

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 2ND MAY 2018 IN THE MEMORIAL HALL

18/050/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Hugh Donovan (Vice Chairman), Mr Andy Dawe, and Mr Malcolm Uhlhorn

Others:

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

18/050/b APOLOGIES:

Mr Robert Manning, Mr Graham Middleton, and Mr Stephen Waldock

Both Mrs Rebecca Merrick and Mrs Suzanne Nelms had apologised that they would be late for the meeting.

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.

18/051 DECLARATION OF INTEREST:

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

18/0052 PUBLIC SESSION:

A representative of the Hamdon Community Arts Project (HCAP) gave an update on the planning consent meeting. It was a very positive meeting and a report is being forwarded from HCAP to the parish council for information.

18/053 MINUTES OF PREVIOUS MEETING:

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

Proposed: Cllr Donovan Seconded: Cllr Dawe agreed unanimously

18/054 MATTERS ARISING FROM MINUTES:

18/054/a Review of Action List

The Clerk reviewed the items on the Action List:

- i) Acquisition of land for additional cemetery – The Clerk has contacted the Duchy of Cornwall and is waiting for a response. **Action Clerk**
- ii) King George V Silver Jubilee Fountain – The Clerk has taken photographs and forwarded them on to the insurers and is waiting for a quotation **Action Clerk**
- iii) 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 said that she had not had time to check exactly where this barbed wire is and will report back at the next meeting **Action Clerk**
- iv) Hamdon Youth Centre Management Agreement – Cllrs Brooks and Dawe will liaise to discuss any amendments. **Action Cllrs Brooks & Dawe**
- v) Refurbishment of picnic tables – The Clerk has requested quotes
- vi) Litter Pick – This has been booked with SSDC and the Clerk is picking up the equipment on the Friday 4th.
- vii) Extra grass cutting for the May Fayre – The Clerk has contacted the groundsman and has still to contact the tenant for the Priory. **Action Clerk**
- viii) Changes to Finance Regulations – Cllr Brooks and the Clerk met to draft the changes. This is on the agenda later in the meeting.

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

18/055 DISTRICT & COUNTY COUNCILLORS:

18/055/a Neil Bloomfield – County Councillor:

Cllr Bloomfield gave his report

- Tunwell Lane and Whirligig Lane – This has now been cleared. Cllr Donovan said that the earth has been cleared up to the entrance to Tunwell Cottage but from there to the junction of Tunwell Lane it appears that it has only been weed sprayed. Cllr Donovan asked what type of spray had been used and whether the contractors will be returning to finish the job. Cllr Bloomfield said that he would check these points.
Cllr Bloomfield said that Rights of Way have removed the footpath sign for Tunwell Lane as it is not a public right of way and could possibly be privately owned.

(Cllr Nelms entered the meeting)

- The lining order is in place for North Street.
- Somerset County Council are in the process of consulting on unitary status. If it came to fruition the five districts (South Somerset, Mendip, Sedgemoor, Taunton Deane and West Somerset) would effectively cease to exist and could one or two large unitary authorities. This could mean that the unitary authority would take the responsibility of not only County Council but District Council as well.

(Cllr Merrick entered the meeting)

- Cllr Bloomfield asked the parish council's opinion on whether it would be beneficial to take a proportion of the Small Improvements Scheme budget to reinstate the Health & Wellbeing fund.
- Cllr Bloomfield has requested a report on the drainage inspection in Windsor Lane and has asked for Matts Lane/Hamdon Close junction to be resurfaced properly as it is collapsing again.

(Cllr Bloomfield left the meeting)

18/055/b Sylvia Seal – District Councillor

Cllr Seal commented Historic England was at the planning consent meeting with HCAP and they felt that the building should be preserved.

- An update was given regarding the enforcement issue regarding Legg's Stores. Cllr Seal asked the parish council to write a letter giving supporting evidence.
- It is understood that there will be new contractor at the Stonewater site behind the CoOp very shortly.
- Cllr Seal explained that if an authority has too many planning applications that are turned down and subsequently go to the Inspectorate who then feels public money has been wasted, the authority will be put under special measures. SSDC wish to avoid this situation and have decided that any development over 10 houses will automatically go to the Regulations Committee.
- Ham Hill – an update was given on the woodland play zone; all the noticeboards are being renovated; the wild food café and Easter egg event were very popular; the ponds at Witcombe Valley have been fenced off to prevent the cattle from damaging the sides and the rangers held a successful bush craft event at Norton School. The rangers will be holding two further events which are spoon carving and magnificent moths. Friends of Ham Hill are doing a recruitment drive as they need more volunteers
- There was a presentation from the Citizen's Advice Bureau. The CAB dealt with 208 issues last year with the highest concern being amount universal credit.

18/056 SPORTS AND RECREATION TRUST REPORT:

18/056/a Inspection Report:

There was nothing reported on the inspection report. However, Cllr Merrick pointed out that for the first time there was no litter or dog mess found on the recreation ground. It was agreed to put this in the newsletter. **Action Cllr Brooks**

However, it was noted that there was dog mess on the High Street and other areas. The culprit had been identified and it was agreed to contact the Dog Warden. **Action Clerk**

18/056/b Grant Application:

A grant application for £4,000 towards the maintenance of the recreation ground had been received. This was agreed.

Proposed: Cllr Donovan

Seconded: Cllr Dawe

3 agreed; 1 abstained

18/057 SPORTS & LEISURE:

18/057/a Hamdon Youth Centre:

Cllr Brooks said there had been a small amount of progress with the Methodist Church. Also, an interim invoice has been received from Batten solicitors due to the amount of time the legal process is taking and as it requires paying within 30 days. Cllr Brooks asked if the invoice could be authorised and paid at this meeting. The Clerk pointed out that under the current Financial Regulations the payment of invoices do not need to wait until the next meeting if they are urgent and under the 30-day ruling and suggested that this is dealt with under the Finance section of the agenda under Other Resolutions. Cllr Brooks said the amount due was £3,653.60. There will be other expenses following exchange of contracts. Cllr Brooks said that a grant had been promised from the Architectural Heritage Fund of £3,000 towards the legal fees and said that she would contact Architectural Heritage to find out whether this could go towards the interim invoice or whether it would be available on completion. If the latter is the case, then Cllr Brooks will ask whether the period of time can be extended.

Action Cllrs Brooks

18/057/b Hamdon Youth Group:

Cllr Brooks reported that the number of youth attending the sessions is consistent and they now have a second youth support worker assisting. The PCC has stated that although it has not been finalised they will hopefully be able to provide a sessional youth worker to help and also to help at Castle school.

18/057/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. All trustees were re-elected onto the committee and a formal annual report will be presented at the June parish council meeting on where the grant monies have been spent.

18/057/d Play Areas:

Cllr Uhlhorn reported that the grass in the Stonehill play area needed cutting and the contractor has been contacted. Cllr Uhlhorn was pleased that there was no dog mess in the play area. Cllr Uhlhorn said the spring had been attached to the gate at the Memorial Hall play area. Cllr Brooks said that a resident empties the bins at Stonehill and has found that a lot of dog mess has been put in the litter bins and that the resident has asked for more dog bins over at Stonehill. The Clerk said that the resident only empties the play area bin and dogs should not be in there.

18/057/e Any Other Issues:

None declared.

18/058 VILLAGE ENVIRONMENT:

18/058/a Allotments

Cllr Donovan said that the North Street allotment holders are keeping the Elder hedge well maintained.

18/058/b Community Emergency Plan:

It was agreed to take this off the agenda.

18/058/c Crime and Anti-Social Behaviour:

No report given. The Clerk said that a generic report is produced by the police which covers 6-7 parishes and there is nothing specific for this parish and, the PCSO does not attend parish council meetings.

18/058/d Footpaths:

No report given.

18/058/e Ground Maintenance:

Cllr Uhlhorn said it was planned to monitor work carried out. Cllr Uhlhorn and the Clerk will meet once a month and check the areas covered by the contractor and report back to him. A discussion was held regarding economy of scale with the Sports and Recreation Trust and possibly with other parishes. Cllr Donovan said that this would be after existing contract had finished.

18/058/f Highways and Transport:

No report given.

18/058/g Street Lighting

No report given.

18/058/h Any Other Issues:

i. Litter Bins

The Clerk reported that SSDC have stated that there is an issue with rats in the 'stone clad bins' outside Stanchester school and at Sea Wall. They are concerned with the potentially serious health related threats to their teams who have to handle the bins and have proposed that these stone bins are replaced with a steel bin in a post that is designed to stop vermin accessing the bins which will remove the hazard. Such a change would have an associated cost, but SSDC are prepared to stand the cost of the replacements as it is to address health and safety concerns for their own staff.

It was agreed to accept their proposal and suggested instead of removing the stone clad bins are changed into planters instead. **Action Clerk**

The Clerk reported that she has both the litter bin and dog bin ready for installation. It was agreed to get the handyman who installed the spring on the play area gate to install both items. **Action Clerk**

ii. Claim Against the Parish Council

The Clerk reported that a resident has fallen whilst walking along Tunwell Lane and that they will be putting in a claim against the parish council.

Cllr Donovan said that he had looked at the condition of the lane and a resident had been dumping garden waste over the wall into the lane. Cllr Seal asked whether the parish council owned the lane and there seemed to be some confusion over ownership.

It was agreed to contact the insurance company. **Action Clerk**

18/059 FINANCE:

18/059/a Matters for Report

i) Monthly Bank Reconciliation

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

Current Account	£ 100.00
Business Reserve Account	£ 75,531.58
Sports & Recreation Trust Reserve Account	£ 16,821.32
Asset Management Reserve Account	£ 30,944.25
Total	£ 123,397.15
Outstanding Credits	£ 104.40
Outstanding Cheques	(£ 227.92)
Total as Cash Book	£ 123,273.63

The Clerk gave the monthly bank reconciliation report as at 30th April 2018

Current Account	£ 100.00
Business Reserve Account	£ 75,303.66
Sports & Recreation Trust Reserve Account	£ 16,821.32
Asset Management Reserve Account	£ 30,944.25
Total	£ 123,169.23
Outstanding Credits	£ 104.40
Outstanding Transfers	(£ 55,562.00)
Outstanding Cheques	(£ 1,555.34)
Outstanding Direct Debits	(£ 411.75)
Total as Cash Book	£ 176,868.54

ii) VAT Refund

The Clerk said that she has received a letter from HMRC dated 10th April 2018 regarding changes to their IT systems and the way the parish council reclaim VAT. From 31st January the parish council's existing reference is no longer valid and a new one has been issued. The Clerk commented that the VAT reclaim was submitted at the beginning of

February so this will need to be resubmitted and the VAT refund will now be received in the 2018/19 financial year.

iii) Letter to NatWest

The Clerk asked for a letter to NatWest to be signed to alter the direct debit for her salary as HMRC has changed her tax code.

18/059/b Matters for Resolution

i) Cheques Payable:

Sarah Moore	Expenses/Reimbursement April	£ 73.00	Chq 2161
Stable Print & Design Ltd	May Newsletters	£ 190.00	Chq 2162
Countrywide Ground Maintenance	Ground Maintenance March	£ 655.20	Chq 2163
Richard Vaughan	Installation of Spring on play area gate	£ 55.00	Chq 2164
Hamdon Youth Group	Grant for 2 x Youth Workers 2018/19	£ 5,890.00	Chq 2165
Stoke sub Hamdon Sport & Recreation Trust	Grant for Programmes for May Fayre	<u>£ 500.00</u>	Chq 2166
	Total	£ 7,363.20	

Proposed: Cllr Brooks Seconded: Cllr Dawe agreed unanimously

The Clerk passed cheque no. 2166 to Cllr Merrick and cheque no. 2165 to Cllr Brooks

ii) Other:

Battens Solicitors Ltd Legal Fees – Methodist Church £ 3,653.60 Chq 2167
(see Minute ref: 18/057/a). This will be shown on the June agenda.

Proposed: Cllr Donovan Seconded: Cllr Merrick agreed unanimously

The Clerk said that the insurance renewal with Inspire has been received at a cost of £1,454.05. The Clerk reminded councillors that the parish council have taken out a Long Term Agreement until 2020. The Clerk noted that the wording regarding the Duchy of Cornwall has not been included on the schedule and will contact the brokers to get it changed.

The Clerk commented that she had not yet received the quotations for the monument.

Proposed: Cllr Brooks Seconded: Cllr Donovan agreed unanimously

It was agreed to pass on the update schedule to the Finance working party once it had been received.

Action Clerk

18/060 PLANNING:

18/060/a Planning Information:

No report given.

18/060/b Parish Planning Working Party Feedback on Applications:

18/01026/FUL – erection of a single storey rear extension – 9 Langlands, Stoke sub Hamdon TA14 6QA – no observations or objections

18/060/c Planning Decisions and Reports:

i. Reports

None given.

ii. Decisions

18/00479/FUL – alterations to existing vehicular access, construction of stone wall to the front of the property and alterations to parking layout – Hazelwood, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – Granted subject to 4 Conditions

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 – Granted subject to 16 Conditions

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

Proposed: Cllr Uhlhorn Seconded: Cllr Dawe agreed unanimously
(Cllr Seal left the meeting)

18/061 GOVERNANCE:

i. Suspension of Standing Orders and Financial Regulations

It was agreed to suspend the Financial Regulations in order to review, amend and adopt the amendments at the June parish council meeting.

Proposed: Cllr Donovan Seconded: Cllr Uhlhorn agreed unanimously

It was agreed to suspend the Standing Orders in order to review, amend and adopt the amendments at the June parish council meeting.

Proposed: Cllr Brooks Seconded: Cllr Uhlhorn agreed unanimously

ii. 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.

iii. GDPR Report

A report had been circulated to councillors regarding the new General Data Protection Regulations which come into force on 25th May and how it affects the parish council. The parish council will need to look at how it processes personal data and are required to have a number of documents in place in order to comply with this new regulation. The ICO have stated that they do not expect parish councils to have everything in place immediately as long as they are working towards being compliant.

The Clerk stated that National Association of Local Councils are trying to get an amendment to the Bill put through Parliament so that parish councils will be exempt from having a Data Protection Officer and that parish councils need to lobby their MPs there is a conflict of interest for clerks because they are the data processors and cannot be the DPO as well. If the amendment is not accepted then parish councils will have to pay for someone to be their DPO.

18/062 CORRESPONDENCE:

The Clerk said that a bequest of £150 has been given to the parish council and the resident has requested that it go towards some plants. It was suggested that the money be put towards the plants for the stone bins. The Clerk will write a thank you letter. **Action Clerk**

A letter has been received from the Triangle Trust thanking the parish council for the grant given.

18/063 MEMBERS' & CLERK'S REPORTS:

Cllr Brooks said that parish council will eventually take over the village website and will be getting a quote to update the website. Cllr Brooks said that she will give an update at a later meeting. **Action Cllr Brooks**

Cllr Brooks said that South West Housing Society are going to give the parish council a small grant of around £150-£200. Cllr Brooks said that an application needs to be completed and state what project it needs to go towards. It was agreed to put it towards the youth worker.

18/064 ITEMS FOR FUTURE AGENDAS:

None declared.

18/065 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.30pm. The next Parish council meeting will be held on Wednesday, 6th June at 7.00pm.