

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 4TH APRIL 2018 IN THE MEMORIAL HALL

18/033/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Hugh Donovan (Vice Chairman), Mr Andy Dawe, Mr Robert Manning, Mr Graham Middleton, Mr Malcolm Uhlhorn and Mr Stephen Waldock

Others:

Mrs Sarah Moore (Clerk), 2 representatives from Hamdon Community Arts Project and 1 member of the public

18/033/b APOLOGIES:

Mrs Rebecca Merrick, Mrs Sylvia Seal (District Councillor) and Mr Neil Bloomfield (County Councillor)

Cllr Brooks declared that the meeting was being recorded and asked the public to state if they did not wish to be recorded or whether anyone else wanted to record the meeting.

18/034 DECLARATION OF INTEREST:

Cllrs Brooks and Uhlhorn declared an interest in the Memorial Hall. Cllr Manning declared an interest in matters relating to the Sports & Recreation Trust. Cllr Middleton declared an interest in matters relating to District Council planning issues. Cllr Dawe declared an interest in matters relating to planning application 18/00032/FUL

18/035 PUBLIC SESSION:

Representatives from the Hamdon Community Arts Project (HCAP) gave an update on the project and a report had been circulated to councillors regarding the completion of the feasibility study, the completion of the initial business plan and the presentation of these documents to the URC synod. The initial business plan only deals with the projected operating costs and not the cost to purchase; this was requested by the synod. HCAP and the synod will meet in August. In the meantime, HCAP need listed buildings consent and will discuss this with SSDC and need to address parking issues.

HCAP asked the Parish Council for a general letter of support for the listed buildings consent application and Cllr Middleton recommended applying for as much as possible so there will not be the need to apply again. Councillors agreed to provide a general letter of support for the project.

A resident asked why the playgroup would have to move. The HCAP representative explained that the church closed last December and is now controlled by the synod. The synod has a period of time in which to discuss with a community group about changing the church for community use. If the project is unsuccessful the occupants will be given notice so that the synod can put the empty building on the market. Cllr Middleton asked whether it was on the community asset register. The reply was no. Cllr Brooks said that once it goes on the community asset register there is a six-month deadline to put forward a competent case and there is no guarantee that any offer made will be accepted.

(HCAP representatives left the meeting)

Cllr Brooks asked councillors if anyone would be the PC representative for HCAP. Cllr Middleton said that before anyone committed councillors need to consider what was involved. Cllr Brooks said that after informal discussions with organisations in the village it was agreed for the parish council to draft a questionnaire to ask all the venues what sport/recreational facilities they offer. The purpose of the questionnaire is to see if organisations can work better together for the whole village. Cllr Waldock asked whether HCAP was a profit-making organisation and Cllr Brooks said no they would have charitable status.

18/036 CO-OPTION:

Councillors had received details regarding the two candidates who wished to join the parish council. Unfortunately, one of the candidates had to withdraw due to a conflict of interest with their work. Cllr Brooks introduced Mrs Suzanne Nelms who then gave councillors some background information on why she wished to join the parish council. Cllr Brooks asked for a nomination.

Proposed: Cllr Waldock Seconded: Cllr Donovan agreed unanimously

Cllr Brooks welcomed Suzanne Nelms to the parish council and the Clerk asked her to sign the Declaration of Acceptance. This was countersigned by the Clerk. The Clerk gave Cllr Nelms her Registered of Interest form to complete and other relevant documentation.

18/037 MINUTES OF PREVIOUS MEETING:

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

Proposed: Cllr Uhlhorn Seconded: Cllr Donovan 5 agreed; 1 abstained

18/038 MATTERS ARISING FROM MINUTES:

18/038/a Review of Action List

The Clerk reviewed the items on the Action List:

- i) Defibrillator Training – The training has been booked for 26th May
- ii) Maintenance work on Tunwell and Whirligig Lanes – Cllr Bloomfield was to arrange a meeting with Rights of Way, but this has not yet been done. The proposed grant funding was to be taken from the SCC 2017/18 surplus; the Clerk agreed to contact Cllr Bloomfield to find out whether this funding is still possible. **Action Clerk**
- iii) King George V Silver Jubilee Fountain – The Clerk reported that the replacement valuation is £10,500 for the stone only and the rebuild would cost £20,000 excl. VAT. The Clerk is get an insurance quote. The Clerk said that she would take some photographs prior to getting the quote as it is not a typical fountain. It was agreed to change the name to a monument. **Action Clerk**
- iv) Information has been received regarding the amount of burials/cremations. It was agreed that about an acre of land would be required for additional cemetery land and for the Clerk to contact the Duchy of Cornwall. **Action Clerk**
- v) Cllr Donovan has cleared the mud off the pavement between Windsor Lane and Highway.
- vi) The Clerk said she has not received a reply has been regarding where the bulbs were planted. However, the groundsman has sent through a spreadsheet for the programme of works.
- vii) Cllr Uhlhorn said that at the time of checking the grass at Stonehill play area did not need cutting.
- viii) Report on GDPR – This is still ongoing, but the Clerk gave a brief update. The Clerk said that she and the Chairman are going on a training course so will provide an update at the next meeting. **Action Clerk**
- ix) Highways lorry parking on grass verge at junction to Norton Road – Cllr Waldock spoke to the person in question and they have now stopped parking there.
- x) Information regarding past councillors and the need to delete any information they hold in relation to the parish council – the Clerk said that this is still ongoing.
- xi) Photographs of the barbed wire in the hedge had been forwarded to the Clerk but its position could not be defined from the photos. The Clerk agreed to check this. **Action Clerk**

18/039 DISTRICT & COUNTY COUNCILLORS:

18/039/a Sylvia Seal – District Councillor

No report given.

18/039/b Neil Bloomfield – County Councillor:

The Clerk relayed Cllr Bloomfield's report

- The drains at the top of Bonnies Lane are to be investigated as there is still flooding in this area.
- Tunwell Lane and Whirligig Lane – Still need to meet with Rights of Way Officer and will report back with a time. He also stated that he hopes this can be funded by SCC.
- The Library consultation has been extended by two months.
- County Highways have received an extra £4million from Government to help with the repair costs for potholes.

18/040 SPORTS AND RECREATION TRUST REPORT:

18/040/a Inspection Report:

Two inspection reports have been received for February and March. The reports note that some scooters/motorbikes have been going on the recreation ground.

18/040/b Grant Application:

A grant application for £500 had been received from the May Fayre Committee for the cost of the programmes. This was agreed.

Proposed: Cllr Dawe Seconded: Cllr Uhlhorn 5 agreed; 1 abstained

18/041 SPORTS & LEISURE:

18/041/a Hamdon Youth Centre:

Cllr Brooks said that an initial Management Agreement has been drafted between the Hamdon Youth Centre and the Parish Council and asked for feedback and agreement on the insurance and the maintenance.

- i) Insurance - As the building will be owned by the Parish Council, and a parish asset, the parish council would be responsible for arranging and paying premiums for buildings insurance and any contents that is also owned. However, any contents that are owned by the user groups would be their responsibility to insure.
- ii) Maintenance of the building - It was agreed that the maintenance of the exterior of the building and grounds would be the parish council responsibility, but the interior of the building would be the responsibility of the management trustees.

Cllr Dawe felt that some changes to the management agreement such as right of access were required. It was agreed for Cllrs Dawe and Brooks to liaise. **Action Cllrs Brooks & Dawe**

18/041/b Hamdon Youth Group:

Cllr Brooks said that the HYG needed to raise funds from charities as they have a shortfall in their budget as they did not get the full support they needed from Norton Parish Council for the second youth worker. HYG are also registering themselves as a charity. The HYG have requested the grant for 2018/19 financial year. It was agreed for this to be paid in May.

Proposed: Cllr Donovan Seconded: Cllr Brooks agreed unanimously

18/041/c Memorial Hall and Grounds:

No report given.

18/041/d Play Areas:

The Clerk said SSDC were offering their annual playground inspection/risk assessment service again this year. The inspection costs £48 per playground and the risk assessment is £30.50 per playground. The total cost for both playgrounds (Memorial Hall and Stonehill) would be £157 excluding VAT. The Clerk said she had also looked at costs from RoSPA which were more expensive and pointed out that the parish council is obliged to carry out an annual play equipment inspection and SSDC provide a competitive price. It was agreed to accept the price from SSDC.

Proposed: Cllr Uhlhorn Seconded: Cllr Waldock agreed unanimously

The parish council's playground inspection report had been circulated. Cllr Uhlhorn said the spring had not been fitted to the gate in the Memorial Hall play area. He also said that the

play areas needed a regular litter pick and the picnic tables needed refurbishing. The Clerk will ask the handyman to carry out this work. **Action Clerk**

18/041/e Any Other Issues:

Cllr Brooks mentioned the annual litter pick was required before the May Fayre. It was agreed to hold this on 5th May. The Clerk will contact SSDC to organise the equipment and an article will go in the newsletter and posters will go around the village. **Action Clerk**

18/042 **VILLAGE ENVIRONMENT:**

18/042/a Allotments

The Clerk reported that the couple of vacancies in the North Street had been filled.

18/042/b Community Emergency Plan:

No report given.

18/042/c Crime and Anti-Social Behaviour:

No report given.

Newsletters from the Police and Crime Commissioner were circulated to councillors.

18/042/d Footpaths:

Cllr Uhlhorn asked councillors to inspect the footpaths as the contractor should be cutting them twice a month.

18/042/e Ground Maintenance:

Cllr Uhlhorn said that he was pleased with the contractor despite the recent bad weather. The Clerk said that she will contact him regarding the extra cuts for the May Fayre and weed clearance in North Street. **Action Clerk**

18/042/f Highways and Transport:

No report given.

18/042/g Street Lighting

No report given.

18/042/h Any Other Issues:

No report given.

18/043 **FINANCE:**

18/043/a Matters for Report

i) Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation report as at 31st March 2018

Current Account	£ 100.00
Business Reserve Account	£ 79,549.16
Sports & Recreation Trust Reserve Account	£ 14,419.38
Asset Management Reserve Account	£ 27,240.64
Total	£ 121,309.18
Outstanding Credits	£ 104.40
Outstanding Transfers	(£ 5,653.25)
Outstanding Cheques	(£ 3,801.85)
Total as Cash Book	£ 123,264.98

ii) Year End Budget Comparison

The Comparison of Budget report as at 31st March 2018 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) Budget Report

Cllr Donovan reported that the council has spent prudently in the 2017/18 financial year and reiterated that the council has had to tighten the budget, so any spare money will not be available in 2018/19 and any 'comfort zone' will be eroded. The Clerk said a breakdown of unallocated money and ring-fenced monies will be incorporated into the quarterly budget comparison.

iv) Data Protection Renewed/Payment via Direct Debit of £35

The Clerk confirmed that the data protection renewal payment to the ICO of £35 had been paid via direct debit.

v) Local Government Act 1972 s.137 Expenditure Limit for 2018/19

The Clerk reported that the s.137 expenditure limit has increased from £7.57 to £7.86 per elector for 2018/19.

18/043/b Matters for Resolution

i) Cheques Payable:

Sarah Moore	Expenses/Reimbursement			
	March	£	37.25	Chq 2156
Stable Print & Design Ltd	April Newsletters	£	190.00	Chq 2157
Countrywide Ground				
Maintenance	Ground Maintenance February	£	655.20	Chq 2158
HMRC	PAYE	£	198.60	Chq 2159
Glasdon UK Ltd	Dog Bin & Litter Bin	£	479.29	Chq 2160
	Total	£	1,560.34	

Proposed: Cllr Manning Seconded: Cllr Middleton agreed unanimously

ii) Other:

A report had been circulated to all councillors proposing a move to online banking and to change the bank provider. The parish council currently use cheques for payments and under the current finance regulations are required to have three signatures. In 2014 the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) was passed allowing parish councils to use electronic banking systems, to remove the requirement for cheques and other orders to be signed by two councillors, and to allow payments to be made between meetings if required. Cllr Brooks said to avoid fraud or inaccuracy councillors are required to carry out risk assessments and proper procedures must be put in place. Cllr Brooks pointed out because of recent issues with not having sufficient signatories at some council meetings payments being delayed. If a cheque cannot be signed until the next meeting, then the parish council is not meeting the 30-day payment rule. Cllr Brooks proposed that the council change to online banking as the default process. This should still allow cheques to be issued where the recipient cannot take online banking payments, but as an exception rather than the rule. Cllr Brooks explained that payments would be authorised at council and the Clerk would carry out the payments online. The bank has given two options on how the transactions can be completed and councillors were asked to agree on which option was preferable.

- a. Councillors authorise the Clerk to effect the online transaction and two councillors to complete them or;
- b. Councillors authorise the Clerk to effect and complete the transactions and a couple of councillors check that these have been made.

A discussion was held, and the Clerk and councillors agreed that Option A was preferable.

Proposed: Cllr Donovan Seconded: Cllr Brooks agreed unanimously

Cllr Brooks then proposed to reduce the number of signatories for cheques to two.

Proposed: Cllr Donovan Seconded: Cllr Middleton agreed unanimously

The Clerk and Cllr Brooks will liaise to draft the necessary changes to the Finance Regulations. **Action Cllr Brooks & the Clerk**

Cllr Brooks said the parish council currently use NatWest. The Clerk commented that the interest accrued across all the accounts for 2017/18 was £26.72 which is negligible at 0.05%. The Clerk and Cllr Brooks had discussed that long-term ring-fenced funds could be transferred into a higher term or fixed interest account. After a discussion it was agreed that this would be beneficial to maximise the potential of the long-term reserves.

It was recommended to change the council's banking provider and a comparison of charges had been made between Lloyds Bank, Barclays Bank and HSBC. It was agreed

to ask allotment holders to pay either by cash or bank transfer to reduce charges. It was agreed to change to the Lloyds Bank Business Account.

Proposed: Cllr Donovan Seconded: Cllr Manning agreed unanimously

18/044 PLANNING:

18/044/a Planning Information:

No report given.

18/044/b Parish Planning Working Party Feedback on Applications:

18/01000/TCA – application to carry out tree surgery on trees within a conservation area – The Priory, North Street, Stoke sub Hamdon TA14 6QP – no observations or objections

18/044/c Planning Decisions and Reports:

- i. Reports
None given.
- ii. Decisions
18/00032/FUL – the conversion of an existing outbuilding to study/workshop and the erection of a garage/store – The Old Vicarage, High Street, Stoke sub Hamdon TA14 6RQ – Granted

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

Proposed: Cllr Donovan Seconded: Cllr Manning 5 agreed; 1 abstained

18/045 GOVERNANCE:

i. Procurement Policy

The Clerk explained that the working party had decided to split the procurement process into four tiers. The amounts defined under these tiers were discussed and it was agreed that the working party would meet again to refine the details and to specify the terminology for estimates, quotations and tenders. It was also agreed that once the amended Finance Regulations had been approved these would be applied to the procurement policy.

ii. GDPR Report

This item was discussed under *Minute ref: 18/038/a*.

18/046 CORRESPONDENCE:

Two letters had been received from Hamdon Medical Centre: i) explained about the changes to the medical centre following the retirement of Dr Bulley. The medical centre has decided to join forces with the NHS healthcare organisation, Symphony Healthcare Services which is a subsidiary organisation of Yeovil Hospital; ii) a request for a donation towards a leaving gift for Doctor Bulley. It was agreed that the parish council as a corporate body was unable to do this and it was up to the individual person to give a donation if they so wished. It was agreed to write to the surgery and to Dr Bulley. Action Clerk

18/047 MEMBERS' & CLERK'S REPORTS:

The Annual Parish meeting has been arranged for Wednesday, 16th May at 7.00pm. Cllr Uhlhorn asked if the environment could be included on the disclosure at the bottom of the agenda. Cllr Brooks asked for age to also be included. Action Clerk

18/048 ITEMS FOR FUTURE AGENDAS:

None declared.

18/049 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.40pm. The Annual Parish council meeting will be held on Wednesday, 2nd May at 7.00pm, followed by the May Parish Council meeting at 7.30pm.