

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 6TH JUNE 2018 IN THE MEMORIAL HALL

18/066/a PRESENT:

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

Others:

Mrs Sarah Moore (Clerk), Mr Neil Bloomfield (County Councillor) and 1 member of the public

18/066/b APOLOGIES:

Mr Graham Middleton and Mrs Sylvia Seal (District 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.

18/067 DECLARATION OF INTEREST:

Cllrs Merrick and Manning declared an interest in the Sports and Recreation Trust and the Memorial Hall

Cllr Brooks declared an interest in the Memorial Hall and the Hamdon Youth Group.

Cllr Uhlhorn declared an interest in the Memorial Hall

18/068 PUBLIC SESSION:

A resident gave an updated report on the Hamdon Community Arts Project. A meeting with South Somerset District Council's Conservation Officer on potential Listed Building Consent on development suggestions were positive. Somerset County Council's childcare sufficiency assessment for Stoke and Norton indicates that if the Hamdon Playgroup closes there is a risk of insufficient childcare in the village. It was noted that if the playgroup closes it would mean the loss of six jobs for residents.

HCAP have planned an open meeting on the 27th June to raise awareness amongst the community of the potential situation if the Synod sell the building. If the project is to work then the building would need to be bought by the community and a detailed business plan demonstrating that the project is financially viable needs to be carried out. It was noted that the total development costs for the building might be in the region of £200K on top of the purchase costs of the church

(Cllr Waldock entered the meeting)

The resident said that if the project fails then the Synod will put the building on the open market who would want it sold by January 2019.

18/069 MINUTES OF PREVIOUS MEETING:

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

Proposed: Cllr Uhlhorn Seconded: Cllr Donovan agreed unanimously

18/070 MATTERS ARISING FROM MINUTES:

18/070/a Review of Action List

The Clerk reviewed the items on the Action List:

- i) Acquisition of land for additional cemetery – The Duchy of Cornwall has indicated there is some land which could be made available. However, a number of questions were raised and it was agreed to arrange a site meeting with the land agent. As this information is currently 'commercial in confidence' details are restricted in a separate attachment for councillors. **Action Clerk**
- ii) The Clerk has checked the position of the barbed wire and confirmed that it comes under the parish council's remit. The Clerk said that she would be meeting with the handyman later in the week and would get an estimate for its removal. **Action Clerk**

- iii) Hamdon Youth Centre Management Agreement – This item is ongoing.
Action Cllrs Brooks & Dawe
- iv) Refurbishment of picnic tables – The Clerk said that she would be meeting with the handyman later in the week and would get an estimate.
Action Clerk
- v) The report of no dogs' mess or litter on the recreation ground will go in the July newsletter.
Action Cllr Brooks
- vi) Cllr Brooks said that the deadline to apply for the Architectural Heritage Fund grant is 30th June so she would apply for an extension nearer the time
Action Cllr Brooks
- vii) The Clerk reported that SSDC will be installing new bins very shortly and were pleased with the suggestion of turning the stone clad bins into planters. SSDC have offered to supply the compost and some plants.
- viii) The Clerk reported that the insurance claim on Tunwell Lane has been submitted to the insurance company.
- ix) Litter bin and dog bin – the handyman will be collecting the bins later in the week
- x) The Clerk said that she had not written to the resident stating what the bequest would be used for and would do this shortly.
Action Clerk
- xi) Cllr Brooks said that the development of a village website to provide more parish council information is an ongoing project and would be reported on at a future meeting.
Action Cllr Brooks

Cllr Brooks asked for the online banking to go onto the action list.

18/071 DISTRICT & COUNTY COUNCILLORS:

18/071/a Sylvia Seal – District Councillor

No report given

18/071/b Neil Bloomfield – County Councillor:

Cllr Bloomfield gave his report

- An inspection has been carried out on the drain in East Stoke/Windsor Lane and a considerable amount of debris has been removed. However, an additional pipe had been inserted into the culvert which has been causing a problem by slowing down the flow of water. This pipe will be removed.
- The drain at the top of Bonnies Lane will be jetted again. The Clerk reported the blocked/damaged drain near Princes Close.
- Grants have been given to both Stoke Youth Club (£3,500) and Norton Youth Club (£3,130) by the County Council.
- Foster Care – Somerset have 500 children and 54 of them are placed with professionals at a cost of £11.5m a year
- Flooding Montacute/Tintinhull Road – This road has now been cleared; 40,000 gallons of water was pumped and 2ft of silt. The cause of the blockage was fly tipping and boots.

(Cllr Bloomfield left the meeting)

18/072 SPORTS AND RECREATION TRUST REPORT:

18/072/a Inspection Report:

The May report: There is some graffiti on the picnic tables. The large gate and small pedestrian gate in Matts Lane have been deliberately broken. These have now been repaired and replaced. The Clerk is to contact the insurance company to see if a claim could be made. Cllr Merrick will send a copy of the invoice to the Clerk.
Action Clerk & Cllr Merrick

18/072/b Other:

SSDC have carried out a Play Area & Youth Facility Inspection. There are holes in the skate ramps and some concrete filler is missing. The goal posts are loose in the ground and need rust treatment and painting.

The May Fayre was a resounding success with perfect weather. The Fayre made approximately £8,000 after costs.

The Charity shop is very successful and takings from the beginning of the year is £12,000.

The Sports and Recreation Trust have given a grant to the Hamdon Brass Band of £1,500.

The Adventure Play Area project has been renamed to the Outdoor Exercise and Activity Centre.

The floodlights on the recreation ground need replacing and the Trust have £10,000 set aside to carry out this project. The Trust are in discussion with the Football Association who have stated that they will not fund small organisations for fixed floodlights.

Maintenance: Drainage needs improving on the new football pitch so additional drains are being installed which will cost around £5,000. A porch is being built on the front of pavilion to reduce weather damage.

The Clerk said that the warning sign regarding overhead cables was completely obscured by the overgrown hedge on Norton Road side of the recreation ground and Cllr Waldock said that there is a fallen tree by the back of the football pitch near the site of the new bench. Cllr Donovan commented that the hedge behind the veterinary surgery was not cut properly; only the sides had been cut back, not the top.

18/073 SPORTS & LEISURE:

18/073/a Hamdon Youth Centre:

Cllr Brooks said the Local Superintendent Minister for the Crewkerne Circuit is due to meet with the Legal Manager of TMCP, the Custodian Trustee of the Methodist Church, on the Parish Council's behalf for the undue delays taken by their solicitors. An extension for the loan approval period has been submitted to the Public Works Loan Board. No response has been received as yet. **Action Cllr Brooks**

18/073/b Hamdon Youth Group:

No report given.

18/073/c Memorial Hall and Grounds:

Cllr Brooks reported the AGM had been held and that all officers were reinstated. The hall committee passed on their thanks to the parish council for the refurbishment grant. A formal annual report had been circulated to all councillors

18/073/d Play Areas:

The playground inspection report had been circulated to councillors for information.

18/073/e Any Other Issues:

None declared.

18/074 VILLAGE ENVIRONMENT:

18/074/a Allotments

The Clerk said she has been notified that an allotment holder is trying to sell their allotment plot in with the sale of their house. This is being investigated. **Action Clerk**

18/074/b Community Emergency Plan:

It was agreed to take this off the agenda.

18/074/c Crime and Anti-Social Behaviour:

The Clerk reported that the information circulated to councillors showed there were 7 incidents in Stoke sub Hamdon in April and that details could be viewed on the police.uk website. The Clerk stated that the information on the website is two months out of date and there is no way of seeing more up to date information.

18/074/d Footpaths:

The footpath at New Cut has not been cut back. This is to be reported. **Action Clerk**

The Clerk has received notification of work being carried out on an unsafe bridge on the end of footpath Y/26/13 near the A303.

18/074/e Ground Maintenance:

Cllr Brooks thanked the Clerk and Cllr Uhlhorn for getting another contractor to clear/cut the grass in the Priory grounds in time for the May Fayre. It was agreed to review the groundsman contract. The Clerk said she contacted a couple of contractors who went out of their way to assist the parish council.

The Clerk reported that the High Street bank and West Street layby had been cut but the bank in East Stoke and the verge in North Street had not been cut. The Clerk said that she had not yet checked footpath near East Stoke church. Cllr Manning said that he had weed sprayed the pavement in North Street and a resident had cleared them away. It was agreed to write a letter of thanks to the resident.

Cllr Uhlhorn mentioned there was a dip in the grass just before the Memorial Hall which is a trip hazard. This has been roped off and needs filling with soil and re-seeding.

Cllr Dawe asked who was responsible for the grass verge outside Tayberry Close. The Clerk confirmed that this was Highways. Cllr Manning commented that the visibility splay onto the A303 was overgrown. The Clerk said that this was Highways England's responsibility.

18/074/f Highways and Transport:

No report given.

18/074g Street Lighting

No report given.

18/074/h Any Other Issues:

None declared

18/075 FINANCE:

18/075/a Matters for Report

i) Monthly Bank Reconciliation

The Clerk gave the Year End bank reconciliation report as at 31st May 2018

| | | |
|---|----------|--------------------------|
| Current Account | £ | 550.00 |
| Business Reserve Account | £ | 132,194.08 |
| Sports & Recreation Trust Reserve Account | £ | 16,821.32 |
| Asset Management Reserve Account | £ | <u>30,944.25</u> |
| Total | £ | <u>180,509.65</u> |
| Discrepancy on Bank Statement | £ | 5.00 |
| Outstanding Transfers | (£ | 6,801.75) |
| Outstanding Cheques | (£ | <u>4,626.80)</u> |
| Total as Cash Book | £ | <u>169,086.10</u> |

ii) NALC Pay Scales for Clerks 2018/19

The Clerk reported NALC have issued the pay scales for clerks for 2018/19. This is backdated to 1st April 2018. The Clerk said that she has not sent of the letter changing her direct debit to NatWest which was signed last month as this will need to be altered.

iii) VAT Refund

The Clerk reported last month that she would have to resubmit the VAT reclaim due to administration changes at HMRC. However, this would no longer need to be done as HMRC has refunded the VAT totalling £3,191.54 which was paid by BACS.

iv) Internal Auditor Report

The Clerk reported the new internal auditor has completed the internal report on the Annual Governance Statement but does not do a separate report. The only comment made is that the Parish Council does not hold any petty cash.

18/075/b Matters for Resolution

i) Cheques Payable:

| | | | | |
|---|--------------------------------------|---|-------------------|----------|
| Batten Solicitors Ltd | Legal Fees – HYC (paid) | £ | 3,653.60 | Chq 2167 |
| Sarah Moore | Expenses/Reimbursement May | £ | 92.65 | Chq 2168 |
| Stable Print & Design Ltd | June Newsletters | £ | 190.00 | Chq 2169 |
| Countrywide Ground Maintenance | Ground Maintenance April | £ | 655.20 | Chq 2170 |
| K M Dike Nurseries | Grass Cutting in the Priory | £ | 240.00 | Chq 2171 |
| Somerset Association of Local Councils | Affiliation Fees 20018/19 & Training | £ | 591.70 | Chq 2172 |
| Stoke sub Hamdon Sport & Recreation Trust | Grant Rec Management Fee | £ | 4,000.00 | Chq 2173 |
| Came & Company | Parish Council Insurance | £ | 1,498.60 | Chq 2174 |
| Malcolm Uhlhorn | Fencing Pins | £ | <u>35.00</u> | Chq 2175 |
| | Total | | £10,956.75 | |

Proposed: Cllr Donovan Seconded: Cllr Waldock agreed unanimously

The Clerk passed cheque no. 2173 to Cllr Merrick

ii) Other:

a) The Annual Governance Statement was approved and signed

Proposed: Cllr Donovan Seconded: Cllr Waldock agreed unanimously

b) The Annual Accounting Statement was approved and signed

Proposed: Cllr Nelms Seconded: Cllr Uhlhorn agreed unanimously

18/076 PLANNING:

18/076/a Planning Information:

No report given.

18/076/b Parish Planning Working Party Feedback on Applications:

18/01398/FUL – proposed single storey porch – Eastlands, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – no observations or objections

18/15171/FUL – removal of front porch and rear conservatory. Construction of new front porch and canopy, conversion of garage to hobbies room/storage, construction of first floor side extension and two storey rear extension and alterations - Whitegates, West Street, Stoke sub Hamdon TA14 6QG - no observations or objections

18/076/c Planning Decisions and Reports:

i. Reports

14/05319/FUL – land behind Co-Op, Montacute Road, East Stoke, Stoke sub Hamdon – the new contractor is due to start on site on 4th June.

16/03872/FUL – 14 age restricted houses on Great Field Lane – build has now started.

ii. Decisions

18/01026/FUL – erection of a single storey rear extension – 9 Langlands, Stoke sub Hamdon TA14 6QA – Granted

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

Proposed: Cllr Waldock Seconded: Cllr Merrick agreed unanimously

18/077 GOVERNANCE:

i. Procurement Policy

Cllr Brooks said the procurement policy had been amended. There are now five tiers under Procurement Process 4.2; between £101 - £1,000 the Clerk will get 3 estimates and between £1,001 - £3,000 the Clerk will obtain 3 quotations. Estimate and quotations will be evaluated by the Clerk in the presence of one councillor prior to a resolution by full council. Any procurement over £3,000 will follow the formal tender process. Cllr Merrick said that it is not always possible to obtain three estimates and suggested changing the wording of section 6.8 and 7.8 to 'Seek to obtain'. This was agreed.

Proposed: Cllr Donovan Seconded: Cllr Manning agreed unanimously

ii. Suspension of Standing Orders and Financial Regulations

The changes to the Financial Regulations had been circulated to all councillors. Cllr Merrick questioned Section 6.4 regarding cheque signatories with items in connection with businesses and family members and was concerned about signing cheques for the Sports and Recreation Trust. The Clerk said as there was no business or family connection Cllr Merrick would be able to sign cheques for the Sports and Recreation Trust as they are a charitable trust.

Under Section 4 Budgetary Controls and Authority to Spend, the amounts entered under 4.1 coincided with the Procurement policy.

The changes to the Financial Regulations were approved and agreed

Proposed: Cllr Waldock Seconded: Cllr Brooks agreed unanimously

The changes to the Standing Order had been circulated to all councillors. The changes to the Standing Orders were approved and agreed

Proposed: Cllr Donovan Seconded: Cllr Uhlhorn agreed unanimously

iii. GDPR – Privacy Statement

The Privacy Statement had been circulated to all councillors. The Privacy Statement was approved and agreed

Proposed: Cllr Brooks Seconded: Cllr Uhlhorn agreed unanimously

18/078 CORRESPONDENCE:

Cllr Brooks said that she had received a complaint from a resident regarding the noise from the Fleur de Lis all day event on the Bank Holiday weekend. It has been confirmed that the pub was entitled to hold a music event as they had a TENS licence and that the application had stated that part of the proceeds were going towards the May Fayre. Cllr Brooks said that she has updated the resident. Cllr Merrick commented that the May Fayre committee has not received any donations from the Fleur de Lis. There are now new managers in the pub. The Clerk said that she has received a letter from the Hamdon Youth Group thanking the Parish Council for the grant and their continuing support.

18/079 MEMBERS' & CLERK'S REPORTS:

No reports given

18/080 ITEMS FOR FUTURE AGENDAS:

None declared.

18/081 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 8.55pm. The next Parish council meeting will be held on Wednesday, 4th July at 7.00pm.