

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

16/087/a PRESENT:

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

Others: Mrs Sarah Moore (Clerk), Mrs Sylvia Seal (District Councillor), Mr John Bailey (County Councillor), Mr David Norris (SSDC Planning Department) and six members of the public

16/087/b APOLOGIES:

Mr Chris Earl

16/088 DECLARATION OF INTEREST:

Cllr Merrick declared an interest in matters relating to the Sports and Recreation Trust and Memorial Hall. Cllrs Brooks and Uhlhorn declared an interest in matters relating to the Memorial Hall.

16/089 PUBLIC SESSION:

A resident complained about the damaged brown highway signs at the bottom of North Street. The Clerk said that the signs had been damaged for a number of years and this matter had been previously reported to highways. Cllr Bailey asked for the details to be sent through to him.

Action Clerk

The resident also mentioned that the brambles were growing over the farmer's wall at the top of the High Street is causing an obstruction to pedestrians. The Clerk said that this was down to the landowner to maintain.

Cllr Brooks decided to move an item on planning information forward (*Minute ref: 16/098/a*) so that Mr Norris from the Planning Department at SSDC did not have to wait until the relevant section in the meeting. Mr Norris gave an overview on the planning enforcement and appeal regarding Legg's Stores in West Street. He stated that after discussions with SSDC legal representative the enforcement notice had been withdrawn and a Section 215 notice is to be progressed which could take 6-8 weeks.

16/090 CO-OPTION:

Cllr Brooks said that there were two vacancies on the Parish Council and three candidates interested. She asked councillors to defer the vote until the September meeting and suggested that the candidates sit in on this meeting to get some experience of how council meetings operated. This was agreed.

Details of two of the candidates had been previously passed to all members. Cllr Brooks asked the third candidate to introduce themselves and explain why they would like to join the council.

16/091 MINUTES OF PREVIOUS MEETING:

Cllr Bloomfield said that (*under minute ref: 16/085*) the minimum of 10 posters could be purchased by several parish councils together. Cllr Donovan commented that it was still £25 per poster.

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

Proposed: Cllr Donovan Seconded: Cllr Hart 4 agreed; 2 abstained

16/092 MATTERS ARISING FROM MINUTES:

16/092/a Defibrillator – Memorial Hall Grounds

The Clerk said that she was waiting for HeartStart to inspect the installation of the defibrillator cabinet. A discussion was held regarding the training and the Clerk said that she had given three provisional dates to the HeartStart representative and was waiting on his response.

Action Clerk

16/092/b **Playdays 2016**

The Clerk reported that she had received confirmation that the organiser is contracted by SSDC to provide Playdays around the district and that it relies on the help from the local community such as volunteers and contributions. The Clerk said that she had asked for a poster to put on the noticeboard. Cllr Brooks suggested a contribution towards the hire of the hall of £60. Cllr Bloomfield suggested a grant of £100 towards an activity. It was agreed to give a contribution of £100.

Proposed: Cllr Uhlhorn Seconded: Cllr Bloomfield agreed unanimously

It was agreed to advertise the event in the newsletter.

16/092/c **Councillor Training**

The Clerk confirmed that SALC were holding further training sessions on 21st July and 13th October at a cost of £25 per councillor with the fourth booking free. It was agreed that the Clerk would book the October session for Cllr Evans, Hart, Merrick and Uhlhorn and to check that Cllr Earl was also available to attend in October, and circulate location and times.

Action Clerk

16/092/d **Speedwatch**

Cllr Middleton said that it was not his intention to say that Speedwatch had stopped only that it had a lack of volunteers.

16/093 **DISTRICT & COUNTY COUNCILLORS:**

16/093/a **Sylvia Seal – District Councillor**

Cllr Seal gave her report:

- A warning for residents that there is an advert on Facebook by a team stating that they carry out private waste collection on items that cannot be put out with the weekly recycling bins for a charge. However this team are collecting the waste and then fly-tipping it. As a result of this the owners of the waste that had been collected are liable for the fine of £5,000. Requested an article go into the newsletter.
- Ham Hill: Dog show on 24th July at 10am. There are 11 different classes at £1.50 per class. Cllr Evans said that the Witcombe Valley project is back on and Cllr Seal confirmed that the open day is still going ahead and it is only the educational section that has been put on hold. Cllr Evans said that he would forward the date onto the Clerk so that this could be advertised in the newsletter.
- There are 33 buildings registered under the Community Right to Bid list in Somerset. Cllr Seal passed the paper to Cllr Brooks.

16/093/b **John Bailey – County Councillor:**

Cllr Bailey's report had been circulated to members.

- Footpath at the bottom of North Street to garage on A303 is extremely overgrown. A resident had been cutting it back but it is the responsibility of Highways and Highways England. Although Cllr Bailey is in discussions with the two parties this footpath may need to come under the parish's remit. Cllr Bailey said that if the parish took on this responsibility then it may be possible to get Highways and Highways England to part fund the maintenance programme for this area. The Clerk said if the council were in agreement she could look into including it on future ground maintenance contracts and that the parish council would be open to funding from the relevant authorities.
- Hamdon Youth Group: There is a meeting next week. The group raised £100 at May Fayre. Unfortunately since the group has been meeting at the Fleur numbers have reduced to 8 so something needs to be sorted out in the long term. Cllr

Middleton asked if a list of meeting dates could be emailed to him as he could possibly attend some of the meetings.

- Transport Strategy Group: Cllr Bailey said that he was talking to Castle School regarding the proposal to utilise the car park for parking after school hours. Cllr Middleton queried this and thought that it had already been agreed. Cllr Bailey said that there had been a change of governors who had decided against it so he has written to ask them to explain their objections.
- Cllr Bailey asked if there had been any feedback of the Sports 50 programme. The Clerk said that she had not received any
- Broadband Phase 2 is going ahead.

16/094 SPORTS AND RECREATION TRUST REPORT:

There was no inspection report given.

Cllr Merrick reported that the May Fayre made over £8,000 profit but the final figure is yet to be confirmed. However this is the highest amount ever made.

Cllr Uhlhorn asked for an update on the Boules Court. Cllr Merrick said that no date had been set yet but the Sports and Recreation Trust do have a preferred contractor.

(Cllr Bailey left the meeting)

16/095 SPORTS & LEISURE:

16/095/a Community Right to Bid:

Cllr Brooks reported that the working party had met and a formal bid has been made. It will, however, take several weeks to hear whether the bid has been successful. Cllr Brooks said that she would inform everyone once she receives some news.

Cllr Merrick said that when the information has been received then the parish council could hold a publicity event.

16/095/b Hamdon Youth Group:

This item was discussed under *Minute ref: 16/093/b*.

16/095/c Memorial Hall and Grounds:

Cllr Brooks said that she and Cllr Donovan met with the Chairman and Secretary of the Memorial Hall Committee. The hall committee have asked for help and do need more people to go on the committee. However, several changes need to take place regarding the booking system, the budget and, health & safety policies and operating procedures. Cllr Brooks said that the committee appeared unaware of residents' concerns regarding the different levels of hire fees and attitude of the committee. She commented that it was a productive meeting and all the points raised were taken on board. Cllr Merrick confirmed that the issues began to be addressed at the last hall committee meeting. Cllr Middleton said that he did comment at the hall committee's AGM that their appointment meetings should be held in public and not in private.

Cllr Middleton asked for a progress report on the Wi-Fi installation. The Clerk said that she was having problems with BT and Openreach as the two companies do not communicate very well with each other. The Clerk said that she has received the hub but until Openreach install a telegraph pole the Wi-Fi cannot be connected. The Clerk also stated that when she telephones BT she talks to someone in a call centre and she is unable to speak to the same person each time.

16/095/d Play Areas:

The Clerk reported that she had contacted SSDC regarding information on playground inspection training courses. SSDC confirmed that the weekly inspections on need to be visual and the person carrying out the inspections does not need formal training but needs to be competent and exercise common sense. However some form of basic training may help. The Clerk contacted three companies and the costs are as follows:

- ROSPA: a 1 day routine inspection course at Exeter on 8th November between 9.30am and 4.30pm is £255.

- The Play Inspection Company: a 1 day routine inspection course which will tag onto someone else course and a location to be advised would cost £200 for the course and, £95 for the RPIIC.
- G B Sports & Leisure: no courses are being offered at the present time.

The Clerk said that SSDC offered to carry out these inspections at a cost of £13.50 per site; these are in addition to the annual inspections.

A discussion was held and Cllr Uhlhorn said that he had already done a ROSPA course so would carry out the inspections in the interim time.

The Clerk reported that the dog warden had received a complaint that a resident had been taking their dogs into the play area at Stonehill and had caused some damage. It was agreed that the Clerk would contact the police regarding the damage but it was down to the dog warden to prosecute the dog owner as there is a 'No dogs allowed' sign on the gate of the play area.

Action Clerk

16/095/e Any Other Issues:

None declared.

16/096 **VILLAGE ENVIRONMENT:**

16/096/a Allotments

The Clerk said that she had to send out the rent reminder letters; one allotment holder had moved and she has only just found out their new address. Cllr Brooks asked about the vacant plots and the Clerk said that she needed to get the groundsman to strim them. The Clerk said that there is a large area of waste ground at Stonehill which is very overgrown. Cllr Uhlhorn said that this would need to be weed sprayed first.

Action Clerk

16/096/b Community Emergency Plan:

No report.

16/096/c Crime and Anti-Social Behaviour:

No report

16/096/d Footpaths:

No report.

16/096/e Ground Maintenance:

Cllr Uhlhorn said that he has prepared the new contract and maps and will send it over to the Clerk. A discussion was held regarding the ground maintenance work which had not been carried out and Cllr Uhlhorn said that the Clerk had prepared a comprehensive list of the jobs that had yet to be done. Cllr Uhlhorn and the Clerk will meet with the contractor as soon as possible.

Cllr Merrick reported that a large branch had fallen on her car as she was travelling through the village by East Stoke and Windsor Lane. The Clerk said that this area was not under the parish's remit and the land/trees belonged to the Duchy of Cornwall. The Clerk agreed to report this and said that she had contacted the land agent a few years ago with concerns about these trees.

Action Clerk

16/096/f Highways and Transport:

i) Road Closure – A303 (Junctions of A3088 and A356) 12th July 2016

The Clerk said that the A303 will be closed between the junctions of the A3088 and the A356 starting on 12th July from 8pm to 6am. The diversionary map has gone up on the noticeboard.

ii) Road Closure – A3088 (Cartgate Link Road) 25th July 2016

The Clerk said that the Cartgate Link road will be closed from 7pm to 7am for several weeks from 25th July as the road is being resurfaced. During the day a road management system will be in place.

Cllr Brooks said that Lysander Road will also be closed at the Wicks roundabout on the 25th July.

iii) Parking in Matts Lane

The Clerk reported that she had received a complaint from a resident whose garage faces out into Matts Lane. The resident said that people parking their vehicles in

front of her garage when they are attending the doctors or dentist surgeries and blocking her access. The resident has asked if any lines could be put outside to prevent this. The Clerk said that she had contacted County Council who have stated that the resident needs to place a no parking sign on their garage and that it would have to be arranged by the owner. Cllr Middleton suggested contacting the PCSO with the parking concerns. Cllr Bloomfield said that the resident should contact the police and report any obstructions.

16/096/g Any Other Issues:

The Clerk reported that the streetlight in the High Street had been fixed.

Cllr Brooks asked the Clerk to get some more quotes for the refurbishment and repositioning of the old noticeboard.

Action Clerk

16/096 **FINANCE:**

16/096/a Matters for Report

i) Quarterly Bank Reconciliation

The Clerk gave the quarterly bank reconciliation report as at 30th June 2016

Current Account	£	100.00
Business Reserve Account	£	96,667.49
Sports & Recreation Trust Reserve Account	£	12,014.42
Asset Management Reserve Account	£	<u>23,531.23</u>
Total	£	<u>132,313.44</u>
Outstanding Cheques	£	<u>3,177.34</u>
Total as Cash Book	£	<u>129,136.10</u>

All monies held in the Sports & Recreation Assets and the Asset Management reserve accounts which total £35,545.65 are ring-fenced for specific purposes.

ii) Quarterly Budget Comparison

The Comparison of Budget report as at 30th June 2016 had been circulated to all members. The report shows the annual budget for 2016/17 and the actual spend to date. The report does not include the annual payments into the Sports & Recreation Assets and Asset Management reserve accounts.

Projects ring-fenced from the previous financial year which are yet to be completed are:

Relocation of Existing Noticeboard	TBA
Memorial Hall Refurbishment	<u>£ 18,154.00</u>
Estimated Total:	£ 20,000.00

(on figures currently available)

iii) Letter to NatWest – Transfer of Funds to Reserve Accounts

A letter was signed to transfer the 2016/17 budgeted annual payments into the Parish Council reserve accounts:

Sports & Recreation Trust account	£2,400
Asset Management	£3,700

iv) Signatories Review

The Clerk said that as there were now only four signatories it is prudent to get the remaining councillors authorised. She would ask NatWest for extra forms for completion by the new councillors.

Action Clerk

16/097/b Matters for Resolution

i) Cheques Payable:

Sarah Moore	Expenses for June	£	135.51	<i>Chq 2041</i>
Stable Print & Design Ltd	July Newsletters	£	190.00	<i>Chq 2042</i>
A.J. White	Groundsman May & June	£	880.00	<i>Chq 2043</i>
P.A. Higgins	Electrical Installation for Defibrillator at the Memorial			

	Hall Grounds	£ 220.00	<i>Chq 2044</i>
Olivia Adams	Internal Audit	£ 120.00	<i>Chq 2045</i>
Stuart Tayler	Installation of Dog Bins	£ 160.00	<i>Chq 2046</i>
HMRC	1 st Quarter Income Tax	£ <u>258.20</u>	<i>Chq 2047</i>
	Total	£ 1,963.71	

Proposed: Cllr Merrick Seconded: Cllr Evans agreed unanimously

- ii) Other:
None declared

16/098 PLANNING:

16/098/a Planning Information:

i) Rural Housing Action Plan Consultation:

SSDC has issued a Rural Housing Action Plan for 2016-2018 which sets out the Council's approach to affordable housing in rural locations i.e. those parishes with a population of 3,000 or less. Under the SSDC Local Plan adopted last year, Policy HG3 expects privately developed sites of 6 units or more to provide 35% affordable housing. However, Government Guidance imposed since its adoption effectively increases this threshold to over 10 dwellings. SSDC has continued with its original criteria to date, but may have to amend. Under the Local Plan adopted last year Stoke sub Hamdon has an additional housing requirement provision of 44 of which 15 are net affordable. Due to the planning permissions granted in recent years at Stancheater, Co-op and Southcombe's, we are already at the 43 point with 8 affordable houses, once these developments are built. The 2009 Strategic Housing Market Assessment ("SHMA") identified that the proportions of affordable housing within this 35% should be 67% for social rent, and the rest other solutions (which is what SSDC uphold). Those "other" solutions might consist of shared ownership with housing associations or low cost home ownership in various forms. We now have a new Housing & Planning Act passed in May 2016 by the Government setting out that 20% of suitable sites should be brought forward as "Starter Homes". However, rural exception sites will be exempt from this requirement. SSDC's approach to rural schemes may have to be adjusted in the light of these regulations when they come into force.

ii) Summerfield Development:

The Parish Council Planning Committee met with the developers on 5th July to discuss a potential development of houses in West Street and to get feedback. The site is the field on the south side immediately next to the end of New Close Terrace. It is proposed to build 27 houses with either 3 or 4 bedrooms, but there is a possibility that some of the affordable houses might become 2 bed houses. The visible front parts of the houses would be of hamstone and the rest part render, and the roof tiles. Of the 27 houses, some 10 would be affordable. Currently the guidance is that 2/3rd should be social rented and 1/3rd other i.e. low cost home ownership or shared ownership. The developers indicated that it was difficult to get such a high proportion of social rented houses in developments such as this, as housing associations were struggling with funding. We indicated to them that in fact there was a shortage of affordable starter homes for young potential house buyers in Stoke to enable them to stay in Stoke near family members, and our preference would be to have a higher percentage of low cost home ownership houses. The developers have their own 'MyHome' scheme, where the buyer buys at 70% - 80% of the market value. In return when they come to sell, they have to sell on the same basis, so the house remains in the affordable "starter" mode. The developer indicated that they would need the support of the parish council to persuade SSDC to vary the "rent/owner" proportions but that this would be something they would consider.

The developers will be preparing for a formal village-wide consultation at the beginning of September.

Cllr Brooks asked the councillors and the public present for their views on the proposed development. The comments were: the rendered side of the properties would be seen from Ham Hill and would look out of place; the required number of properties in the Local Plan has been achieved; there would be an increase in traffic through the village; there were potential issues with drainage and sewage in West Street; it was questioned whether the school would cope with the potential increase in children and; the style of the houses resembled rendered boxes.

16/098/b Parish Planning Committee Feedback on Applications:

There were no planning applications to consider in the month.

16/098/c Planning Decisions and Reports:

None declared.

16/099 CORRESPONDENCE:

None declared.

16/100 MEMBERS' & CLERK'S REPORTS:

The Clerk said that as the previous training course was cancelled would the council agree for the Clerk to attend three training courses in October, November and December at a cost of £30 each. This cost would be shared with Montacute Parish Council.

Proposed: Cllr Brooks Seconded: Cllr Hart agreed unanimously

16/101 ITEMS FOR FUTURE AGENDAS:

None declared.

There being no further business the meeting was closed at 9.40pm. There is no meeting in August and the next meeting will be held on Wednesday, 7th September 2016 at 7.15pm. Cllrs Bloomfield and Middleton gave their apologies for that meeting.