

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 2ND NOVEMBER 2016 IN THE MEMORIAL HALL

16/132/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Hugh Donovan (Vice-Chairman), Mr Neil Bloomfield, Mr Brian Evans, Mrs Caroline Freeman, 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) and two members of the public

16/132/b APOLOGIES:

Mrs Marilyn Hart, Mr Robert Manning

16/133 DECLARATION OF INTEREST:

Cllr Brooks declared an interest in matters relating to the Memorial Hall.

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

Cllr Evans declared an interest in matters relating to Stoke Performing Art Group.

16/134 PUBLIC SESSION:

A member of the public said that he was interested in the Summerfield development site. Cllr Brooks said the developers had posted an information newsletter to all households in the village on their proposed development at the end of West Street and that the newsletter appears to give the impression that it has been endorsed by the Parish Council; this is incorrect. The Parish Council have put in a formal complaint to the developers who have issued a mutually agreed statement. Cllr Brooks stated that no planning application has been submitted and the Parish Council will reserve its views until such time this has been done and will submit its comments through the statutory consultation process.

A resident said that he had no comments but would like to sit through the meeting as he was interested to see how the Parish Council works.

Cllr Bailey gave a presentation on behalf of the Hamdon Youth Group. Papers on the Hamdon Youth Group's accounts and AGM report had been circulated to all councillors prior to the meeting. Cllr Bailey explained that the cost of the youth worker is £8,080 (which is funded not only by our parish but by Norton and other funders) and with the possible amalgamation of the Youth Club at the All Saints Hall and the Hamdon Youth Group it would mean operating on two evenings so additional funding would be need to be found.

Cllr Brooks said that the Parish Council have already agreed an annual grant of £3,250 and asked how much more would be needed. Cllr Bailey asked for an extra 10% which bring the total to £3,575. Cllr Bailey thanked the Parish Council for their continuing support

16/135 MINUTES OF PREVIOUS MEETING:

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

Proposed: Cllr Donovan Seconded: Cllr Uhlhorn agreed unanimously

16/136 MATTERS ARISING FROM MINUTES:

Cllr Merrick asked if an action log could be attached to the agenda. It was agreed for this to be done.

16/136/a St Mary's Churchyard

Cllr Uhlhorn explained that there are a number of issues with taking on the management of the churchyard such as health and safety, ground maintenance, administration of plots and the burial ground records. Cllr Uhlhorn said if the Parish Council decides to take on this

responsibility extensive discussion would be needed with the relevant church representatives, and this would have labour and cost implications for the parish.

The Clerk said that she had contacted SSDC regarding the Special Levy for churchyards. If the Parish Council decides not to take on the management of the churchyard then it is passed onto SSDC and a Special Levy is added onto the Council Tax. In order to set the levy, District Council carry out a number of surveys and draw up a management plan for the churchyard over a five year period. This cost is then divided up into an annual charge and is amalgamated within the District Council proportion of the Council Tax; it is not shown as a separate charge. The Clerk stated that SSDC had given a rough guide on what the charge could be based on the other churchyards they manage. Councillors agreed that nothing could be decided until the Church formally gave notice of closure of the churchyard.

16/137 DISTRICT & COUNTY COUNCILLORS:

16/137/a Sylvia Seal – District Councillor

Cllr Seal gave her report:

- There is a Council Tax scam circulating at present. It states that the recipient is due a refund and gives a link for the person to enter their bank details. SSDC only give refunds by cheque. Also if the bill is paid by direct debit then SSDC already have bank details.
- Streetscene have a 'Flood Store' which will provide up to 6 sandbags for domestic doorways. These are not for use on garages, sheds etc. Over 8,500 were distributed in South Somerset during the last bout of flooding. Residents are also being encouraged to be self-reliant and it was suggested that the Parish should set up a 'Flood Store'. It would need to be situated in a dry location so that sand could be stored along with hi-viz jackets, empty bags and other equipment. There would need to be two co-ordinators and the parish would need to have a list of vulnerable residents, a flood plan, carry out a risk assessment and have an evacuation point. Streetscene would be willing to help in the setting up of a parish Flood Store.
- The District Executive has been discussing the Community Infrastructure Levy and this will now need to go to full council for approval. If it is passed then all new properties could be liable.

16/137/b John Bailey – County Councillor:

Cllr Bailey's report had been circulated to all members.

- Hedges and ditches in the parish could become the responsibility of the parish.
- Sports 50 had not been successful in the village. It requires volunteers and encouraging people to get involved. Cllr Brooks stated that there are several fitness classes already being held in the village for elderly people.
- Flooding plan – a meeting is to be arranged to look at the current system and to discuss with Highways as to whether there are any blockages in East Stoke and for CCTV to be put down the drains. Cllr Brooks asked whether the householder had been contacted as SCC has powers to carry out the work and charge the resident. Cllr Bailey said the flooding situation as a whole is now different as there is more flash flooding and SCC and the Parish need to encourage a more widely integrated approach to flooding.

(Cllr Bailey left the meeting)

16/138 SPORTS AND RECREATION TRUST REPORT:

Cllr Merrick apologised and said that she was unable to attend the Sports and Recreation Trust meeting so had no report for the Parish Council.

Cllr Evans gave a report on Stoke Performing Art Groups saying that auditions are taking place for the new play and the performance will be in March.

16/139 SPORTS & LEISURE:

16/139/a Community Right to Bid:

Cllr Brooks said she and Cllr Donovan will be making a presentation in Crewkerne along with the other bidders next week.

16/139/b Hamdon Youth Group:

This item was covered under *Minute ref: 16/134*.

16/139/c Memorial Hall and Grounds:

The Clerk said that she had received the annual maintenance and insurance grant request from the Memorial Hall Committee. The maintenance grant is usually £1,000 and the insurance renewal this year is £718.85

Cllrs Brooks and Merrick declared an interest. Cllr Brooks stepped down and asked Cllr Donovan to chair this section of the meeting.

A discussion was held and it was agreed to award a grant of £1,718.85

Proposed: Cllr Bloomfield Seconded: Cllr Donovan 5 agreed; 2 abstained

Cllr Donovan asked the Clerk for clarification on Cllrs Brooks and Merrick's position as hall representatives. The Clerk replied that both councillors can remain in the meeting in order to be included in the discussion but cannot make decisions or vote on any resolutions made.

A discussion was held where it was stated that when making a grant request the hall committee should give a presentation and report like other organisations in the village. Cllr Donovan said that this needs to be formalised and explained. Cllr Brooks said that the grant request had not been discussed at the last hall committee meeting. Cllr Donovan said that the committee needs to be notified of proper procedures and Cllr Middleton said that the committee would be asked to present a report on progress after their next AGM to support the annual grant amount.

The Clerk reported that she and Cllr Uhlhorn were meeting with SSDC's Tree Officer on Friday and will report back at the next meeting. Action Clerk

16/139/d Play Areas:

The inspection report had been circulated to all councillors. Cllr Uhlhorn reported.

The Clerk said that the insurers have said that the damaged to the play equipment and the swing seat would be two separate claims and the Parish would have to pay the excess on both items. The Clerk said the excess would be more than the cost of a swing seat so asked if she could just purchase a new seat. This was agreed. Action Clerk

Proposed: Cllr Bloomfield Seconded: Cllr Evans agreed unanimously

Cllr Merrick asked whether the Clerk had spoken to the insurers about the public liability cover. The Clerk said that the skate park and BMX track would be covered but any sporting activity would not; the football teams would need to provide their own public liability insurance.

16/139/e Any Other Issues:

None declared.

16/140 VILLAGE ENVIRONMENT:

16/140/a Allotments

Cllr Donovan reported that the steps at the rear of the North Street allotment needed cleaning and did not think that a hand rail needed to be installed. Cllr Donovan agreed to clean the steps. Action Cllr Donovan

Cllr Donovan said that the grate over Tunwell needs replacing. The Clerk agreed to get quotes for this as soon as possible as it was a health and safety issue. Action Clerk

16/140/b Community Emergency Plan:

No report.

16/140/c Crime and Anti-Social Behaviour:

No report given.

16/140/d Footpaths:

The Clerk said a resident has reported that a broken foot plate on a stile between two fields below the Prince of Wales pub but the Clerk said that she needs to check the footpath reference number before reporting it to Rights of Way. **Action Clerk**

16/140/e Ground Maintenance:

The Clerk reported that she had forwarded the tender documents to Streetscene, K M Dike Nurseries, the existing contractor and The Landscape Group (TLG).

16/140/f Highways and Transport:

The leaves need clearing in Cole Lane. Cllr Bloomfield said that this was County Council's remit. The Clerk was asked to contact County to get this done. **Action Clerk**

16/140/g Street Lighting

Cllr Merrick reported that the street light near the charity shop in North Street was not working. **Action Clerk**

16/140/h Any Other Issues:

Cllr Uhlhorn reported on the number of small jobs that need doing in the village and despite efforts to get quotes there have insufficient replies to meet the minimum 3 quote requirement. Cllr Uhlhorn suggested hiring a contractor who would cover all the small jobs within the parish. Cllr Bloomfield commented that Ash Parish Council already has someone who does this and he agreed to pass on the details to the Clerk. It was also agreed to put an advert in the newsletter and on the noticeboard. **Action Clerk**

16/141 **FINANCE:**

16/127/a Matters for Report

i) Finance Committee Meeting

It was agreed to hold the Finance Committee meeting at 3pm on 16th November.

16/141/b Matters for Resolution

i) Cheques Payable:

Sarah Moore	Expenses for October	£ 227.77	Chq 2059
Stable Print & Design Ltd	November Newsletters	£ 190.00	Chq 2060
Somerset Association of Local Councils	Councillor Training	£ 125.00	Chq 2061
	Total	£ 542.77	

Proposed: Cllr Middleton Seconded: Cllr Bloomfield agreed unanimously

ii) Other:

None declared.

16/142 **PLANNING:**

16/142/a Planning Information:

i. Historic Environment Strategy Consultation

Cllr Brooks reported that SSDC were carrying out a Historic Environment Strategy Consultation which runs from 14 October until 25 November. The South Somerset Local Plan (2006-2028) requires the Council to produce a Historic Environment Strategy (HES) to ensure the highest possible standard of development. The HES will act as a guide when assessing development and the Council's expectation for the management of designated and non-designated assets in the district. In future, proposed developments which may affect the significance of a heritage asset, or its setting, must be supported by a Heritage Statement as part of the Design and Access Statement to assess the degree of impact that would result. Any proposed changes that might result in harm or loss to the asset's significance have to be clearly and convincingly justified. The consultation also covers scheduled monuments and other nationally important archaeological remains, AONBs and listed buildings, conservation areas, hedgerows and how the design and development of the proposal

would meet the 'Building for Life criteria'. Cllr Brooks reported that the proposals could be beneficial for the village in helping to maintain the look of a hamstone village, and the consultation proposals should be supported.

ii. Community Infrastructure Levy Feedback Report

Cllr Brooks reported that she attended a workshop held by the Community Council for Somerset. There were presentations by Taunton Dean Borough Council, SALC, CCCS and Stuart Todd Associates. The presentations showed how CIL works in a practical environment, the financial implications parishes would need to consider and, support for funding for Neighbourhood Plan surveys etc.

The level of CIL paid to parishes would depend on whether councils have their own Neighbourhood Plan. Such a plan can take up to 2 years to formulate, and can be costly and time consuming for parishes, involving extensive and detailed consultation, so a balanced view needs to be taken. It is possible to formulate a less scientific Parish Plan (similar to the Village Plan carried out in 2005), and although the District do not have to take account of this, in practice they will at least read it.

Cllr Merrick said that she supported the idea of reviewing the Village Plan. It was agreed to set up a working party and Cllr Brooks said that this would be something to start work on in the coming year.

iii. Potential West Street Housing Development

This item was discussed under *Minute ref: 16/134*

iv. BBC Points West Broadcast, October

Cllr Brooks reported that there was a story on Points West one evening by the BBC's South West Political Editor on the potential for substantial new housing (a Garden Town) near Martock, in the area round the A303 between Stoke and Martock. Following investigation by Cllr Bailey and the Chairs of the Parish Councils at Martock, Ash, Tintinhull and ourselves it transpires that information the BBC had obtained was out-of-date, misinformation and inaccurate. Formal confirmation was obtained from the Governance Manager at Somerset County Council that the story and background information had not come from them. It appears that the original mention of a Garden Town in our general area had come from the Marcus Fysh, the Conservative MP, during the Tory Conference and then picked up and expanded into an article. County Council have confirmed that although in the Council's County Plan there is a Vision for a Garden Town somewhere but any work on this is still at a strategic level, and that no sites are earmarked. The District Council confirmed that they are continuing to carry out the Local Plan 2006-2028.

v. S.106 Agreement, Blue Cedar Development on Southcombe's Site

Cllr Brooks said that the proposed s.106 agreement terms have now gone to Planning, and wording for the items in the schedule has now been changed – Montacute is still mentioned as a possible recipient, but priority in has been given to Stoke sub Hamdon.

16/142/b Parish Planning Committee Feedback on Applications:

16/04297/FUL – shed construction – 5 Windsor Lane, Stoke sub Hamdon TA14 6UE – no objections or observations

16/04131/FUL – installation of a solar photovoltaic renewable energy generation systems consisting of PC panel arrays on 3 separate roof slopes with associated inverters, electrical cabling, switches, controls and supporting frameworks – Community School Academy, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UG – no observations or objections

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

Proposed: Cllr Evans

Seconded: Cllr Uhlhorn

agreed unanimously

16/142/c Planning Decisions and Reports:

No report given.

16/143 CORRESPONDENCE:

The Clerk said that she had received a request from the Youth Club for a grant towards their running costs. From the beginning of the year to the 18th November, the Youth Club will have met 26 times, and the Boys Brigade met 12 times until the 28th April when the Company then moved to Martock Christian Fellowship in Martock. The cost of the hall is £12.00 per night so the Club is asking for a grant of £ 456.00.

16/144 MEMBERS' & CLERK'S REPORTS:

Cllr Merrick reported back on the recent training session for new councillors. The course covered responsibilities and duties and Cllr Merrick raised a few questions. Cllr Merrick said that she did not think the parish council was complying with employment legislation as it is not meeting its obligations to the Clerk regarding appraisals and support etc. She also asked the Clerk whether the parish council was complying with the Freedom of Information Act and the Data Protection Act and the Clerk confirmed that it was as it had a Model Publication and pays an annual fee to the Information Commissioner. Cllr Merrick asked whether the council have an internal auditor, to which the Clerk confirmed it did.

Cllr Freeman mentioned that there were grants available through SALC to purchase laptops for the Parish Clerk to support her, and it was agreed that Cllr Merrick would contact SALC to see what could be arranged.

Action Cllr Merrick

Cllr Merrick reported that their training had highlighted the requirement to allow three clear working days' notice of publication of agenda and papers, which did not include the day of dispatch, nor the day of the meeting and all agreed that this should be aimed for, to allow councillors enough time to read papers in advance, and to conform with the requirements of the NALC "Good Councillors Guide".

The Clerk mentioned that a number of years ago she made a request to the council to pay half the cost towards a SLCC membership which is the HR Body for Clerks. The Clerk explained that Montacute Parish Council had already agreed to pay towards the cost at the beginning of her employment but this parish had refused this some years ago. Councillors agreed that they wished to support this, and the Clerk was asked to bring costs etc. to the next council meeting so that a resolution could be actioned.

Action Clerk

Cllr Brooks asked Cllr Merrick about the Parish Toolkit that had been mentioned at the training. It was noted that this was a very useful tool for training, improving councillor competencies, systems and policies for parish councils, and that this should be actioned so that the whole team of councillors and clerk could provide the best possible support for our community. Cllr Brooks also mentioned the Quality Parish Council accreditation scheme, which could be another further long term aim.

16/145 ITEMS FOR FUTURE AGENDAS:

None declared.

There being no further business the meeting was closed at 9.20pm. The next meeting will be held on Wednesday, 7th December 2016 at 7pm.