

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING
HELD ON WEDNESDAY 6TH FEBRUARY 2019
IN THE MEMORIAL HALL

19/017/a PRESENT:

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

Others:

Mrs Sarah Moore (Clerk), Mrs Sylvia Seal (District Councillor), Mr Neil Bloomfield (County Councillor), 2 PCSOs and 1 member of the public

19/017/b APOLOGIES:

No apologies given.

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.

19/018 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 Middleton declared an interest in matters relating to planning matter in his capacity as a District Councillor

Cllr Nelms declared an interest in the Hamdon Community Arts Project

Cllr Southcombe declared an interest in the Hamdon Community Arts Project

Cllr Uhlhorn declared an interest in the Memorial Hall

19/019 PUBLIC SESSION:

The PCSOs introduced themselves and said there were no issues in Stoke sub Hamdon.

(Cllr Merrick entered the meeting)

Cllr Uhlhorn asked if the contact information on the newsletter had changed. The PCSO confirmed that it had, and she would email the Clerk with the correct information. Cllr Dawe raised the issue of speeding through the village. Cllr Brooks made the PCSOs aware that the parish council will be getting a mobile Speed Indicator Device to monitor the speeding. The PCSO said that they can give warning notices if they are aware of the registration numbers.

(The PCSOs left the meeting)

Cllr Seal announced that she would be resigning after 23 years at the end of April. Cllr Seal introduced Mike Hewitson who will be working with Cllr Seal until the end of April.

19/020 MINUTES OF PREVIOUS MEETING:

The Minutes of the November meeting were signed and approved.

Proposed: Cllr Nelms Seconded: Cllr Donovan 4 agreed, 2 abstained

19/021 MATTERS ARISING FROM MINUTES:

19/021/a Review of Action List

The Clerk reviewed the items on the Action List:

- i) Refurbishment of picnic tables – Cllr Donovan said that this will be done when the weather improves. Action Cllrs Donovan & Uhlhorn
- ii) The Clerk said Streetscene will be providing the compost and the plants soon. Action Clerk
- iii) Online Banking – The forms have been sent to Lloyds Bank.
- iv) Damage to wall at the top of the High Street – The Clerk said she still needed to liaise with Cllr Bloomfield Action Clerk
- v) Play Area Maintenance – the play equipment firms need to be contacted. Action Clerk
- vi) Dog Mess on recreation ground and around village – An article has gone in the newsletter. 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
- vii) North Street Road Closure - The Clerk said that she had not contacted Streetscene for an alternative waste collection as the road closure has been postponed

19/022 DISTRICT & COUNTY COUNCILLORS:

19/022/a Sylvia Seal – District Councillor

Cllr Seal gave her report:

- The officer at District Council is gathering all the necessary information for all the departments that is required regarding the cemetery and will hopefully reply to Cllr Brooks within the week
- The rangers have confirmed that the land obstructed by brambles is not owned by SSDC but by the quarry owners and that they are not under any obligation to clear this area as it is not a designated footpath.
- The Friends of Ham Hill have been awarded a Prime Foundation grant towards the children's adventure trail activity leaflet and to extend the orienteering course to cover the whole of the site.
- The woodland play zone is almost complete. Also, the local schools who helped with the design last March will be invited to add some simple art to some of the pieces. The wild wood play zone will be open to the public by the Easter holidays.
- The annual tree safety survey has been completed and the rangers have been carried out a substantial amount of tree safety work in the country park.
- A local resident has created blog on FaceBook about his walks around Ham Hill.

Cllr Donovan asked if the rangers could fence off areas of ash where bonfires have been lit near footpaths. He mentioned pedestrians could stumble into the ash piles.

Cllr Seal said that the litter bins are being removed and the general public are being asked to take their litter home.

19/022/b Neil Bloomfield – County Councillor:

Cllr Bloomfield gave his report:

- The new lining orders have been submitted for the double yellow lines and the 'H' bar line at New Road will be changed to double yellow lines.
- The calming design for Brocks Mount has been approved and should be installed within six months
- The lining in North Street should be complete. The Clerk said that the painted 'SLOW' sign on the road near the farm is practically non-existent. Cllr Bloomfield said this is something they may no longer do but will enquire.
- The County Council's bus review has now been cancelled/suspended.

- There are some issues within the report on the East Stoke/Windsor flooding problems and SCC are going back to the surveyors. Cllr Bloomfield will give an update when he has some more information.
- The winter gritting programme will be reviewed in the spring.
- Martock parish council will be funding a bike reconstruction programme and are looking for a venue. It had been suggested the Methodist Church might be available and the police could be contacting Stoke parish council. Cllr Brooks said that the church can only be used for children/youth activities under the terms of the purchase of the building.

Cllr Seal said that County Council have cut all funding to the Citizen' Advice Bureau so the parish council may be approached for funding.

Cllr Middleton asked why Yeovil Mobility have lost their funding from SSDC and Yeovil Town Council. Cllr Seal said a usage survey was done and it is possible that the cost outweighed the usage.

19/023 SPORTS AND RECREATION TRUST REPORT:

19/023/a Inspection Report:

The annual Facilities Maintenance Plan had been circulated to all councillors. Cllr Dawe asked if the parish council pay for their contents insurance. The Clerk confirmed that it was only the buildings insurance. Cllr Merrick said the pavilion has no contents; only the shed that has contents and this will be raised with the Trust. **Action Cllr Merrick** The Clerk stated that she has received a letter from SSDC regarding the grant application for the s106 payment for the Adventure and Activity Hub.

Cllr Donovan mentioned that the pavilion needs some maintenance carried out. The door panels will need replacing.

19/024 SPORTS & LEISURE:

19/024/a Hamdon Youth Centre:

A report had been circulated to councillors.

Cllr Brooks said that she has been trying to establish who the commercial retailers are for electricity, water and gas. The electricity has now been sorted out and the Centre charity has received its first bill. However, the water and gas suppliers still need to be established. SSDC has been contacted regarding claiming relief on non-domestic rates; under the law the charity is entitled to 80% mandatory relief, and a further 20% discretionary relief has been applied for as the Centre will be a non-profit making enterprise for the community, fulfilling the SSDC's policies on helping to retain services in rural areas and in the areas of sports and recreation and life skills training.

A formal electrical check on the building was carried out; this was passed so the building is safe to use. Quotes are being sort for various heating options throughout the building and it is likely that we split the building into "zones" with one smaller gas combi boiler servicing heating and water for the "services side" of the building i.e. the new kitchen, office, toilets, disabled toilet, and possibly the back Hall. The front Hall would have a separate system. This combination will be cheaper to run and fit in better with the pattern of use in the building.

The electrics to the heating panels in the pews have all been disconnected and the pews can now be removed and sold. Other items have been photographed so that they can sold to raise further funds for the Centre. Once we have Listed Building Consent to remove the pews, those items will also be added to the sale list. A small number of pews will be retained for sale to residents at a lower price.

Cllr Brooks said the tables, trolley and stacking chairs have all been ordered and, a detailed list of all equipment needed in the kitchen is currently being drawn up and costed. She said that whilst the Parish Council needs to provide the main components

of the kitchen such as the units, ovens, fridge etc and some basic start-up equipment such as kettles, mugs etc., she suggested that the parish council ask the Centre to fundraise itself for the purchase of the kitchen equipment that will be needed for the groups' cooking lessons, and to choose these items themselves.

Cllr Merrick suggested that the Centre contact the Charity Shop for any items that have been held in storage. Cllr Seal suggested that the youth do a leaflet drop around the village asking residents if they have any items which the Centre could have.

Cllr Brooks said that the process of opening a Lloyds Bank account on behalf of the Centre Trust has gone through quickly and smoothly and she is waiting for final confirmation for the online banking and a cheque book. Cllr Brooks said that as the Youth Centre is a CIO, the charity needs an independent person to look at the accounts before they are submitted to the Charity Commission on an annual basis and an accountant has been sought.

Cllr Brooks reported the youth would like to be able to say thank you to all the people in Stoke for the Centre, so a short 5-minute video was filmed back in the summer of 2017. This video will be put up on YouTube and will be put on the village website and Youth Centre's Facebook page. It will also be sent to the Architectural Heritage Fund who provided a grant for our legal fees.

Cllr Brooks asked if councillors would assist with the cleaning of the building and she would send an email around with the date and time.

Action Cllr Brooks

Cllr Uhlhorn asked if the council would like him to check whether Holly tree in the grounds had a TPO on it. The Clerk said this could be checked on the SSDC website. There will be an "Open Day" for the village so that people can see inside the Centre and to display plans of what is planned for the building. Cllr Brooks suggested that once the major part of the refurbishment is complete a formal launch for the Centre is held.

Cllr Dawe mentioned it was recommended in the survey that some wood needed treatment. Cllr Brooks said there is only one small area in the back hall, but the building will be surveyed by specialists soon.

The Clerk asked about the sign for the Youth Centre. Cllr Southcombe obtained a quotation which will cost £146. Cllr Brooks said that she would contact the supplier to discuss the artwork for this.

Action Cllr Brooks

19/024/b Hamdon Youth Group:

A report had been circulated to councillors

Cllr Brooks said she attend the Hamdon Youth Group meeting on 17th January where it was reported that over the past three months the Monday evening at Stoke has remained steady with an average of 18-20 young people attending each session. There is an interactive programme based on team games and circus skills, and work has also been done based around health & wellbeing, futures, relationships, school, and the law. The two sessions have now temporarily been reduced to one joint session as part of the cost cutting exercise following the County Council cuts.

The weekly session that is held at Norton on a Wednesday evening has an average 6-10 young people attending. These are generally the older members and the format of this session is very mainly discussion and mentoring, sometimes on a one to one basis. The young people are encouraged to talk about anything that is worrying them, and all kinds of subjects, including social pressures, bullying, racism and pornography. No subject is taboo. Current focus is on drugs and their effects, the law and health. Future sessions planned will involve speakers from the police, and from an ex-user on how drugs affected their life.

Cllr Brooks said that since the loss of the County Council support grant, a lot of hard work has been going on in looking for other sources of funding and as a HYG have awarded from SSDC (£500), Wessex Water (£1k) and Awards for All (£10k). Hopefully

CYP will receive a grant for the following year 2020/2021, and that would be a five-year operating cost grant providing a much welcome period of stability.

The young people in the Group have decided that they would like to try to raise some money themselves and arrangements have been made to have a sponsored "Stay Awake" where they will stay awake for 24 hours and will spend overnight at Norton Village Hall, playing games such as "I'm a Celebrity, Get Me Out of Here" and similar activities.

Cllr Brooks reported that HYG have decided that they would like to start using the Hamdon Youth Centre with effect from Monday 1 April and as they meet in the evenings, they feel that they are unlikely to be unduly disturbed by any building work going on over the next 6 months. The youth have planned to celebrate their first evening with CYP providing a bouncy castle for them to use and by giving them this first evening free. Cllr Brooks asked whether councillors would contribute to the evening by providing some cakes or light refreshments themselves, or perhaps a small contribution to these.

19/024/c Memorial Hall and Grounds:

A report had been circulated to councillors.

Cllr Brooks said that she had attended the Memorial Hall Management Committee meeting on Monday 21st January where it was reported that their funds have improved. The committee have also reviewed their insurance and have agreed that the rebuild value of the hall had not been increased so have arranged for the hall to undergo a 'Rebuild Cost Evaluation' survey and, the buildings sum insured has increased from £490,906 to £672,500.

Cllr Brooks announced that the Hall's AGM will be held on Tuesday 16th April at 7p.m. and councillors are invited to attend. The standard annual report to the parish council reporting on the use of the grant given to the Hall each year will follow in May. Cllr Brooks said the committee has lost two members owing to other commitments. However, they are continuing to help on an unofficial basis as and when required which is very much appreciated.

Cllr Brooks said the committee can now afford to make some improvements to the facilities. The current water supply to the Hall suffers from an ageing pipe from the external stopcock near the Langlands wall across the grounds to the building, and this pipe has narrowed significantly causing the water pressure to drop considerably. Work will take place at the end of March to replace the pipe with a wider diameter pipe.

Further work is planned later this year to renew the ladies and gents toilets. This will be funded by the Hall, hopefully using some of the Restricted Funds, subject to Charity Commission permission. If Charity Commission approval is refused then it is intended source funding from grant making foundations, perhaps on a matched basis.

The Clerk asked if the committee could let her know when the work through the grounds will be carried out so that she can inform the groundsman. **Action Cllr Brooks**

19/024/d Play Areas:

No report given

19/024/e Any Other Issues:

None declared.

19/025 **VILLAGE ENVIRONMENT:**

19/025/a Allotments

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

19/025/b Crime and Anti-Social Behaviour:

This item was discussed under *Minute ref: 19/019*.

19/025/c Footpaths:

No report given.

19/025/d **Ground Maintenance:**

Cllr Uhlhorn reported the ground maintenance is going well.

Cllr Uhlhorn said that he has written to the Sports and Recreation Trust regarding an 'umbrella' ground maintenance contract and is awaiting a response. The Clerk said that Montacute Parish Council has indicated they may be interested in coming in on the contract.

19/025/e **Highways and Transport:**

The Clerk said that Great Field Lane will be closed from the 18th February for highway work and utility installation. Also, on the 18th February, Ham Hill Road at the junction of Street Lane and Old Road in Odcombe will be closed for drainage work to be carried out.

Cllr Brooks said she has completed a form for a grant regarding the speed indicator device. The Clerk said she had some information on S.I.D suppliers which she will send to Cllr Brooks. Cllr Bloomfield said that he would send over some information on the supplier that Martock parish council used. **Action Clerk & Cllr Bloomfield**

The Clerk asked Cllr Bloomfield what training was required for volunteers. Cllr Bloomfield said that Chapter 8 training would be required to give an awareness of highway safety and the Police and Highways would need to approve the site before installing the equipment.

19/025/f **Street Lighting**

No report given.

19/025/g **Any Other Issues:**

Cllr Brooks said that the Synod has confirmed that they do not own the clock. The Clerk said that she needs to go to the Heritage Centre to check archive documents to clarify ownership.

Cllr Brooks said there will be a meeting on Wednesday 13th with SSDC regarding Westend Stores and that formal evidence is needed from residents on how they are affected by the store. Cllr Dawe said that he would attend.

(Cllr Bloomfield left the meeting)

Cllr Brooks said that when the risk management plan was discussed it was agreed to change the way the defibrillators were looked after and the first responder for Stoke has been recommended. Cllr Brooks said that she would get in contact with the gentleman and a meeting would be arranged for the handover. **Action Cllr Brooks**

Cllr Brooks said a resident has offered to set up a lunch club for older residents in the Lighthouse. The challenge is to reach out to the elderly, isolated and lonely residents and also volunteers. Cllr Brooks agreed to talk to members of the clergy who have set up similar schemes and said to councillors this may be something that could require grant support.

Cllr Brooks asked Cllr Seal how to source the right groups of people. Cllr Seal said 'word of mouth' would probably be the best way forward. The Clerk suggested putting a leaflet in with the newsletter.

Cllr Brooks said that she had received a reply from the 'Shop at the Cross'. The Clerk said that the community shop at Norton was not set up, run or owned by the Parish Council. A Community Land Trust was set up who run the shop and other projects in the village. Norton Parish Council gave a small donation for the setting up of the CLT. If this was an option for the 'Shop at the Cross' then residents would need to set up a steering group in the first instance and the shop would need to be run by volunteers from the community. The Clerk stated that the parish council does not have the General Power of Competence so would not be allowed to have any involvement with shop.

Cllr Seal passed on some details for the proprietors to contact at SSDC. It was agreed that the Clerk would write to the proprietors explaining the parish council's position.

19/026 FINANCE:**19/026/a** Matters for Reporti) Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation report as at 31st January 2019

	£
Current Account	100.00
Business Reserve Account	119,876.67
Sports & Recreation Trust Reserve Account	16,834.00
Asset Management Reserve Account	30,967.57
Total	167,778.24
Outstanding Transfers	-911.75
Outstanding Cheques	-3,950.81
Outstanding Credits	48.00
Total as Cash Book	162,963.68

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	42,462.30
Total	100,330.34

Unallocated Money**62,633.34**

Cllr Middleton queried the number cheques outstanding. The Clerk said she had not yet received the latest bank statement.

ii) VAT Reclaim

The Clerk reported that the VAT reclaim had been submitted which totalled £3,012.19.

19/026/b Matters for Resolutioni) Cheques Payable:

		£	
Sarah Moore	Expenses/Reimbursements	218.10	<i>Chq 2216</i>
	January		
Stable Print & Design	February Newsletters	195.00	<i>Chq 2217</i>
Countrywide Ground Maintenance	Ground Maintenance for	655.20	<i>Chq 2218</i>
Hi-Spec Trees	December		
	Tree Works at Memorial Hall	4,275.00	<i>Chq 2219</i>
	Grounds		
Stoke sub Hamdon Sports & Recreation Trust	Insurance Claim on Recreation	490.23	<i>Chq 2220</i>
	Ground Gate		
Barbara Brooks	Tables & Chairs for Youth	2,328.83	<i>Chq 2221</i>
	Centre		
	Total	8,162.36	

Proposed: Cllr Dawe Seconded: Cllr Donovan agreed unanimously

(Cllr Dawe left the meeting)

The Clerk passed cheque no. 2220 to Cllr Merrick and cheque no. 2221 to Cllr Brooks
(Cllr Dawe entered the meeting)

19/027 PLANNING:

19/027/a Planning Information:

No report given.

19/027/b Parish Planning Working Party Feedback on Applications:

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 - no observations or objections

19/00044/PDE – Application for rear extension with permitted development rights – 3 Langlands, Stoke sub Hamdon TA14 6QA – no response required

19/027/c Planning Decisions and Reports:

i. Reports

No report given

ii. Decisions

18/0234/REM – Reserved matters for the erection of 27 dwellings, formation of new access and associated landscaping – Land OS 8000 South of West Street, Stoke sub Hamdon. This application was permitted with conditions

Cllr Brooks said she had received one suggestion on the road name for the development in West Street. Cllr Southcombe explained that Samuel Morley was a great benefactor to the village and supported Richard Southcombe and the building of the Southcombe Glove Factory. Through this support many houses were built and contributed towards cost of the United Reformed Church.

It was agreed to suggest Morley Road. It was also agreed to put an article in the newsletter.

Action Cllr Brooks

(Cllr Seal and Mr Hewitson left the meeting)

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

Proposed: Cllr Southcombe Seconded: Cllr Nelms agreed unanimously

Cllr Donovan said that he would ask the farmer if the area in West Street has a particular name.

Action Cllr Donovan

19/028 GOVERNANCE:

No report given

19/029 CORRESPONDENCE:

The Clerk said has received a request for a donation from Yeovil Shopmobility. This would be made under the Local Government Act 1972 s.137. Cllr Donovan was concerned that the grants section in the budget was overspent. The Clerk pointed out the s.137 section in the budget was not overspent. A discussion was held, and it was agreed to find out why their funding had been cut and how many service users were from Stoke sub Hamdon.

Action Clerk

19/030 MEMBERS' & CLERK'S REPORTS:

No reports given.

19/031 ITEMS FOR FUTURE AGENDAS:

None declared.

19/032 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, 6th March 2019.