

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 4TH OCTOBER 2017 IN THE MEMORIAL HALL

17/124/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Hugh Donovan (Vice Chairman), Mr Andy Dawe, Mrs Caroline Freeman, Mr Robert Manning, Mrs Rebecca Merrick and Mr Graham Middleton

Others: Mrs Sarah Moore (Clerk), Mrs Sylvia Seal (District Councillor), and 1 member of the public

17/124/b APOLOGIES:

Mr Neil Bloomfield (Parish Councillor & County Councillor), Mr Brian Evans and Mr Malcolm Uhlhorn

The Clerk stated for the benefit of the members of the public that the meeting was being recorded and if there were any objections to being recorded then members of the public needed to declare this. There were no objections

17/125 DECLARATION OF INTEREST:

Cllr Brooks declared an interest in the Memorial Hall.

Cllr Merrick declared an interest in the Sports & Recreation Trust and the Memorial Hall.

17/126 CO-OPTION:

This item was deferred until after the Public Session

The Clerk explained there was a vacancy on the Parish Council which had been advertised on the noticeboard and Mr Stephen Waldock had expressed an interest. Cllr Brooks introduced Mr Waldock and asked members for a nomination.

Proposed: Cllr Manning Seconded: Cllr Donovan agreed unanimously

The Clerk asked Mr Waldock to sign the Declaration of Acceptance. The Clerk countersigned the document and asked Mr Waldock to complete the Register of Interest form and to return it to her.

Cllr Brooks welcomed Cllr Waldock to the Parish Council.

17/127 PUBLIC SESSION:

A resident asked what the outcome was regarding the planning application for the development near Stanchester. Cllr Brooks said that posters informing residents of the outcome had been erected around the village and on the noticeboard. The application went to the Area North Committee and the Parish Council put forward strong objections which were supported by the District Council. Subsequently the application was refused. The developer does have the right to appeal against this decision. However, the District Council have invited the developers to renegotiate the s106 agreement if they feel that they are in financial difficulty. Cllr Brooks said that the parish council worked hard to support the village and the District Council have also given their support.

The resident expressed concerns that the houses are not being built as per the original design and that they are being built nearer to the front of the main road. Cllr Brooks said that this is something that the District Council should be monitoring. Cllr Middleton asked the resident to raise these concerns with the planning department. Cllr Donovan said that there have been major concerns with this development from the outset.

(Cllr Seal entered the meeting)

The resident asked whether the affordable housing were now going to be built as a result of this decision. Cllr Brooks commented that this was dependent on any renegotiation or an appeal.

The resident expressed their concerns about the access to the development and asked what considerations had been made in the application. The resident said that the access exits out onto a corner which is dangerous and commented that it could be an accident hotspot. Cllr Brooks said that Highways would have looked into this at considerable length when the application was originally submitted.

A resident said that he fully supported the position the parish council has taken as this parish needs much more affordable housing. Cllr Donovan said that he was really pleased with the depth of research and considerable amount support given by the District Council. Somerset has specified it requires a higher level of affordable housing than what the national level actually is. Cllr Brooks explained the difficulties with Stoke sub Hamdon as it is a long 'string' village with little or no chance for any infill so the only way to get any affordable housing is on sites like the one near Stanchester. Therefore it is absolutely crucial to get that affordable housing agreed and maintained.

17/128 MINUTES OF PREVIOUS MEETING:

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

Proposed: Cllr Merrick Seconded: Cllr Manning 3 agreed; 3 abstained;

17/129 MATTERS ARISING FROM MINUTES:

17/129/a Review of Action List

The Clerk reviewed the items on the Action List:

- i) Defibrillator Training – Waiting for Heart Start to confirm a date in October.
- ii) Broken Brown Highway Sign – These are on the Highway's rota to be fixed.
- iii) Handrail for North Street Allotments – The handrail has been completed. Cllr Donovan said that he would be cutting into the steps at some stage to alleviate the possibility of users slipping on them. **Action Cllr Donovan**
- iv) Princes Close Turning Bay – Highways have confirmed that double yellow lines will not be painted as they do not see this area as a problem.
- v) Stonehill Play Equipment – Confirmation has been received from Carlo and the new equipment will be installed on 11th October. Photographic/recorded evidence has been to Carlo regarding the repair to the small tunnel. **Action Clerk**
- vi) Various Highway issues – The overhanging trees along East Stoke are yet to be cut back. The Clerk said that she now reports all issues on the SCC website and has noticed that unless the issue is a pothole SCC do not send an acknowledgement email. Therefore a screen print of each report will be logged.
- vii) Memorial Bench in the Recreation Ground – A letter has been received from the Sports and Recreation Trust and Cllr Merrick gave a summary. The Trust members agreed for the bench to go on the recreation ground but needed permission from the Duchy of Cornwall and the Parish Council before they could proceed. The bench will be placed on the bank at the western end of the new pitch. The Parish Council gave their agreement.

Proposed: Cllr Donovan Seconded: Cllr Freeman agreed unanimously

- viii) Playground Inspection – No confirmation as yet on a date. The Clerk commented that SSDC would be contacting Cllr Uhlhorn. **Action Cllr Uhlhorn**
- ix) North Street Line Marking – This has been reported on the SCC website. **Action Clerk**
- x) Highway Verge and West Street Layby Cutting – Quotes still to be received from the groundsman. **Action Clerk**

- xi) Speeding Traffic in North Street – The information has been passed onto the Community Speedwatch Co-Ordinator who will contact the resident direct. The Clerk said that she had to contact Highways regarding the Speed Indicator Device.
- xii) Pothole at the Entrance to Lake Lane – This has been reported.
- xiii) Verge between Windsor Lane and Highway – The tenant still needs to be contacted.
- xiv) Pavilion and Assets – Grant for the pavilion was awarded to the Sports and Recreation Trust and the nature of the insurance if anything happened to the pavilion then it would have to be the Sports and Recreation Trust that would have to apply for the replacement of the pavilion. It would appear that the Trust owned the building. However, according to the Management and Maintenance agreement with the Parish Council it states that the Parish Council deemed to own any current or future Sports and Recreation facilities on the recreation ground. The Clerk stated that this had been drawn up by the Sports and Recreation Trust. It was agreed to have a separate meeting with the Sports and Recreation Trust to address these matters.
- xv) Land Maintenance Projects – This item is ongoing. Cllr Uhlhorn and the Clerk will liaise. **Action Cllr Uhlhorn & Clerk**
- xvi) Pavement Repair in North Street – Clarification was given regarding the offer made by the farmer and Clerk is to contact Highways **Action Clerk**
- xvii) Blocked Drain, East Stoke – This has been reported and Highways have marked the drain ready for repair. Cllr Middleton said that it has been put into a timetable
- xviii) Pump House, Hedgecock Hill – The History Group does not have any information regarding the Pump House but the Clerk has some photographs of when the sewage system was installed and the village history book refers to parish council minutes in the early 1920's. These would be stored at the Somerset Heritage Museum. It was agreed that the rangers needed to contact the Heritage Museum.
- xix) Damaged Dog Bin – This has now been repaired.
- xx) New Street Names Decisions – The Clerk said that she has emailed SSDC and is awaiting a reply. **Action Clerk**

17/130 DISTRICT & COUNTY COUNCILLORS:

17/130/a Sylvia Seal – District Councillor

Cllr Seal gave her report

- Cllr Seal commented on SSDC Housing report. Stoke sub Hamdon is classed a rural centre and the steep slopes of the Ham Hill form a constraint to the growth of the village. Under policy SS15 it states that 51 houses should be delivered in Stoke; there is sufficient commitment for housing delivery but the low number of completions to date may suggest some uncertainty in this regard. Cllr Seal commented on the potential sites of land around the village for development and their feasibility and constraints.
- Ham Hill
 - Part of the Witcombe stream project has been completed; the stream and the ponds have been dug and the surrounding land has been regarded by the rangers.
 - Ham Hill has been awarded the Green Flag.
 - There is 'Ash Dieback' in the younger saplings and a number of trees may be lost. This has been reported to the Forestry Commission and the rangers are working with the Plant Health division to monitor the spread over the hill.
 - A number of events have been held over the summer and more will be held over the coming months.
 - The Postcode Local Trust has granted £2,000 towards a small woodland play trail which will be situated near the Rangers office.
 - The CCTV project is progressing.
 - Last month there was a greyhound running loose and chasing sheep for two hours in the flat fields. The farmer was authorised to shoot the dog but

fortunately the dog made its way back to the car park where the owner put it back in the car and drove off. A press release had been posted asking for witnesses.

17/130/b Neil Bloomfield – County Councillor:

No report received.

17/131 **SPORTS AND RECREATION TRUST REPORT:**

17/131/a Inspection Report:

The Clerk gave the reports for August and September. During August was minor litter and dog fouling. A member of the public witnessed a dog fouling which the owner did not remove. This situation will be monitored. Football teams will be asked to report the problem. The Clerk said that if someone witnesses any dog fouling which is not cleared up then this can be reported anonymously to the Dog Warden at SSDC. There was nothing to report in September.

Cllr Middleton commented that people are reluctant to report dog fouling.

17/132 **SPORTS & LEISURE:**

17/132/a Hamdon Youth Centre:

Cllr Brooks reported that legalities are still being looked into by the solicitors for both parties. Cllr Middleton had emailed some questions and comments regarding the building survey and suggested that an extraordinary meeting was held to discuss the matter. Cllr Manning stated that a working party was given delegated authority to discuss all matters relating to the youth centre and to come back to the parish council with any findings. Cllr Middleton said that he had not seen any minutes of the working party. Cllr Brooks said the results had been previously reported to full council at the March meeting but will let Cllr Middleton have a copy. Cllr Middleton commented that he was having difficulty downloading the minutes. The Clerk said she is more than happy to print a hard copy of 'back' minutes for members if so required. Cllr Donovan suggested opening up a discussion at this meeting.

(Cllr Waldock left the meeting)

Cllr Brooks addressed the comments in Cllr Middleton's email. These were:

- Issues on disability and the condition of the building: Cllr Brooks said that an access audit was carried out by SSDC and it was recommended that a ramp was put around the building but as there are cremated remains at the front of the building this recommendation had to be altered slightly and the church will not allow an entrance to be made through the main wall.

(Cllr Waldock re-joined the meeting)

- Conservation issues regarding materials used when work is carried out on the building: A detailed schedule of works has been submitted to the planning department. The planning officer has stated that the building is in very good condition.
- Heating/overhead costs: Advice on the heating system and boiler has been provided by the Energy and Climate Change officer from SSDC. This included the type of fuel, what type of boiler and where it should be sited, what insulation would be required, replacing the lighting with LED bulbs. Renovation to the flooring would cost around £3,000.
- Beetle infestation: Advice has been sought. There is only furniture beetle infestation. As companies are now charging a standard £195 for quotation it was deemed that at this stage in the project it would not be cost effective or justifiable to spend public funds on quotations fees.

Cllr Donovan commented that the working party discussed at length the heating/water supply and costs. He said that the survey report gave the worst case scenario but there were also some mistakes such as stating that the lead flashing is failing at the front of the building. It is actually double overlapped; there are two layers of lead flashing which the surveyor had not noticed and there are no leaks in the porch. Cllr Donovan went through the

list of repairs/costs and said that parish council needs to look at the long term objectives. Cllr Middleton said that because he had not seen any paperwork he had concerns about how much public money was going to be spent. Cllr Donovan commented that a number of volunteers have come forward willing to carry out some of the work, there is grant aid for refurbishment work and the parish council have ring-fenced money to help cover some of the cost. It was agreed to email the survey and information to all councillors. **Action Cllr Brooks**

17/132/b Hamdon Youth Group:

No report received.

17/132/c Memorial Hall and Grounds:

An information report had been circulated to councillors.

Cllr Brooks said that the Hall's Treasurer had submitted a grant application to which Cllr Brooks declared an interest. Cllr Brooks stepped down and asked Cllr Donovan to chair this part of the meeting.

Cllr Donovan said that the parish council had previously provided a grant for stage 1 of the refurbishment project and were now applying for stage 2 which was for the redecoration of the main hall, stage area and the lobby. The hall committee have obtained quotations and have requested a grant of £3,000.

Proposed: Cllr Dawe Seconded: Cllr Middleton 2 abstained; 4 agreed

Cllr Dawe suggested that if the hall committee do not make the £600 on the craft fair could the council agreed to make this a contingency. Cllr Brooks did not think this was necessary and would like the hall committee to proactively fundraise for themselves and was confident that they would be able to raise this amount at the craft fair.

The Clerk reported that Cllr Uhlhorn asked for letters of interest to be sent out for the tree work in the Memorial Hall grounds. Those interested will be sent tender documents. Cllr Donovan asked if Cllr Uhlhorn had indicated what the estimated cost might be and the Clerk said no. Cllr Brooks agreed to find out this information. **Action Cllr Brooks**

17/132/d Play Areas:

No playground inspection report had been received.

Installation of Spinner and Repair of Play Equipment at Stonehill

The Clerk reported that despite being given an initial installation date, there has been a delay in the manufacturing process and Caloo should receive the equipment on 3rd October. Caloo will then confirm a new installation date. The Clerk said that she had also asked for clarification regarding the remedial work on the tunnel but their response was a little ambiguous so photographs of the work required have been sent to Caloo.

17/132/e Any Other Issues:

None declared.

17/133 **VILLAGE ENVIRONMENT:**

17/133/a Allotments

No report given.

17/133/b Community Emergency Plan:

No report given.

17/133/c Crime and Anti-Social Behaviour:

No report given.

17/133/d Footpaths:

No report given

17/133/e Ground Maintenance:

i. **Bulb Planting**

The groundsman will soon be undertaking the planting of the 500 bulbs as per the contract. These are to be planted in the bank at the top of the High Street and in the West Street lay-by. The Clerk said there were already some bulbs planted in the West Street lay-by but none in the bank at the top of the High Street. It was suggested that 50 bulbs are planted in the bank at the entrance to Lake Lane with

around 80% of the remaining bulbs planted in the High Street bank and 20% in the lay-by at West Street.

ii. Quotation for Bramble Clearance at Stonehill

The groundsman has quoted £197.50 for the clearing the brambles at the bottom of the Stonehill allotments/Windsor Lane. This includes the disposal of the green waste.

Proposed: Cllr Donovan Seconded: Cllr Merrick agreed unanimously

The Clerk commented that the groundsman has not yet supplied a price on the additional cuts for the Memorial Hall and both play areas for 2018.

iii. Communications

The Clerk reported that she still has not received a programme of works as denoted in the contract. Cllr Brooks said that this is essential. The Clerk said that there are a few items that have been pointed out to the groundsman on work that has not been done. Cllr Dawe said that they are in breach of contract. Cllr Freeman suggested deferring payment until this has been received. The Clerk said that previous contractors attached a list of completed work with their invoices.

It was agreed that as it states in the contract that a programme of work is required then payment would be withheld until it has been submitted.

(Cllr Seal left the meeting)

17/133/f Highways and Transport:

Resurfacing work will be taking place on the slip roads along the A303 from 9th October through to the beginning of November. The work will be carried out overnight and diversion routes will be in place

17/133/g Street Lighting

The Clerk reported street light no. 2 in Queen's Crescent is not working. This has been reported to Somerset County Council.

17/133/h Any Other Issues:

i. Dog Bin

Streetscene has confirmed that an additional dog bin can be installed at the entrance to Great Field Lane. Once it has been installed Streetscene need to be notified so they can add it to their rota. The previous dog bins purchased were from Glasdons. The quote for a Retriever 35 Bin including ground lock system is £217.88 ex VAT. It was agreed to purchase the dog bin and to ask one of the approved handymen to carry out the installation work.

Proposed: Cllr Brooks Seconded: Cllr Manning agreed unanimously

ii. Concrete Litter Bin

Quotations had been sought for a concrete litter bin and it was agreed that the look of these bins were not in keeping with the village.

The Clerk pointed out that the proposed site for the bin at the entrance of Stonehill was not feasible as it would be on the public footpath and the land at Stonehill belongs to the Yarlinton Housing Group. A discussion was held and it was agreed that Cllr Dawe would take photographs of possible sites along East Stoke where a litter bin could go.

Action Cllr Dawe

It was agreed to obtain quotations for a small litter bin.

Action Clerk

17/134 FINANCE:

17/134/a Matters for Report

i) Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation report as at 30th September 2017

Current Account	£ 100.00
Business Reserve Account	£ 110,689.36

Sports & Recreation Trust Reserve Account	£ 14,417.83
Asset Management Reserve Account	£ 27,237.70
Total	£ 152,444.89
Outstanding Credits	(£ .60)
Outstanding Transfers	£ 411.75
Outstanding Cheques	(£ 4,760.85)
Total as Cash Book	£ 147,271.69

It was agreed to write off the 60p credit and add the amount into the cash book.

ii) Quarterly Bank Reconciliation

The Comparison of Budget report as at 30th September had been circulated to all members. The report shows the annual budget for 2017/18 and the actual spend to date. The report does not include the annual payments into the Sports & Recreation Assets and Asset Management reserve accounts.

iii) Finance Committee – Arrange Date for Budget 2018/19 Meeting

It was agreed to meet at the end of October to discuss a preliminary budget.

iv) External Auditors Report

The Clerk said that she had omitted the new dog bins in the assets. This has been cleared with the auditors and the figure will be restated for next year.

The order of signing the annual governance statement (section 1) and the accounting statement (section 2) was not approved in the correct order at the parish council meeting and proper practices as referred to by statute were not carried out. Therefore the parish council has not complied with the Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014. The correct response to Assertion 1 of Section 1 of the Annual Return in 2015/16 should be 'No'.

17/134/b Matters for Resolution

i) Cheques Payable:

Sarah Moore	Expenses/Reimbursement		
	September	£ 41.59	Chq 2120
Stable Print & Design Ltd	October Newsletters	£ 190.00	Chq 2121
Countrywide Ground			
Maintenance	Ground Maintenance –	£ 655.20	Chq 2122
Stoke sub Hamdon Sports & Recreation Trust	Maintenance & Insurance Grant	£ 2,682.00	Chq 2123
B.T. Lee	Architectural Services –		
	Disabled Access Survey –		
	Methodist Church	£ 300.00	Chq 2124
HMRC	PAYE	£ 290.00	Chq 2125
	Total	£ 4,158.79	

Proposed: Cllr Brooks

Seconded: Cllr Dawe

1 abstained; 5 agreed

The Clerk passed cheque 2123 to Cllr Merrick

ii) Other:

None declared.

17/135 PLANNING:

17/135/a Planning Information:

No report given

17/135/b Parish Planning Committee Feedback on Applications:

17/02706/FUL – Change of use of land to equestrian and the erection of a stable building – Land rear of Montacute Road, East Stoke, Stoke sub Hamdon – no objections or observations.

17/135/c Planning Decisions and Reports:

i. Reports

17/02732/DPO – Application to vary S106 agreement between SSDC and Melanie Anne Quantock Shuldham dated 11th July 2014 in relation to affordable housing. – Land West of Stanchester Academy, Montacute Road, East Stoke, Stoke sub Hamdon – *This item was discussed under Minute ref: 17/127*

ii. Decisions

17/02837/ADV - The display of 1 No. illuminated fascia sign and 1 No. projecting sign to replace existing signage - The Fleur de Lis, West Street, Stoke sub Hamdon TA14 6PU - Granted

17/02842/LBC - Carrying out of external alterations to include replacement signage and new lantern - The Fleur de Lis, West Street, Stoke sub Hamdon TA14 6PU -Granted

It was agreed to ratify the planning working party's recommendations.

Proposed: Cllr Manning Seconded: Cllr Middleton agreed unanimously

17/136 GOVERNANCE:

Cllr Brooks and Donovan attended a training course on financial management. Cllr Donovan said that separate bank accounts are not needed for the various reserves. However, a virement policy is required in order to transfer reserves.

There will be changes to the way Data Protection works in the spring. More information should be available towards the end of the year.

17/137 CORRESPONDENCE:

A letter has been received from St Mary's PCC asking whether the Parish Council would take on the maintenance and any future costs for the clock attached to the All Saints Hall. The Parish Council already maintain the clock at the URC which was given to the parish to commemorate Queen Victoria's Golden Jubilee. Cllr Brooks said that the clock on the All Saints Hall is the responsibility of the church as it is their building. It was agreed to write to the PCC stating that the parish council already maintain a parish clock and to ask what their maintenance costs are. **Action Clerk**

17/138 MEMBERS' & CLERK'S REPORTS:

Cllr Donovan reported on purchasing of a council laptop and the specifications. The information had been passed onto the Clerk. Cllr Donovan recommended purchasing an HP ProBook 470 at £898.80 with Office 365 and paid a business subscription of around £7 per month. Cllr Donovan said there is an online backup facility and automatic updates.

Proposed: Cllr Brooks Seconded: Cllr Merrick agreed unanimously

It was agreed that Cllr Brooks will purchase the equipment and be reimbursed at the November meeting.

Proposed: Cllr Middleton Seconded: Cllr Merrick 1 abstained; 5 agreed

17/139 ITEMS FOR FUTURE AGENDAS:

Cllr Donovan asked if there were any projects that need to be brought the Finance Committee's attention. Cllr Brooks said that the parish council should have a work plan in place.

Cllr Dawe asked the Clerk to let all members have the log in information for the SALC website.

17/140 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 8.55pm. The next meeting will be held on Wednesday, 1st November 2017 at 7.00pm.