. *Action Clerk*
Cllr Spearpoint asked if the play inspection report had been received. The Clerk said SSDC normally send the report through in September.

15/089/f Any Other Issues:

None declared.

15/090 **VILLAGE ENVIRONMENT:**

15/090/a Crime and Anti-Social Behaviour:

The Beat Manager gave his report after Cllr Bailey's report. There were two dwelling burglaries which are currently under investigation, an incident of GBH which is under investigation, an incident of criminal damage - 2 people have been charged. These last two incidents appeared to be linked. There were also three incidents of theft, all of which are still under investigation. The Beat Manager explained that there had been an increase in non-dwelling burglaries i.e. sheds, garages and farm buildings and advised that residents should keep an account of any valuables by taking photographs and recording serial numbers.

The response from the Police and Crime Commissioner had been emailed to members prior to the meeting. It was considered that this response was patronising and out of touch. The Clerk said she had sent two letters; one from Stoke PC and one from Montacute PC. Both Parish Councils had similar issues with a couple of differences. She was appalled that the Police and Crime Commissioner had only sent one response without differentiating between the two councils.

15/090/b Street Lighting:

No report.

15/090/c Allotments:

There are three issues regarding the Stonehill Allotment site:

- i) The area around the play area fence and vacant plots need strimming. It was agreed that the Clerk would find out how many vacant plots there are and to contact Somerset Landscapes for the cost of strimming around the play area fence. *Action Clerk*
- ii) Members were asked to consider whether the 'waste' area of the allotments near Windsor Lane should be planted with fruit trees with permission given for residents to pick the fruit. A discussion was held and it was agreed not to plant trees but to leave this area down to grass and to keep it maintained.
- iii) A complaint has been received regarding an allotment holder who offered to let builders park their vans on one of his plots. The allotment holder in question has four plots, which due to a permission given a number of years ago by the parish council he has all of his plots laid down to grass. He has since roped off a section of one of the plots and is using to park vehicles. A discussion was held regarding the original decision and it was agreed for the Clerk to seek legal advice. The Clerk stated that she was unable to find a resolution in previous minutes regarding these plots. The Clerk also read out the relevant section of the Allotment Tenancy agreement and it was agreed that a letter should be sent to the allotment holder. *Action Clerk*

15/090/d Footpaths:

No report.

15/090/e Highways and Transport:

No report.

15/090/f Community Emergency Plan:

Cllr Bevan said that the plan was still a work in progress and he is currently talking to the headmasters of the schools. A presentation is being put together to bring to a future meeting.

15/090/g Any Other Issues:

Trees - High Street

The Clerk stated that Highways are still investigating the area and neither Highways nor the Duchy of Cornwall are acknowledging responsibility. Cllr Seal suggested that the residents need to form a protest group and Cllr Bevan said that he would talk to the residents. The Clerk agreed to forward copies of previous correspondence to Cllr Bevan. The Clerk agreed to contact the bus companies for their support.

Action Cllr Bevan & Clerk

15/091 FINANCE:

15/091/a Matters for Report

i) Quarterly Bank Reconciliation

The Clerk gave the quarterly bank reconciliation report as at 30th June 2015

Current Account	£ 100.00
Business Reserve Account	£ 136,560.83
Asset Management Reserve Account	£ 19,820.26
Sports & Recreation Trust Reserve Account	£ 9,609.96
Total	£ 166,091.05
Outstanding Cheques	£ 23.95
Total as Cash Book	£ 166,067.10

All monies held in the Sports & Recreation Assets and the Asset Management reserve accounts which total £29,430.22 are ring-fenced for specific purposes. There is also a bequest of £1,000 and the Health & Wellbeing grant of £400 which 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 £40,440.18.

Cllr Middleton asked if the quarterly reconciliation could be forwarded to members with the agenda. The Clerk said that it could but not all the bank statements would have been received by then so the reconciliation may not be accurate.

ii) 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 2015/16. 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: Grants & Donations, Insurance, Subscriptions and Rent. Against the budget set for 2015/16 at the first quarter there has been a total underspend of £9,863.17.

Cllr Bevan queried why ring-fenced amounts for projects such as Stonehill play equipment were not defined under Major Projects. Cllr Merrick pointed out that money is only ring-fenced for a project when a final figure is known.

iii) Internal Auditor Report

The Clerk read out the Internal Auditor's report which stated that the Council has adopted and carried out its fiduciary responsibilities. The report noted that the risk assessments need to be completed early in the next financial year and the auditor drew attention to the cash balances and the provision of a reserve account for the Memorial Hall.

15/091/b Matters for Resolution

i) Cheques Payable:

Sarah Moore	Expenses June	£ 17.70	<i>Chq 1973</i>
Stable Print	July Newsletters	£ 190.00	<i>Chq 1974</i>
Somerset Landscapes Ltd	Groundsman: June	£ 345.79	<i>Chq 1975</i>
HMRC	1 st Qtr Income Tax	£ 262.00	<i>Chq 1976</i>
South Somerset District Council	Planning Fee for Noticeboard Application	<u>£ 110.00</u>	<i>Chq 1977</i>

Total £ 925.49

Post-dated payments to be made as there is no meeting in August in accordance with the resolution passed on 13th September 2011 (*see Minute Ref: 11/128/c*)

Stable Print	August Newsletters	£ 190.00	<i>Chq 1978</i>
Somerset Landscapes Ltd	Groundsman for July	<u>£ 345.79</u>	<i>Chq 1979</i>
	Total	£ 535.79	

Proposed: Cllr Spearpoint Seconded: Cllr Brooks agreed unanimously

- ii) Other:
None declared.

15/092 PLANNING:

15/092/a Parish Planning Committee Feedback on Applications:

15/02417/FUL – insertion of railings on the north boundary wall, and a handrail to the entrance porch steps – The Old Manse, North Street, Stoke sub Hamdon TA14 6QP – There were no objections or observations and permission has been granted.

15/02401/FUL – change of use of premises to a hot food takeaway and alterations – 5 High Street, Stoke sub Hamdon TA14 6PP – an extraordinary meeting was held on 30th June to discuss the application. The Parish Council strongly object to this application due to a number of issues: no legal right of access through to the back of the property for stock deliveries and food waste/recycling collections; lack of space on the pavement at the front of the property for commercial waste bins and customer queues; highway issues such as lack of parking facilities, tactile paving at the front of the property and double yellow lines; impact on residential amenities and environmental issues – noise, smell, litter and vermin and; no increase for local employment.

15/092/b Planning Decisions and Reports:

14/04476/FUL – demolition of existing buildings and the erection of 14. no dwellings, new vehicular access and associated highway works, garages, parking and landscaping – Southcombe Bros Ltd., land adjacent to Great Field Lane, Stoke sub Hamdon TA14 6QD – This application has been granted.

Cllr Brooks asked the District Councillor how the S106 Agreement worked. Cllr Seal said that once the properties had been built and were being lived in then some money will be given for specific projects and the Parish Council will be notified on what projects will receive the money.

(Cllr Seal left the meeting)

15/093 CORRESPONDENCE:

15/093/a Playdays

A request for a donation had been received in respect of the Playdays session on 22nd August (*see Minute ref: 15/088/a*). This is a free event funded by SSDC with an independent person bringing in some extra items at a cost to themselves. The Clerk pointed out that no permission had been sought to use the Memorial Hall grounds and the Hall Committee had not been asked if the hall facilities were available on that day; only the caretaker had been contacted. Unfortunately he has no record of hall bookings. The Clerk said that she has asked for a copy of the event insurance and risk assessment.

15/093/b Thank You Letters

A thank you letters had been received from the Memorial Hall Committee and Mrs Thomas for the grants for the new heating system and for the Healthy Hearts Classes respectively.

15/094 MEMBERS' & CLERK'S REPORTS:

15/094/a Members' Reports:

None declared

15/094/b Clerk's Report:

None declared.

15/095 **ITEMS FOR FUTURE AGENDAS:**

Co-Option.

There being no further business the meeting was closed at 9.35pm. There is no meeting in August and the next meeting will be held on Tuesday, 8th September at 7pm.