

**MINUTES OF STOKE SUB HAMDON PARISH COUNCIL**  
**MONTHLY MEETING**  
**HELD ON WEDNESDAY 6<sup>TH</sup> MARCH 2019**  
**IN THE MEMORIAL HALL**

**19/033/a PRESENT:**

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

**Others:**

Mrs Sarah Moore (Clerk), 2 PCSOs and 1 member of the public

**19/033/b APOLOGIES:**

Mr Graham Middleton, Mr Bill Southcombe, Mrs Sylvia Seal (District Councillor), 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.

**19/034 DECLARATION OF INTEREST:**

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

Cllr Donovan declared an interest in the Hamdon Youth Centre

Cllr Merrick declared an interest in the Sports and Recreation Trust and the Memorial Hall.

Cllr Nelms declared an interest in the Hamdon Community Arts Project

Cllr Uhlhorn declared an interest in the Memorial Hall

**19/035 PUBLIC SESSION:**

None declared.

**19/036 MINUTES OF PREVIOUS MEETING:**

The Minutes of the February meeting were signed and approved.

Proposed: Cllr Merrick      Seconded: Cllr Uhlhorn      agreed unanimously

**19/037 MATTERS ARISING FROM MINUTES:**

**19/037/a Review of Action List**

The Clerk reviewed the items on the Action List:

- i) Highway Issues – The Clerk said there was some question as to whether the overhanging trees in East Stoke were the responsibility of Highways or the owners of the properties behind this bank. The Clerk will check this with Cllr Bloomfield. Action Clerk

Cllr Bloomfield has confirmed that Highways will not be paint the 'slow' sign on the road in North Street near Castle Farm as it is no longer a legal requirement in a 30mph zone.

Cllr Brooks said that she would check whether the drains in East Stoke opposite Stanchester have been unblocked and cleared of weeds. Action Cllr Brooks

- ii) Refurbishment of picnic tables – Cllr Donovan said that this will be done when the weather improves. Action Cllrs Donovan & Uhlhorn

- iii) The Clerk said Streetscene will be providing the compost and the plants soon. Cllr Uhlhorn suggested the parish council provide some bulbs in the autumn for a floral display in the following spring.
- iv) Online Banking – The Clerk said that she has received some individual letters and packages which she has passed to the signatories and she has received the cheque book and paying book but no id profile to access the online banking. Cllr Brooks suggested that she and the Clerk go into Lloyds Bank to get this issue dealt with. Some councillors have received the reader and credit card, but others have not. Action Cllr Brooks & Clerk
- v) Damage to wall at the top of the High Street – Cllr Bloomfield is looking into this matter. Action Cllr Bloomfield
- vi) Play Area Maintenance – Cllr Uhlhorn reported that he met with Playdale who were not interested in quoting. He said that he and the Clerk will be meeting with Caloo on Thursday 7<sup>th</sup> March and with Wicksteed Leisure the following week. This will be reported on at the next meeting. Action Clerk & Cllr Uhlhorn
- vii) Dog Mess on recreation ground and around village –Cllr Donovan said that he still needs to speak with the farmer and the Clerk will devise the wording for the signs. Action Cllr Donovan & Clerk
- viii) Insurance for contents Tractor Shed – Cllr Merrick confirmed that it is only the flood lights that need to be insured. These are worth around £25-£30k and Cllr Merrick will be contacting the Sports and Recreation Trust's insurers. This is not a parish council matter.
- ix) Memorial Hall Ground Works – Cllr Brooks said that she would chase an update on this. Action Cllr Brooks
- x) Shop at the Cross – The Clerk said that she has responded to the letter from the proprietors
- xi) Name for West Street Development – an article has been put in the newsletter. The Clerk said that a resident had complained about their contractors parking on West Street and obstructing driveways and visibility splays. Cllr Brooks asked that the Clerk inform the residents that they need to contact the developer themselves and SSDC. Action Clerk

Cllr Brooks welcomed the PCSOs to the meeting. The PCSO said there has been no incidents in the village.

#### **19/038 DISTRICT & COUNTY COUNCILLORS:**

##### **19/038/a Sylvia Seal – District Councillor**

No report received

##### **19/038/b Neil Bloomfield – County Councillor:**

The Clerk said that no report had been received other than the information given under Minute ref: 19/037/a (i).

#### **19/039 SPORTS AND RECREATION TRUST REPORT:**

Cllr Merrick said the AGM was held on 5<sup>th</sup> March which went very well. However, it was asked who the new parish council representative would be. It was suggested that the new representative will be nominated after the elections in May.

Cllr Brooks said the groundworks have started for the new fixed floodlights. Cllr Merrick reported that all the money had been received in principle for the new outdoor activity hub had been received and work will commence very soon.

#### **19/040 SPORTS & LEISURE:**

##### **19/040/a Hamdon Youth Centre:**

A report had been circulated to councillors.

Cllr Brooks said the new management committee had now been set up and met on 28<sup>th</sup> February and the Trustees have been appointed from the parish council and user groups.

Cllr Brooks asked councillors to resolve that Battens start drafting the Lease. This will be a seven-year Lease and will be based on the provisions already agreed by councillors regarding insurance and maintenance and, also, on the responsibilities and restrictions on use placed on the Centre usage by the charity's Constitution. The draft Service Level Agreement between the parish council and the centre trust still needs to be finalised.

The Centre Management Committee will next meet on Thursday 28<sup>th</sup> March, when the Terms & Conditions of Hire, Health & Safety Statement, and Fire, Finance and Safeguarding policies will be approved, and a draft budget will be prepared.

The suppliers for electricity and water have now been determined and accounts set up. A decision on the awarding of discretionary 100% rate relief is awaited from SSDC. However, a gas supplier still needs to be sourced.

An informal fire safety inspection has been carried out and fire extinguishers have been supplied. The inspector recommended a Wi-Fi smoke alarm system for each Hall and a heat alarm for the kitchen, which will work together in the event of a fire. For the Centre to meet all regulations a formal Fire Risk Assessment needs to be carried out so that a written report can be supplied.

Meetings have been held with electricians and plumbers regarding the heating at the Centre. Surveys have also been now been done by woodworm and damp specialists. Cllr Donovan reported there was no problem with the timber in the ceiling and Rentokil said there is no real problem except minor woodworm under the floor which would cost around £2,500 but this can be self-treated and managed. Rentokil have also advised that even though the damp course is above ground level to dig around the outside of the building to stop water ingress.

The tables, trolley and stacking chairs have now been delivered ready for the new sessions in April. The management committee have now met and agreed what basic kitchen equipment is required and the equipment is being funded from part of a £400 donation by a resident who did a sponsored run. Other kitchen equipment has been purchased from a £500 donation pledge by another resident. The balance of these two donations will be used for set up costs and towards the refurbishment as and when required.

The new Management Committee agreed that the "Clean Up" days would be on the weekend of 23<sup>rd</sup> and 24<sup>th</sup> in the morning in readiness for the Open Day the following week. The Open Day will be held on Saturday 30 March from 2 – 4 and posters will go up around the village two weeks before. There will be display tables from the Brownies, Guides and Youth Group, demonstrating some of the activities and life skills work that goes on in sessions. There will be plans up explaining which parts of the building will be changed and why, and opportunities for questions and answers and, light refreshments will be provided

**19/040/b Hamdon Youth Group:**

No report given.

**19/040/c Memorial Hall and Grounds:**

Cllr Brooks said that a new fitness class is started on Wednesdays at 7pm. It was therefore agreed to change the time of the parish council meetings in future to 7.15pm

Proposed: Cllr Brooks      Seconded: Cllr Donovan      agreed unanimously

Cllr Uhlhorn said that one of the tree ties one of the new trees have been stretched and needs replacing. The Clerk was asked to contact the tree surgeons to get this remedied.

Action Clerk

**19/040/d Play Areas:**

Cllr Uhlhorn said that the play areas were looking neat and tidy.

**19/040/e Any Other Issues:**

None declared.

**19/041 VILLAGE ENVIRONMENT:**

**19/041/a Allotments**

The Clerk said the allotment money has started to come in.

**19/041/b Crime and Anti-Social Behaviour:**

This item was discussed under *Minute ref: 19/037*.

**19/041/c Footpaths:**

Cllr Donovan said a resident thanked SCC for the clear up in Whirligig Lane.

**19/041/d Ground Maintenance:**

Cllr Uhlhorn said the hedge in the West Street layby needs cutting back. The Clerk will contact the groundsman.

Action Clerk

**19/041/e Highways and Transport:**

The Clerk said there is a pothole in Ham Hill Road which she needs to report.

**19/041/f Street Lighting**

No report given.

**19/041/g Any Other Issues:**

Cllr Brooks asked if the Clerk had been able to contact SSDC regarding the land behind the carpark. The Clerk said that she had not been able to access the information given.

A report had been circulated to councillors regarding the URC clock. Information from the church minutes between 1898-1900 had been obtained from the Heritage Centre along with extracts from church and parish council minutes between 1982 and 1984. It appears that prior to 1982 the church looked after the clock and the parish council had been paying for the service of the clock as a goodwill gesture. It has been proved that the congregational church committee purchased the clock and the parish council do not own the clock but originally agreed in 1983 to provide a grant towards the service of the clock. It was therefore agreed that the responsibility of the clock belonged to the owners of the church building and they would need to apply to the parish council for a grant towards the service of the clock in future.

The Clerk reported that she had a discussion with the clock specialist regarding the brambles and the service. The service can be carried out but one of the faces of the clock will be disconnected until the brambles have been cleared.

Proposed: Cllr Merrick      Seconded: Cllr Donovan      3 agreed; 1 abstained

**19/042 FINANCE:**

**19/042/a Matters for Report**

i) **Monthly Bank Reconciliation**

The Clerk gave the monthly bank reconciliation report as at 28<sup>th</sup> February 2019

	£
Current Account	100.00
Business Reserve Account	117,747.94
Sports & Recreation Trust Reserve Account	16,834.00

Asset Management Reserve Account	30,967.57
<b>Total</b>	<b>165,649.51</b>
Outstanding Transfers	-3,530.42
Outstanding Cheques	-7,643.30
Outstanding Credits	128.40
<b>Total as Cash Book</b>	<b>154,604.19</b>

Ring-Fenced Amounts:

	£
Sports & Recreation Trust Reserve Account	16,834.00
Cemetery Project	9,916.47
Asset Management Reserve Account	30,967.57
Bequest – Plants	150.00
Hamdon Youth Centre	40,133.47
<b>Total</b>	<b>98,001.51</b>
<b>Unallocated Money</b>	<b>56,602.68</b>

ii) Data Protection Renewal

The Clerk said that she has received the Data Protection renewal of £40 which will be paid via direct debit. In the notification, the ICO has requested evidence of the parish council's Data Protection Officer. The Clerk said that she is unable to be the DPO as she is the Data Controller. It was agreed that more information would be sought to see if one of the councillors could be the DPO.

Action Clerk

**19/042/b Matters for Resolution**

i) Cheques Payable:

		£	
Sarah Moore	Expenses/Reimbursements	69.65	Chq 2222
	January		
Stable Print & Design	February Newsletters	195.00	Chq 2223
Countrywide Ground Maintenance	Ground Maintenance for December	655.20	Chq 2224
Duchy of Cornwall	Land Rent – Recreation Ground & Allotments	816.00	Chq 2225
		<b>Total</b>	<b>1,735.85</b>

Proposed: Cllr Dawe Seconded: Cllr Donovan agreed unanimously

**19/043 PLANNING:**

**19/043/a Planning Information:**

The Clerk said that she had received an email that afternoon regarding affordable housing consultation and had passed it onto the planning working party for comment. A discussion was held, and it was agreed that Cllr Dawe would devise a report.

Action Cllr Dawe

**19/043/b Parish Planning Working Party Feedback on Applications:**

**19/00250/HOU & 19/00250/LBC** – Demolish single storey rear extension. Erect single storey rear extension. Internal alterations and replacement doors and windows. New roof-light – Scramble Cottage, 57 Ham Hill, Stoke sub Hamdon TA14 6RW – no observations or objections

**19/043/c Planning Decisions and Reports:**

i. Reports

**18/04059/FUL** – Addition of a new roof to an unroofed dovecote in Stoke sub Hamdon Priory – The Dovecote at the Priory, North Street, Stoke sub Hamdon TA14 6QP - still awaiting decision. Has received support from English Heritage.

ii. Decisions

No decisions from SSDC have been received

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

Proposed: Cllr Merrick   Seconded: Cllr Nelms      agreed unanimously

**19/044 GOVERNANCE:**

The Clerk reported that she had attended a meeting at the SSDC offices on 27<sup>th</sup> February which outlined the procedures that need to be followed for the impending District and Parish Elections on Thursday, 2<sup>nd</sup> May. The Clerk handed out the nomination forms to councillors and explained the timetable of dates and procedures.

**19/045 CORRESPONDENCE:**

None received.

**19/046 MEMBERS' & CLERK'S REPORTS:**

No reports given.

**19/047 ITEMS FOR FUTURE AGENDAS:**

None declared.

**19/048 EXCLUSION OF PRESS AND PUBLIC:**

*The Press and Public are excluded from the meeting in accordance with Section 1(2) of the Public Bodies Admission to Meetings Act 1960 by reason of the confidential nature of business to be discussed.*

Item discussed was 'Commercial in Confidence' and a separate report has been distributed to councillors.

**19/049 DATE OF NEXT PARISH COUNCIL MEETING:**

There being no further business the meeting was closed at 9.05pm. The next parish council meeting will be held on Wednesday, 3<sup>rd</sup> April 2019.