

**MINUTES OF STOKE SUB HAMDON PARISH COUNCIL**  
**MONTHLY MEETING HELD ON**  
**WEDNESDAY 7<sup>TH</sup> MARCH 2018 IN THE MEMORIAL HALL**

**18/017/a PRESENT:**

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

**Others:** Mrs Sylvia Seal (District Councillor), Mr Neil Bloomfield (County Councillor), Mrs Sarah Moore (Clerk) and 2 members of the public

**18/017/b APOLOGIES:**

No apologies.

Cllr Brooks declared that the meeting was being recorded.

**18/018 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

Cllr Manning declared an interest in matters relating to the Sports & Recreation Trust

Cllr Dawe declared an interest in matters relating to planning application 18/00032/FUL

**18/019 PUBLIC SESSION:**

Two members of the public attended to give support to planning application 18/00425/FUL. One of the members of public said that they had consulted with highways and the immediate neighbour who have both given their support to this application. He then went on to give some background information on their group and what they would be using the building for.

Cllr Brooks asked councillors agreement to bring the planning section of the agenda forward.

It was agreed. See *Minute ref: 18/027/b*

*(Cllr Seal left the meeting)*

**18/020 MINUTES OF PREVIOUS MEETING:**

Amendments to the minutes:

18/017/a – Mr S Waldock to Mr Stephen Waldock

18/003 – Cllr Seal's report. Cllr Middleton said that the recording of the was not allowed to be paused. It was confirmed that this was done on the request of Cllr Seal as she was giving a confidential report. It was agreed that the Clerk would check the Recording of Meetings Policy and report back.

**Action Clerk**

18/006/a – '.... covered under *Minute ref: 18/003*'

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

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

**18/021 MATTERS ARISING FROM MINUTES:**

**18/021/a Review of Action List**

The Clerk reviewed the items on the Action List:

- i) Defibrillator Training – A couple of provisional dates have been received and the Memorial Hall has been provisionally booked. The Clerk needs to get in touch with the football team coaches. **Action Clerk**
- ii) Blocked Drain, East Stoke – The Clerk reported that the progress could not be check on the SCC website. Therefore, Cllr Bloomfield will check on this. **Action Cllr Bloomfield**
- iii) Tender documents for tree works – it was agreed that this is put on hold until July

- iv) Change of Bank Account – This item is ongoing Action Cllr Brooks
- v) King George V Silver Jubilee Fountain – The Clerk said that she is waiting for a replacement valuation from Doultings Stone Action Clerk
- vi) Memorial Hall Play Area – The three handymen have been asked to quote for the self-closing gate. One has declined to quote, and the Clerk is waiting for the other two to respond. Action Clerk
- vii) Procurement policy and amendment to Standing Orders - A short meeting was held and there will be a follow up meeting on 22<sup>nd</sup> March. The Clerk said that the Financial Regulations and Standing Orders need to be reviewed prior to the Procurement Policy being finalised.
- viii) Housing Fair Information – This did not go into the newsletter, but a poster was put up on the noticeboard.
- ix) Dog Mess Problem on Recreation Ground - This has gone into the newsletter and the Dog Warden has put signs up around the village.
- x) Parish Council Representation on the Sports and Recreation Trust – This is Cllr Manning.
- xi) Co-Option – A notice has gone into the newsletter and on the noticeboard

Cllr Brooks asked for the Cemetery project to be added to the list. Action Clerk

**18/021/b Boundaries Consultation Phase 2**

A report had been circulated to councillors. The 2<sup>nd</sup> stage recommendations are that the two wards of Hamdon and St Michaels wards are merged into one single ward and there will be two district councillors representing that ward, Sylvia Seal and Jo Roundell-Greene. Also included under this single ward are the villages of Norton Tintinhull, Chilthorne Domer, and Chiselborough. It was agreed that no formal feedback was needed.

**18/022 DISTRICT & COUNTY COUNCILLORS:**

**18/022/a Sylvia Seal – District Councillor**

Cllr Seal gave her report.

- The budget has been set. Parish precept information is now available online.
- There is a new Countryside Manager for Ham Hill. The rangers and volunteers have been litter picking the hard to reach areas. It is also estimated that in 2017 approximately 16.5 tonnes of dog waste were removed from the bins! That is evidence of a lot of (responsible) dog walkers using the site. The volunteer team has been focusing on scrub clearance to open up new areas, clearing gorse in Witcombe Valley and developing the area for the woodland play trail. The Woodland Play Trail area is now cleared and ready for the play features to be installed. The Scheduled Ancient Monument (SAM) Consent is needed for the installation of these new features. Work continues in Pitt Wood to improve biodiversity. Teams have focused on the cutting and removing of brambles, which has already exposed the bluebell shoots in the woodland floor. Castle School and a Scout group also helped to plant 200 trees to improve the diversity of tree species in Pitt Wood, which is dominated by Sycamores. The 'Digging Up the Past' event held during February half term was well received with over 60 people in attendance and, the next events are the 'Egg-Olympics' on 29<sup>th</sup> March and the 'Wild Food Café' on 7<sup>th</sup> April.

**18/022/b Neil Bloomfield – County Councillor:**

Cllr Bloomfield's report had been circulated to councillors.

Cllr Bloomfield commented on *Minute ref: 18/013* on the Library Consultation. The statement that the libraries are being closed is not an accurate statement.

- The trees at East Stoke - this item has been chased and Cllr Bloomfield is waiting for a response
- North Street Line Marking – Cllr Bloomfield confirmed that it was possible that this would be done in March
- Blocked Drain, East Stoke – awaiting a response

- Tunwell Lane and Whirligig Lane – Rights of Way Officer has made a site visit. Tunwell Lane is not a public right of way but Whirligig Lane is, and the ROW officer has suggested sharing 50% of cost for the clearance with the parish council. The ROW officer will obtain some quotes for this.
- Cllr Bloomfield gave an update on the drainage works at Windsor Lane/East Stoke. The contractor did not complete the work and SCC have told the contractor to complete the work by the end of the March. Cllr Bloomfield will give a progress update at the April meeting.

Cllr Merrick gave an update on the issues regarding the lighting in Brocks Mount.  
(Cllr Bloomfield left the meeting)

**18/023            SPORTS AND RECREATION TRUST REPORT:**

**18/023/a            Inspection Report:**

No report given.

**18/024            SPORTS & LEISURE:**

**18/024/a            Hamdon Youth Centre:**

Cllr Brooks gave a progress report on the Hamdon Youth Centre. Cllr Brooks said that the legal progress is still ongoing and that the clauses on the Lease and Contract still need approval by the Methodist Church Head Office. The formal approval of a sale of the church has now been received from the Charity Commission and this is required before exchange of contracts. Cllr Brooks said that the Trust has now been set up as a Charitable Incorporated Organisation, which as a mixture between a charity and a company provides trustees greater financial protection. The CIO Trust document has now been drafted and is based on the Charity Commission Foundation template and incorporates the HYC's operational requirements. The Trust governing document has been submitted to the Charity Commission for approval and registration and the approval was formally granted on 26 February. The new Trust is called Hamdon Youth & Family Centre Trust. The Trustees will comprise of up to 3 Nominated Trustees from Parish Councillors, Appointed Service User Trustees from the list of village organisations and an ex-officio Trustee being the Superintendent Minister of the Crewkerne Circuit, who may vote, but may not hold the official positions of Chairman, Secretary or Treasurer. A bank account will now be set up in readiness for the setting up of the Centre. The setting up of the Trust together with the bank account now will enable grant applications for funding to be prepared and submitted. This timing is important bearing in mind that grant funding can take several months to be processed. The Centre will be managed by the Trust under a Service Management Agreement between the Parish Council and the Trust. This document will be brought to the April meeting for discussion and approval and, will need to be agreed by the Youth Centre Trustees.

**18/024/b            Hamdon Youth Group:**

No report given.

**18/024/c            Memorial Hall and Grounds:**

Cllr Brooks said the 2017 year-end accounts have been produced and have significantly improved on the previous year. Income from lettings are up from £8,600 to just over £12,500. The AGM will be held on April 23<sup>rd</sup> in the Memorial Hall and once the accounts have been approved at the AGM a formal report will be sent to the Parish Council. The Committee are introducing recycling bins in the kitchen to improve customer responsibility to the environment. Also, a fund-raising strategy is being put together and grant making foundations for small project funds such as refurbishment items are being identified. This strategy will be over a 3-year period, so projects will be phased over that period. Fund raising events are being organised so that the hall will be more self-supporting on major projects.

**18/024/d            Play Areas:**

No report given.

**18/024/e            Any Other Issues:**

None declared.

**18/025/a** Allotments

The Clerk confirmed that the majority of the rents have been received. Any reminder letters will be sent out shortly.

(Cllr Seal left the meeting)

**18/025/b** Community Emergency Plan:

No report given.

**18/025/c** Crime and Anti-Social Behaviour:

No report given.

**18/025/d** Footpaths:

Cllr Waldock asked who maintained the grass verge between the Windsor Lane and Highway as the pavement now has a considerable amount of mud on it. The Clerk said that it was the Duchy of Cornwall's tenant who maintains this area. Cllr Donovan said that he would be willing to remove the earth from the path. **Action Cllr Donovan**

**18/025/e** Ground Maintenance:

Cllr Uhlhorn asked the Clerk to find out from the groundsman where the 500 bulbs were planted as there is no evidence of them. Cllr Uhlhorn said that he has however cut the Memorial Hall grounds twice. The Clerk asked whether the grass in the Stonehill play area had been cut. Cllr Uhlhorn said that he would inspect this area. **Action Clerk & Cllr Uhlhorn**

**18/025/f** Highways and Transport:

The Clerk reported that Highways England are proposing to dual the A303 between Sparkford and Ilchester and the A358 at Taunton to Southfields. The Clerk said that Montacute Parish Council raised concerns that the Ilminster by-pass had not been included in this road widening scheme which would have a serious effect on both Montacute and Stoke sub Hamdon. At present there are often queues of traffic waiting to enter either end of the Ilminster by-pass at busy times since both entries onto the by-pass are single lanes and, whenever there are hold-ups on the A303 many drivers take a shortcut through both villages. Councillors in Montacute feel that unless the Ilminster by-pass is duelled at the same time as the other stretches this problem will clearly get worse. The Clerk said that councillors in Montacute have asked whether Stoke Parish Council wishes to reiterate these observations to Highways England. It was agreed to do so.

Cllr Brooks reported on the Somerset County Council Road Safety Consultation. It was agreed that there were no open-ended questions within this survey and it was felt that the survey was geared to make the responder answer yes to every question and all the statements could not be refuted on grounds of road safety reasons. Cllr Donovan commented on speed awareness facts and figures and thought the traditional system was more apt than the Safe System. Cllr Manning thought that speed restrictions should not be blanketed but targeted to areas and times of the day. Cllr Brooks asked if any changes were needed to the responses already provided and Cllr Manning asked for his comment to be included.

**18/025/g** Street Lighting

Cllr Middleton said that lighting in Hamdon Close had all been changed to LED lighting. The Clerk said when lights need changing SCC are replacing them with LED lights.

The Clerk said that she has reported two faulty street lights; No 13 West Street, this light is on all the time and, the new light near the car park in Queens Crescent is not working at all.

**18/025/h** Any Other Issues:

Cllr Brooks reported on the Crime and Poor Performance in The Waste Sector consultation and proposed not to respond to this. This was agreed.

**18/026** **FINANCE:**

**18/026/a** Matters for Report

i) Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation report as at 28<sup>th</sup> February 2018

Current Account	£ 100.00
Business Reserve Account	£ 88,640.36
Sports & Recreation Trust Reserve Account	£ 14,419.38

Asset Management Reserve Account	£ 27,240.64
<b>Total</b>	<b>£ 130,400.38</b>
Outstanding Credits	£ 236.00
Outstanding Transfers	(£ 2,490.36)
Outstanding Cheques	(£ 1,677.25)
<b>Total as Cash Book</b>	<b>£ 126,468.77</b>

Cllr Middleton asked for the bank reconciliation to show the outstanding amounts to be sub-totalled.

ii) Risk Assessment

The Clerk asked for the risk assessment to be signed. Cllr Brooks asked for the Finance Working Group to review this prior to the Chairman signing the document. The Clerk said that this is required before the end of the month. Councillors agreed for the Chairman to sign the risk assessment once it had been checked.

**18/026/b** Matters for Resolution

*(Cllr Waldock left the meeting)*

i) Cheques Payable:

Sarah Moore	Expenses/Reimbursement		
	February	£ 205.87	Chq 2150
Stable Print & Design Ltd	March Newsletters	£ 190.00	Chq 2151
Countrywide Ground			
Maintenance	Ground Maintenance January	£ 655.20	Chq 2152
Stackhouse Poland Ltd	Additional Premium on Insurance	£ 120.78	Chq 2153
St Mary's PCC	Grant towards Churchyard		
	Maintenance	£ 876.75	Chq 2154
Duchy of Cornwall	½ Yearly Land Rent for Recreation		
	Ground & Allotments	<u>£ 816.00</u>	Chq 2155
	Total	£ 2,864.60	

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

*(Cllr Waldock returned to the meeting)*

ii) Other:

The item regarding membership for the Community Council of Somerset had been deferred from the previous month. It was agreed not to take out membership. The Clerk said that she had sought three estimates for a new internal auditor – Pinnacle Accountancy in Martock, Old Mill in Yeovil and Chalmers & Co in Crewkerne and has received one response from Pinnacle Accountancy in Martock who have quoted £100 plus VAT. It was agreed to accept this quote.

Proposed: Cllr Middleton                      Seconded: Cllr Donovan              agreed unanimously

**18/027** PLANNING:

**18/027/a** Planning Information:

No report given.

**18/027/b** Parish Planning Working Party Feedback on Applications:

**1804479/FUL** – alterations to existing vehicular access, construction of stone wall to front of the property and alterations to parking layout – Hazelwood, Montacute Road, East Stoke – no observations or objections

**18/00425/FUL** – alterations and conversion of barn into a church (Use Class D1) and associated access and parking – Buildings at St Michaels Nursery, Mason Lane, Montacute - There were no concerns regarding the change of use but there were concerns regarding highways, access and potential increase in volume of traffic.

A discussion was held with public representation and it was agreed that there was no objections or observations provided Highway and visibility issues have been addressed.

**18/027/c** Planning Decisions and Reports:

- i. Reports  
**17/03066/FUL** – single storey front porch extension to existing single storey pavilion - The Duchy of Cornwall have reported that in line with the alteration of the lease dated 07.12.2001 they have no objections to this proposal.
- ii. Decisions  
**17/0573/FUL** – application for installation of 3.4 metre pole on gable and installation for CCTV camera – Rangers Officer, Ham Hill Country Park, Stoke sub Hamdon – Granted with conditions.

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

Proposed: Cllr Donovan      Seconded: Cllr Waldock      agreed unanimously

**18/028** **GOVERNANCE:**

No report given.

**18/029** **CORRESPONDENCE:**

There was no correspondence.

**18/030** **MEMBERS' & CLERK'S REPORTS:**

Cllr Brooks said that the Clerk had arranged a meeting with the land agent for the Duchy of Cornwall to enquired about the acquisition of land for a new cemetery. It had been agreed to contact the church to find out how many burials/cremations there have been over the past 10 years. The information received from the associate vicar was that 800 to 1,000 plots could fit into an acre of land. The parish council will now have to decide how many years they need to provide for to ascertain how much land is needed.

Cllr Dawe asked whether the upcoming changes to the data protection regulations would have any impact on the parish council. The Clerk replied that she will report on this at the next meeting. **Action Clerk**

Cllr Dawe asked who was responsible for the verge at the junction to Norton Road and West Street as there is a Highway's lorry parking on the grass verge obstructing the visibility splay. The Clerk agreed to contact the Yarlinton Housing Group. **Action Clerk**

Cllr Middleton mentioned that SSDC are giving district councillors training on the new data protection regulations. The Clerk said that she is aware that the new regulations cover online information such as the iCloud. Cllr Dawe asked whether former councillors need to be formally asked to delete any information they hold in relation to the parish council. The Clerk agreed to investigate this. **Action Clerk**

Cllr Waldock mentioned there was some barbed wire in the hedge along the footpath going into the recreation ground from Norton Road. Cllr Waldock agreed to take some photographs and forward them onto the Clerk. **Action Cllr Waldock**

Cllr Donovan mentioned a fallen tree on the recreation ground which needs clearing.

Cllr Middleton asked for the business plan for the Hamdon Youth Centre.

Cllr Manning mentioned that the chain link fence around the Memorial Hall grounds along Langlands needs repairing.

**18/031** **ITEMS FOR FUTURE AGENDAS:**

None declared.

**18/032** **DATE OF NEXT PARISH COUNCIL MEETING:**

There being no further business the meeting was closed at 9.05pm. The next meeting will be held on Wednesday, 4<sup>th</sup> April at 7.00pm.