

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 5TH OCTOBER 2016 IN THE MEMORIAL HALL

16/117/a PRESENT:

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

Others: Mrs Sarah Moore (Clerk), Mrs Sylvia Seal (District Councillor) and two members of the public

16/117/b APOLOGIES:

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

Cllr Brooks reported that Cllr Earl had tendered his resignation and asked the Clerk to organise the advert for the vacancy. *Action Clerk*

16/118 DECLARATION OF INTEREST:

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

16/119 PUBLIC SESSION:

Representatives from Boon Brown and Blue Cedar Homes gave a presentation regarding the housing development on land near Great Field Lane and handed out leaflets about Blue Cedar Homes.

(Cllr Uhlhorn entered the meeting)

Cllr Brooks asked members if the items under *agenda reference 16/128* regarding planning applications could be moved for discussion under the public session. This was agreed.

16/03872/FUL – demolition of existing buildings and erection of 14 no. age-restricted dwellings, new vehicular access and associated highway works, garages, parking and landscaping – Land and Buildings, Great Field Lane, Stoke sub Hamdon

Cllr Brooks said that the planning committee had looked at the contamination issue and agreed that there is an adequate plan in place to mitigate this. Cllr Brooks also said that parts of the buildings are rendered as well as hamstone, but their impact visually is acceptable, and not overpowering. However, the Committee would not wish to see the colour of the render white or cream, but instead a dark buff, to tone with the hamstone, similar to render colour used at the Becksfield and Tiptoft developments close by. This would keep consistency within the general area. The developer agreed that to change the colour of the render.

Cllr Middleton asked whether the houses would be freehold or leasehold and it was confirmed that they were all freehold with an age restriction and the owners must use the maintenance plan.

16/03477/LBC – internal & external alterations to include moving kitchen to new studio and repositioning of roof lantern – 18 North Street, Stoke sub Hamdon TA14 6QP

The external material used on the new kitchen extension is proposed to be featherboarding. The Committee consider that this is not an appropriate material for a Grade 11 building built which is constructed of hamstone. The building lies within a Conservation Area.

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

Proposed: Cllr Manning Seconded: Cllr Evans 6 Agreed; 2 Abstained

(The representatives from Boon Brown and Blue Cedar Homes left the meeting)

16/120 CO-OPTION:

The Clerk apologised and said that this item should have been removed from the agenda. However, she did confirm that the Register of Interests for Cllrs Freeman and Manning had been forwarded to SSDC.

16/121 MINUTES OF PREVIOUS MEETING:

The Clerk confirmed that under *Minute ref: 16/105* the name 'Caroline' had been amended. The Minutes of the previous Parish Council meeting were signed and approved.

Proposed: Cllr Uhlhorn Seconded: Cllr Hart 3 agreed; 2 abstained

16/122 MATTERS ARISING FROM MINUTES:

16/122/a Defibrillator – Memorial Hall Grounds

The Clerk reported that Castle Primary School was holding a defibrillator training session in October and that it was open to all the community. Therefore she suggested that due close proximity of the school's training session and the issues experienced with the hall booking to deferring HeartStart's training until the Spring. This was agreed.

16/122/b Councillor Training

The Clerk confirmed that Cllrs Freeman and Manning were able to attend the training session was booked for the 13th October.

16/122/c Standing Up Against Hate Crime

Cllr Brooks said that SSDC had passed a resolution at their last council meeting condemning any form of racism, intolerance, bigotry or xenophobia and requested that all town and parish councils make the same commitment. Cllr Brooks said that it was important that the parish council should have an Equality and Diversity policy in place and a draft copy had been circulated to members. Cllr Brooks asked for a resolution for this policy.

Proposed: Cllr Donovan Seconded: Cllr Manning Agreed unanimously

The Clerk will forward a copy of the adopted policy to all members.

Action Clerk

16/123 DISTRICT & COUNTY COUNCILLORS:

16/123/a Sylvia Seal – District Councillor

Cllr Seal gave her report:

- SSDC's new CEO, Alex Parmley, gave a presentation on the transformation of the council at their last meeting. This included the transformation of senior management which will make a saving of £200,000. All local authorities will now have to operate in a more business-like manner and become income generating. However, the council will continue to provide excellent customer service; the internal staffing changes should not affect their customer service levels. Details of these structure changes will need to be approved at full council and Cllr Seal will forward the paper on these changes once it has been approved.
- Due to the increase in population and the demand on the National Health the social care system is struggling and the National Health Service is finding it difficult recruiting people into healthcare. Therefore the government are promoting self-help, getting people to take care of themselves through diet and exercise.
- Yeovil Country Park: Lottery money has been secured which will go towards renovating and exposing the springs. Cllr Seal said that a presentation could be made at next month's parish council meeting.

16/108/b John Bailey – County Councillor:

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

16/109 SPORTS AND RECREATION TRUST REPORT:

The inspection report had been circulated to members and the only problem was the dog mess on the recreation ground. A discussion was held and it was agreed that an article

would go in the newsletter asking residents to report incidents to the dog warden and, to put a poster on the Matts Lane gate.

Cllr Merrick gave the Sports and Recreation Trust's report. She stated that the SPFA were no longer providing public liability cover for sporting activities and could this be provided under the Parish Council's insurance. The Clerk said that she would contact the insurers. Cllr Donovan said a disclaimer needed to be put up on the recreation ground. **Action Clerk**
Cllr Merrick said that the contractors will be starting work on the boules court week beginning 10th October; the goalposts on the recreation ground are being replaced and SPAG are introducing a lease scheme for anyone in the community wishing to use the projector. An article will be going in the newsletter shortly.

Cllr Middleton asked who is going to be the Parish Council's representative on the Sports and Recreation Trust now that Cllr Earl has resigned. Cllr Hart agreed to take up the position.

16/125 SPORTS & LEISURE:

16/125/a Community Right to Bid:

Cllr Brooks said that there had been no progress on whether the bid had been accepted.

16/125/b Hamdon Youth Group:

Cllr Evans said that all committee members had been re-elected at the AGM. Cllr Evans stated there had been an increase in numbers but the group is uncertain where they will meet as there will be a change of landlord at the Fleur de Lis at the end of October. Cllr Brooks asked whether the Lighthouse Café had been approached as a temporary measure and Cllr Evans said that there is a storage issue.

The Clerk said that Cllr Bailey has asked that the HYG make its annual presentation at the November meeting. Cllr Evans thanked the Parish Council for its continuing support.

16/125/c Memorial Hall and Grounds:

Cllr Brooks said that she was preparing some draft operating procedures which need to be in place.

A discussion was held about BT and the Wi-Fi and the Clerk commented that BT had now cancelled the order and have requested that the hub is returned. Cllr Bloomfield agreed to contact BT and arrange the Wi-Fi installation. **Action Cllr Bloomfield**

16/125/d Play Areas:

The Clerk said that she had received an email reporting that there is a hole near the play area gate in the Memorial Hall grounds which could be a potential trip hazard. Cllr Uhlhorn said that he would carry out an inspection and commented that he would be happy to carry out the playground inspections in future.

The Clerk said that she was meeting with the representative from Caloo tomorrow and that she would have his quotation for the insurers. The Clerk said that as the damage to the Stonehill play area was in effect two separate incidences the insurers would treat them as two claims so were the Parish Council be prepared to pay to excess payments. It was agreed not to claim for the swing seat.

16/125/e Any Other Issues:

None declared.

16/126 VILLAGE ENVIRONMENT:

16/126/a Allotments

The Clerk reported that the steps at the back of the North Street allotments were becoming worn and slippery and suggested that a handrail could be installed. Cllr Donovan said that he would carry out an inspection. **Action Cllr Donovan**

The Clerk said that the grate over the well at Tunwell still needed replacing but she was finding it increasingly more difficult to get quotes for all the small jobs around the parish. Contractors are not willing to quote. Cllr Uhlhorn said that an odd-job man was needed to carry out all the small jobs around the village. Cllr Bloomfield commented that another parish had something similar. The Clerk asked Cllr Bloomfield if he would make some enquiries. **Action Cllr Bloomfield**

(Cllr Seal left the meeting)

16/126/b Community Emergency Plan:

No report.

16/126/c Crime and Anti-Social Behaviour:

No report given.

16/126/d Footpaths:

The PPLO has reported to Rights of Way footpath Y25/17 which runs behind the allotments at Furlands. This was also reported on the previous month but only half the footpath has been cut back.

16/126/e Ground Maintenance:

The Clerk reported that the advert would be going into the Western Gazette and that the tender documents will be going out. It was agreed to place the advert on the noticeboard as well. Cllr Uhlhorn asked whether the existing groundsman had planted the bulbs in the banks along the High Street and West Street as stated in the contract. The Clerk said that she would chase this up.

Action Clerk

16/126/f Highways and Transport:

Cllr Brooks circulated a summary of all the work done by the Transport Strategy Group was presented, and it was noted that the working group would now be disbanded.

16/1126/g Street Lighting

No report given.

16/126/h Any Other Issues:

None declared

16/127 **FINANCE:**

16/127/a Matters for Report

i) Quarterly Bank Reconciliation

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

Current Account	£ 100.00
Business Reserve Account	£ 84,142.87
Sports & Recreation Trust Reserve Account	£ 12,014.42
Asset Management Reserve Account	£ 23,531.23
Total	£ 119,788.52
Outstanding Transfers	£ 6,100.00
Outstanding Cheques	(£ 2,227.56)
Total as Cash Book	£ 123,660.96

The outstanding transfers are the annual amounts to the Asset Management Reserve Account of £3,700 and the Sports & Recreation Trust Reserve account of £2,400. All monies held in the Sports & Recreation Assets and the Asset Management reserve accounts which total £41,645.65 are ring-fenced for specific purposes.

ii) Quarterly Budget Comparison

The Comparison of Budget report as at 30th September 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	£ 18,154.00
Estimated Total:	£ 20,000.00

(on figures currently available)

iii) Finance Committee Meeting

The Clerk said that the Finance Committee needed to meet to discuss the budget and setting of the precept for 2017/18. It was agreed for the Clerk to arrange the date.

Action Clerk

Cllr Brooks said that as Cllr Earl has resigned would anyone be interested in joining the Finance Committee. Cllr Bloomfield agreed.

iv) External Auditors Report

The external auditors report stated:

- The fixed assets should be shown at purchase cost but if not known then a proxy cost should be substituted i.e. insurance value.
- The signing of the annual governance statement and the accounting statements should now be done at separate meetings.
- The period of the exercise of public rights was more than 30 working days. The notice commenced on 17th June 2016 and ended on 29th July 2016. The Clerk pointed out that this was exactly 30 working days.
- It was noted that the council did not undertake a budgetary monitoring process for the playground project and actual costs were not compared to budget. The Clerk pointed out that the playground project for Stonehill was accounted for in the budget and any additional cost was used from the build-up of previous year's major project reserves. The purchase of the multiplay unit for the Memorial Hall was a necessary replacement due to the deterioration of the old multiplay unit and this cost was used from previous year's major projects reserves.

16/127/b Matters for Resolution

i) Cheques Payable:

Sarah Moore	Expenses for September	£	31.78	<i>Chq 2053</i>
Stable Print & Design Ltd	October Newsletters	£	190.00	<i>Chq 2054</i>
A.J. White	Groundsman September	£	440.00	<i>Chq 2055</i>
Somerset Association of Local Councils	Councillor Training	£	25.00	<i>Chq 2056</i>
HMRC	2 nd Qtr Income Tax	£	198.00	<i>Chq 2057</i>
<i>Local Government Act 1972 s.137</i>				
Royal British Legion	Donation & Wreath	£	75.00	<i>Chq 2058</i>
	Total	£	959.78	

Proposed: Cllr Middleton Seconded: Cllr Hart agreed unanimously

ii) Other:

None declared.

16/128 PLANNING:

16/128/a Planning Information:

Section 106 Agreement: An s.106 Agreement application has been submitted and accepted in relation to the Southcombe development. Once the development has been built and payment triggered on 50% of the houses being sold, an amount of £7,182 will be available to the parish council to drawn down for enhancing community hall provision.

Cllr Brooks commented that the development behind the Co-Op would also be eligible for an s.106 agreement. The Clerk pointed out that Montacute Parish Council would also be eligible to claim for this development as well.

16/128/b Parish Planning Committee Feedback on Applications:

16/03477/LBC – internal & external alterations to include moving kitchen to new studio and repositioning of roof lantern – 18 North Street, Stoke sub Hamdon TA14 6QP

16/03872/FUL – demolition of existing buildings and erection of 14 no. age-restricted dwellings, new vehicular access and associated highway works, garages, parking and landscaping – Land and Buildings, Great Field Lane, Stoke sub Hamdon

These items were discussed and ratified under *Minute ref: 16/119*

16/128/c **Planning Decisions and Reports:**

16/02706/FUL – barn conversion to residential dwelling – Buildings at St Michaels Nursery, Mason Lane, Montacute – granted

16/03139/TPO – application to carry out tree surgery works to a Wellingtonia tree subject to the SSDC (Stoke sub Hamdon No.1) TPO 1998 and notification of intent to carry out tree surgery to Hollies within conservation area – 6 Brocks Mount, Stoke sub Hamdon TA14 6PJ – granted.

16/129 **CORRESPONDENCE:**

The Clerk said that she has received a letter regarding St Mary's Churchyard. It has been identified that the present churchyard will not be able to accommodate new burials although there may be opportunity for ashes' burials and for the burials of spouses in double depth graves. The PCC are not yet intending to give the 12 month's warning of presenting the Parish Council with the 3 month notice of closure but this may happen in the very near future.

The Clerk said that if the churchyard is to close the PCC has to submit an order to the Secretary of State and the PCC remains responsible for the churchyard's maintenance. However the PCC may serve a written request to the Parish Council to take the responsibility over. If the Parish Council resolves not to accept responsibility it will then be passed to the District Council who has the right to charge a levy which is charged back to residents through their council tax. It was agreed for the Clerk to find out how much that levy would be.

Action Clerk

The Clerk said the maintenance includes everything except the church itself and that the Parish Council need to carry out a survey on all gravestones, walls etc. before accepting responsibility. The Clerk said that she would consult with SALC if a notice is issued.

An email has been received saying that a family would like to make a donation to the Parish Council which is to go towards a seat in the recreation ground in memory of their late father.

16/130 **MEMBERS' & CLERK'S REPORTS:**

The Clerk said that Marcus Fysh MP is holding a pensioner's information and advice fair on Saturday 15th October at Yeovil Baptist Church.

16/131 **ITEMS FOR FUTURE AGENDAS:**

None declared.

There being no further business the meeting was closed at 10.00pm. The next meeting will be held on Wednesday, 2nd November 2016 at 7pm.