

**MINUTES OF STOKE SUB HAMDON PARISH COUNCIL**  
**MONTHLY MEETING HELD ON**  
**WEDNESDAY 10<sup>TH</sup> JANUARY 2018 IN THE MEMORIAL HALL**

**17/173/a PRESENT:**

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

**Others:** Mrs Sylvia Seal (District Councillor), Mrs Sarah Moore (Clerk) and no members of the public

**17/173/b APOLOGIES:**

Mr S Waldock Mr Neil Bloomfield (County Councillor),

The Clerk said that Cllrs Bloomfield, Evans and Freeman had handed in their resignations

Cllr Brooks stated that the meeting was being recorded.

**17/174 DECLARATION OF INTEREST:**

Cllrs Brooks and Uhlhorn declared an interest in the Memorial Hall.

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

**17/175 PUBLIC SESSION:**

There were no members of the public in attendance.

**17/176 MINUTES OF PREVIOUS MEETING:**

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

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

**17/177 MATTERS ARISING FROM MINUTES:**

**17/177/a Review of Action List**

The Clerk reviewed the items on the Action List:

- i) Defibrillator Training – To be chased.
- ii) Various Highway issues – The overhanging trees along East Stoke are yet to be cut back. Will check with Cllr Bloomfield on progress. **Action Clerk**
- iii) North Street Line Marking – No order has been submitted by Highways for North Street. The only order submitted was for Matts Lane/Hamdon Close. It was agreed to clarify the situation with Cllr Bloomfield
- iv) Dog bin and litter bin – 4-6-week delivery period
- v) Verge between Windsor Lane and Highway – The tenant has been asked to cut the verge back. If the tenant cannot be contacted the Clerk agreed to contact the Land Manager at the Duchy of Cornwall. **Action Clerk**
- vi) Pavement Repair in North Street – It was agreed to raise this with Cllr Bloomfield **Action Clerk**
- vii) Blocked Drain, East Stoke – There has been no update regarding this item. This is to be raised with Cllr Bloomfield. **Action Clerk**
- viii) NatWest Signatories – Cllr Uhlhorn said that he will go back to NatWest and re-submit his forms. Cllr Brooks asked for a possible change of bank and a change to online banking go on the next agenda for discussion. **Action Cllr Uhlhorn**
- ix) King George V Silver Jubilee Fountain – The water would need to be monitored and as this is a costly procedure it has been decided to shelve this project. Cllr Brooks said this asset would still need to be insured. Cllr Dawe said that we would need to get a valuation on reinstatement costs should it get damaged. The Clerk agreed to contact

the monument conservation firm, Humphries & Jones for a valuation on the fountain and war memorial.

It was also agreed to include the pavilion and shed on the recreation ground on the insurance for buildings cover only as it has been ascertained that the buildings are a parish asset. It was agreed to cover them for £200,000 pending a valuation.

**Action Clerk**

**17/178 DISTRICT & COUNTY COUNCILLORS:**

**17/178/a Sylvia Seal – District Councillor**

Cllr Seal gave her report.

- SSDC are currently looking at their budget which will be taken to the next full council meeting.
- The transformation process is going to plan and is on budget. SSDC are redesigning and restructuring their services so that they are more efficient, and the changes should not impact on the public.
- The Council Tax Reduction Scheme is virtually the same as last year. The main changes will be to the administration of the scheme.
- Information has been circulated regarding the proposed Garden Village development of 15,000 which may be built in the area around Yeovilton

Cllr Seal asked to be contacted if there were any concerns that come under SSDC remit

**17/178/b Neil Bloomfield – County Councillor:**

Cllr Bloomfield's report had been circulated to councillors.

- Still investigating the upgrades and possible funding for work to be carried out on Tunwell Lane and Whirligig Lane.
- The Windsor Lane drainage works are due to commence on 22<sup>nd</sup> January for 3 days with closures.

Cllr Brooks said that she understood that there would be some more investigatory work on the blockage in East Stoke and asked if this could be clarified. **Action Clerk**

- Asked for investigation on the condition of Dannings Well after receiving complaints regarding the surface.

The Clerk mentioned that the footpath does not go to Princes Close but ends at the entrance of the field known as 'Shelves'. The walk through into Princes Close is on private land. It was agreed that a regular section should go in the newsletter informing residents to contact the Clerk if there are any problems with footpaths. **Action Clerk**

**17/179 SPORTS AND RECREATION TRUST REPORT:**

**17/179/a Inspection Report:**

No inspection report had been received.

**17/179/b Facilities Plan 2018:**

The Facilities Plan 2018 and Budget information from the Sports and Recreation Trust had been circulated to all councillors. Cllr Brooks said it may be possible that the Trust will come to the parish council for an increase in their funding, but no formal request has been received.

**17/180 SPORTS & LEISURE:**

**17/180/a Hamdon Youth Centre:**

Cllr Brooks said that because of the delay she and Crewkerne Superintendent Minister will be meeting with the head of the Methodist Church in Manchester to discuss the issues regarding the purchase. It was agreed that Cllr Brooks could make decisions in principle at the meeting. Cllr Middleton suggested that the business plan may be affected by the Community Arts Project setting up in the United Reformed Church and thought it would be prudent to review the business plan.

**17/180/b Hamdon Youth Group:**

No report given. It was agreed that a new parish representative was needed now that Cllr Evans had stepped down.

Cllr Donovan said that we need new councillors with skills in areas such as this. It was agreed to put an article in the newsletter advertising the vacancies. **Action Cllr Brooks**

**17/180/c** Memorial Hall and Grounds:

No report was given.

**17/180/d** Play Areas:

The playground inspection report had been circulated to councillors. Cllr Uhlhorn said that there were two areas of concern on the Memorial Hall site and these were:

- The safety surface under the swings has algae on it making it slippery. It was agreed that Cllrs Donovan and Uhlhorn will put some rock salt from the grit bins on it to remove the algae. **Action Cllrs Donovan & Uhlhorn**
- The small gate at the front of the play area is being left open. Cllr Uhlhorn suggested that it either needs to be self-closing or a notice needs to be put on the gate. It was agreed to get quotes from the handymen to attach a strong spring to the gate and that the cost should be no more than £200. **Action Clerk**

Proposed: Cllr Middleton      Seconded: Cllr Donovan      agreed unanimously

**17/180/e** Any Other Issues:

None declared

**17/181** **VILLAGE ENVIRONMENT:**

**17/181/a** Allotments

The Clerk reported that the rent letters would be going out this week and the information would then be passed onto Cllrs Dawe and Uhlhorn. **Action Clerk**

The Clerk said she has been notified that there is a vacant plot on the North Street site and an allotment holder at Stonehill is giving up half of his plot.

**17/181/b** Community Emergency Plan:

No report given.

**17/181/c** Crime and Anti-Social Behaviour:

No report given.

**17/181/d** Footpaths:

No report given

**17/181/e** Ground Maintenance:

Cllr Uhlhorn reported that the meeting with the groundsman on the 15<sup>th</sup> December was very unsatisfactory and he would not be able to provide a programme of works until March. Both the Clerk and Cllr Uhlhorn thought that communication was poor so Cllr Uhlhorn said that he would be increasing his monitoring of the contract.

Cllr Uhlhorn suggested that as the council has only received one quotation the tree work should be postponed until next Autumn and for the letters of expression of interest to be sent out in the Summer.

**17/181/f** Highways and Transport:

No report given.

**17/181/g** Street Lighting

No report given.

**17/181/h** Any Other Issues:

None declared.

**17/182** **FINANCE:**

**17/182/a** Matters for Report

i) Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation report as at 31<sup>st</sup> December 2017

Current Account	£	100.00
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Business Reserve Account	£ 95,869.83
Sports & Recreation Trust Reserve Account	£ 14,418.18
Asset Management Reserve Account	£ <u>27,238.62</u>
<b>Total</b>	<b>£ 137,626.63</b>
Outstanding Transfers	£ 411.75
Outstanding Cheques	(£ <u>4,939.42</u> )
<b>Total as Cash Book</b>	<b>£ 132,275.46</b>

ii) Quarterly Budget Comparison

The Comparison of Budget report as at 31<sup>st</sup> December 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) SSDC Notice of Intent

The Clerk reported that SSDC are moving to paperless/electronic only communication of remittance advices and review of contact details. This will start on 23<sup>rd</sup> January.

**17/182/b** Matters for Resolution

Cllr Brooks declared an interest and asked Cllr Donovan to chair the cheque signing section of the meeting.

i) Cheques Payable:

Sarah Moore	Expenses/Reimbursement		
	December	£ 58.64	Chq 2138
Stable Print & Design Ltd	January Newsletters	£ 190.00	Chq 2139
Countrywide Ground	Ground Maintenance November &		
Maintenance	Bramble Clearance Windsor Lane	£ 892.20	Chq 2140
Royal British Legion	Donation for Poppy Appeal	£ 75.00	Chq 2141
Stoke sub Hamdon	Grant for Management Fee,		
Memorial Hall	Insurance & Wi-Fi Costs	£ 2,068.49	Chq 2142
HMRC	PAYE 3 <sup>rd</sup> Quarter	£ 290.00	Chq 2143
Smith of Derby	URC Clock Service	£ 268.80	Chq 2144
Stoke sub Hamdon Band	Grant towards Music Stands	£ <u>450.00</u>	Chq 2137
	<b>Total</b>	<b>£ 4,293.13</b>	

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

The Clerk passed cheque no. 2142 to Cllr Brooks

ii) Other:

Cllr Donovan said that the Finance Committee had met to discuss the revised budget which had taken into account concerns raised at the last meeting, and the precept allocation for 2018/19. Cllr Donovan explained that the SSDC support grant has dropped considerable from £1,190 to £390; a reduction of £800. The tax base has also decreased to 697.56 from 699.60 which means there are less taxable properties in the village.

Cllr Donovan said it's the Finance committee's recommendation to council to keep a tight rein on the budget for another year and minimise any change in our requirement. Therefore, it is recommended an increase of 3% on the Band D charge; 1.79% of the increase is to replace a reduction in SSDC Support Grant leaving only 1.21% to combat inflationary costs. This will make the precept £55,172.60 for 2018/19 and the cost on Band D charge would be £79.09 p.a. which is an increase of £2.30 p.a.

Proposed: Cllr Uhlhorn      Seconded: Cllr Middleton      agreed unanimously

**17/183** **PLANNING:**

**17/183/a** **Planning Information:**

Cllr Brooks said that she had circulated the parish council's response on the spatial policy consultation to all councillors and asked for feedback. Cllr Merrick suggested submitting shorter statements, but Cllr Brooks said that the response had been set out in the format given by SSDC. It was agreed to submit the response.

The Clerk had forwarded Phase 2 of the Ward Boundaries consultation to all councillors. It was agreed to discuss this at the next meeting.

**17/183/b Parish Planning Working Party Feedback on Applications:**

**17/04573/FUL** – erection of a 3.4m pole on gable end for the installation of a CCTV camera – Rangers Office, Ham Hill, Stoke sub Hamdon TA14 6RW - No objections or observations. The Council has already supported this project with a grant of £250 for the Friends of Ham Hill.

**17/183/c Planning Decisions and Reports:**

i. **Reports**

**14/05319/FUL** - Land behind Co-Op, Montacute Road (Stonewater Housing Association) Permission granted in September 2016. Building due to re-commence in Spring.

**17/01096/OUT** - Land OS 8000 South of West Street (Summerfield Homes). Outline application for residential development of approximately 27 dwellings and formation of access onto West Street. Planning application expected New Year/Spring.

**16/03872/FUL** - 14 age restricted houses on Great Field Lane (Blue Cedar Homes). Permission granted in December 2016. Westmead already agreed as a road name. Build due to start in Spring.

ii. **Decisions**

**17/04572/TCA** – notification of intent to remove a group of 4 fir trees within a conservation area – 21 North Street, Stoke sub Hamdon TA14 6QS – Granted

**17/04430/FUL** – erection of front porch and carport. Construction of stone wall to the front of the property and alterations to parking layout – Coverdale, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ - Granted

**17/04363/ADV** – the display of 6 no. non-illuminated and 2 no. internally illuminated signs – The Co-Op, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ - Granted

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

Proposed: Cllr Donovan      Seconded: Cllr Dawe      agreed unanimously

*(Cllr Seal left the meeting)*

**17/184 GOVERNANCE:**

No report given.

**17/185 CORRESPONDENCE:**

The Clerk had received information regarding the Garden Village. It was agreed to scan the information to councillors. **Action Clerk**

The Clerk had received a request for a grant of £1,000 from Ninesprings Community Radio and had circulated the information to councillors. Ninesprings Community Radio also asked to attend a parish council meeting to give a presentation. It was agreed that as budgets were tight a grant would not be given, and the Clerk will contact the requestee. **Action Clerk**

**17/186 MEMBERS' & CLERK'S REPORTS:**

Cllr Donovan reported that several vehicles in the car park in Ham Hill Road had been broken into. It was agreed to put an article in the newsletter warning residents and ask them not to leave anything valuable in the vehicles **Action Clerk**

Cllr Uhlhorn pointed out that in the council's Standing Orders there were no procedures under procurement of goods, material and works for contracts/purchases of less than £60,000 and

suggested a working party is set up to rectify this matter. Cllrs Uhlhorn, Dawe and the Clerk agreed to do this.

**Action Cllrs Uhlhorn, Dawe & Clerk**

The Clerk said that the newsletter volunteer who delivered to the bottom of North Street, Queen's Crescent, Kings Road and Walscombe Close has given up and despite putting an article in last month's newsletter no one has come forward. It was agreed to put the request in the February newsletter. Cllr Brooks said that Orchard Estates had indicated that they would be willing to help with the newsletters and it was agreed that the Clerk would contact them.

**Action Clerk**

**17/187 ITEMS FOR FUTURE AGENDAS:**

Change of bank and online banking.

**17/188 DATE OF NEXT PARISH COUNCIL MEETING:**

There being no further business the meeting was closed at 8.50pm. The next meeting will be held on Wednesday, 7<sup>th</sup> February at 7.00pm.