

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING
HELD ON WEDNESDAY 4TH JULY 2019
IN THE MEMORIAL HALL

19/100/a **PRESENT:**

Members: Mrs Barbara Brooks, Mr Hugh Donovan, Mrs Rebecca Merrick, Mr Graham Middleton, Mrs Suzanne Nelms, Mr Bill Southcombe and Mr Malcolm Uhlhorn

Others: Mr Neil Bloomfield (County Councillor), Mr Mike Hewitson (District Councillor), Mrs Sarah Moore (Clerk), Mr Mike Foley (HCAP), Mrs Maria Eames (HCAP) and no members of the public

19/100/b **APOLOGIES:**

Mr Andy Dawe

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.

19/101 **DECLARATION OF INTEREST:**

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

Cllr Donovan declared an interest in the Hamdon Youth & Family Centre

Cllr Merrick declared an interest in the Sports & Recreation Trust

Cllr Nelms declared an interest in Friends of Ham Hill and 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

19/102 **PUBLIC SESSION:**

Mr Foley gave a presentation on behalf of the Hamdon Community Arts Project (HCAP). The Clerk asked for an emailed copy of the business plan so that it could be circulated to councillors.

(Cllr Middleton entered the meeting)

Mr Foley explained who the current users were and gave a brief explanation of income and costs and what HCAP would need to do to make the purchase of the building a viable project. Included with the business plan was the refurbishment costs from the surveyor in order to bring the building up to date. Mr Foley explained pledges had been made and that SSDC have pledged £12,500 but this is subject to match funding from the parish council. The support needed from the parish council would not only be monetary funding but a letter of support. Cllr Brooks asked for confirmation of the basis of the sale. Mr Foley said the Synod has agreed to give a maximum mortgage of £60,000 but HCAP are hoping to limit this to £50,000. Cllr Brooks said as parish council has only just received the information tonight and would also need the final business plan and accounts before making an informed decision on such a large amount of funding. Mr Foley said that HCAP need to decide by the end of the year whether to buy the building or not.

To assist HCAP with their business plan, Cllr Brooks suggested a working party is set up between the Parish Council, HCAP, Cllr Hewitson for SSDC and an independent person. Councillors agreed if the working party met during August the funding could be addressed at the September parish council meeting.

Cllr Donovan explained that from a finance perspective, this grant application is a lot of money and poses a major challenge for the council as this is not something that has been budgeted for and it equates to 16% of the council's precept. Cllr Donovan explained what money the council had ring-fenced and the general expenditure and reserves and said this application would need to be looked at thoroughly.

It was agreed that Cllr Hewitson (SSDC), Mr Foley, Cllr Dawe and the Clerk (as RFO) would be on the working party.

(Mr Foley and Mrs Eames left the meeting)

19/103 MINUTES OF PREVIOUS MEETING:

The Minutes of the June meeting and confidential minutes were signed and approved.

Proposed: Cllr Uhlhorn Seconded: Cllr Southcombe 1 abstained; 4 agreed

(Cllr Hewitson entered the meeting)

Cllr Brooks reiterated the salient points of the HCAP presentation for Cllr Hewitson

19/104 MATTERS ARISING FROM MINUTES:

19/104/a Review of Action List

The Clerk reviewed the items on the Action List:

- i) Highway Issues – The Clerk asked Cllr Bloomfield if he had an update on the overhanging trees in East Stoke. Cllr Bloomfield agreed to chase this matter up. **Action Cllr Bloomfield**
- ii) Stone Clad Litter Bins - The Clerk said these have not been planted up. It was agreed that the Clerk would chase SSDC. **Action Clerk**
- iii) Online Banking - This is now in place. Cllr Brooks said some of the money is in the Lloyds account and the NatWest account has now been closed but NatWest needs to transfer the remaining amount.
- iv) Damage to wall at the top of the High Street – The Clerk said she had received some information from the History Group; apparently there used to be house situated on the area the parish council maintain which had burnt down. However, the History Group do not have any ownership record for the wall beyond the Sea Wall garden area to the houses at the top of the High Street, but the assumption is that as it is a boundary wall it therefore comes under the ownership of the landowner being the Duchy of Cornwall. The Clerk said that she had received an offer from a resident to repair the wall and it was agreed to accept the offer. **Action Clerk**
- v) Play Areas – Cllr Uhlhorn and the Clerk still need to meet up to discuss this.
- vi) Ground Maintenance Contract – Cllr Uhlhorn reported that the various representatives met, and it was agreed to ask the existing contractors to give an indicative price for the contract and to find out whether it would be feasible to go ahead with an umbrella contract. Cllr Uhlhorn to report at the next meeting. **Action Cllr Uhlhorn**
- vii) Play Inspections - The Clerk confirmed the Play Inspection Company's risk assessments are included with their inspection report. The Clerk then explained their quotation in more depth saying that the cost depended on the amount of facilities there are per site so both the Memorial Hall and Stonehill would cost £55 per site and the recreation ground would cost in the region of £95. Wicksteed Leisure's inspection would cost £60 per play area. The Clerk said that it would appear that the Sports and Recreation Trust have already organised their own play inspection. It was therefore agreed to accept the

that infra-red heating would be installed which will be hung from the beams and replace the halogen lights with LED lighting to improve efficiency. By using the information from GrantsOnline the Youth Centre has applied for a grant from the Co-Op.

19/107/b Hamdon Youth Group:

Cllr Brooks said there has been no meeting since the last parish council meeting.

19/107/c Memorial Hall and Grounds:

Cllr Brooks said there has been no meeting since the last parish council meeting. There is a new Dance Academy starting on a Tuesday evening and, the committee is in the process of getting a new sign board designed and quotes for new toilets.

19/107/d Play Areas:

This item was discussed under *Minute ref: 19/104/a*

19/107/e Any Other Issues:

Cllr Brooks said she will be meeting with AgeUK Somerset to discuss the logistics of how the scheme will be advertised. Cllr Brooks asked for the council's authority to get some leaflets printed. The leaflets could cost up to £100.

Proposed: Cllr Merrick Seconded: Cllr Nelms agreed unanimously

Cllr Brooks said the parish council need a logo and several suggestions were put forward. Cllr Donovan thought it would be appropriate to have a logo with the monument on it as that is what the village associates Stoke sub Hamdon with. It was agreed that for the Clerk to scan Cllr Brooks the drawing of the monument.

Cllr Brooks said a meeting will be held to discuss the VE Day 75 event on 15th July in the Memorial Hall and the village organisations, schools, public houses have been invited. Cllr Brooks has been asked whether the parish council would be able to give some funding towards the event. The Clerk said that she would have a look at the cost for the 2012 Jubilee, but it would depend on what ideas are put forward at the meeting.

19/108 **VILLAGE ENVIRONMENT:**

19/108/a Allotments

The Clerk reported that a couple of residents has complained about an allotment holder who has allowed a builder to place a skip and materials on his allotment and that the allotment holder is using his plot to park vehicles. The Clerk confirmed that she has photographic evidence of this. It was agreed that the Clerk would write a strongly worded letter to the allotment holder stating that if they did not remove these items or stop parking on the plots, they would forfeit their allotment. The allotment holder will also be charged if the parish council have to intervene to clear the plots or if the plots were damaged in anyway. Action Clerk

19/108/b Crime and Anti-Social Behaviour:

The Clerk said a resident reported that group of youths broke into the Priory grounds and were holding a party. Cllr Nelms said the police and ambulance service were in attendance. The Clerk said she would mention it to the National Trust. Action Clerk

19/108/c Footpaths:

Cllr Nelms said that the footpath in Stonehill is obstructed by overgrown garden vegetation. It was agreed for the Clerk to write to the resident asking them to cut back their vegetation. Action Clerk

19/108/d Ground Maintenance:

Cllr Uhlhorn said that he and the Clerk inspected the village and he found that the quality of the maintenance was poor. The Clerk said that she met with the operational manager who suggested meeting with the groundsman.

19/108/e Highways and Transport:

i) Cheques Payable:

		£	
Came & Company	PC Insurance (paid 05.06.19)	2,982.63	<i>Chq 2245</i>
Hugh Donovan	Reimbursement for Deck Oil (paid 19.06.19)	23.63	<i>BACS</i>
Sarah Moore	Expenses/Reimbursements June	78.65	<i>BACS</i>
Stable Print & Design	July Newsletters	195.00	<i>BACS</i>
Countrywide Ground Maintenance	Ground Maintenance for	655.20	<i>BACS</i>
HMRC	PAYE	160.80	<i>Chq 1</i>
Stoke sub Hamdon Sports & Recreation Trust	Annual Maintenance Grant	4,000.00	<i>BACS</i>
<i>Local Government</i>	<i>Act 1972 s.137</i>		
Martock Job Club	Donation (towards Stoke Residents)	200.00	<i>Chq 2</i>
Total		8,295.91	

Proposed: Cllr Donovan Seconded: Cllr Southcombe agreed unanimously

ii) Other:

Cllr Brooks said that it is unlikely that NatWest will transfer the direct debits to Lloyds Bank and if the Clerk is not paid could the council pass a resolution to make a payment before the next meeting and to set up a new direct debit.

Proposed: Cllr Brooks Seconded: Cllr S Nelms agreed unanimously

The Clerk said she has received the accounts from the internal auditor and as the parish council do not meet in August would the council resolve to pay the invoice of £132 before the next meeting.

Proposed: Cllr Merrick Seconded: Cllr Donovan agreed unanimously

19/109/c Annual Governance and Accounting Statements

i) The Annual Governance Statement was approved and signed

Proposed: Cllr Brooks Seconded: Cllr Merrick agreed unanimously

ii) The Annual Accounting Statement was approved and signed

Proposed: Cllr Donovan Seconded: Cllr Southcombe agreed unanimously

19/110 PLANNING:

19/110/a Planning Information:

Cllr Brooks said she would be attending the Orchid View PR event.

Cllr Brooks said a review of the South Somerset Local Plan (2006-2028) – Preferred Options Consultation has been received. The Planning Working Party will have a look at this and feedback their views.

Cllr Middleton commented on the hamstone blocks on the houses at the West Street development. Cllr Brooks said that this is down to SSDC planning department to deal

with. It was agreed that Cllr Brooks would write to the planning department to find out whether this material had been agreed.

Action Cllr Brooks

19/110/b Parish Planning Working Party Feedback on Applications:

19/01738/TCA – Application to carry out tree works in a Conservation area - The Gables, North Street, Stoke sub Hamdon TA14 6QR - no observations or objections

19/01623/TCA – Application to carry out tree works in a Conservation area - The Gables, North Street, Stoke sub Hamdon TA14 6QR – no observations and objections

19/01774/HOU – demolition works and forming an opening in front and rear walls to allow vehicular access to garden. Formation of parking and turning area – 51 High Street, Stoke sub Hamdon TA14 6PR - objection as the proposed exit is at the narrowest part of the High Street with no pedestrian pavement immediately opposite. It is considered that there would be considerable pedestrian danger in allowing an exit at this point in the road, and that visibility would be an issue both ways for car drivers.

19/110/c Planning Decisions and Reports:

i. Reports

19/00987/S73A – S73A application to conditions 7, 10 and 12 of approval 17/01096/OUT, to change pre-commencement conditions to pre-occupation conditions – Land OS 8000 West Street, Stoke sub Hamdon – No action published since last month

ii. Decisions

19/01378/FUL – The installation of iron railings, associated works and a new entrance porch canopy – The Working Men’s Club, 12-14 High Street, Stoke sub Hamdon TA14 6PS - SCC Highways raised an objection alleging the railings would impede visibility to traffic coming down from Ham Hill, which was subsequently withdrawn following a site visit. This application has been permitted with conditions

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

Proposed: Cllr Southcombe Seconded: Cllr Middleton 1 abstain 4 agreed

19/111 **GOVERNANCE:**

No report given.

19/112 **CORRESPONDENCE:**

No correspondence had been received.

19/113 **MEMBERS’ & CLERK’S REPORTS:**

No reports given.

19/114 **ITEMS FOR FUTURE AGENDAS:**

None declared.

19/115 **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 to be discussed is ‘Commercial in Confidence’.

19/116 **DATE OF NEXT PARISH COUNCIL MEETING:**

There being no further business the meeting was closed at 9.35pm. The next parish council meeting will be held on Wednesday, 4th September 2019 at 7.15pm.

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19/102 **PUBLIC SESSION:**

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(Cllr Middleton entered the meeting)

Mr Foley explained who the current users were and gave a brief explanation of income and costs and what HCAP would need to do to make the purchase of the building a viable project. Included with the business plan was the refurbishment costs from the surveyor in order to bring the building up to date. Mr Foley explained pledges had been made and that SSDC have pledged £12,500 but this is subject to match funding from the parish council. The support needed from the parish council would not only be monetary funding but a letter of support. Cllr Brooks asked for confirmation of the basis of the sale. Mr Foley said the Synod has agreed to give a maximum mortgage of £60,000 but HCAP are hoping to limit this to £50,000. Cllr Brooks said as parish council has only just received the information tonight and would also need the final business plan and accounts before making an informed decision on such a large amount of funding. Mr Foley said that HCAP need to decide by the end of the year whether to buy the building or not.

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(Mr Foley and Mrs Eames left the meeting)

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quotation from the Play Inspection Company for the Memorial Hall and Stonehill.

Proposed: Cllr Brooks Seconded: Cllr Donovan agreed unanimously

- viii) Cllr Southcombe said that as soon as he has access to the Jubilee Wood, he will cut the footpaths. Action Cllr Southcombe
- ix) Lengthsman Scheme – The Clerk said she would find out whether this programme is still available. Action Clerk

19/105 DISTRICT & COUNTY COUNCILLORS:

19/105/a Mike Hewitson – District Councillor

Cllr Hewitson's report had been circulated to councillors. The report covered:

- The update from Somerset Waste Partnership on the 'Recycle More' waste strategy. A wider range of materials will be able to be recycled and the black bin collections will be every 3 weeks. The roll out will be phased over 2 years starting in June 2020. Some concerns have been raised particularly regarding families with young children and those who live in properties where the wheelie bins are not practical and still use black bags.
- Ham Hill – A National Lottery bid is being prepared to help to boost tourism and improve the facilities. A stakeholder workshop will be held on Monday 15th July.

19/105/b Neil Bloomfield – County Councillor:

Cllr Bloomfield said that he is waiting for a response from the police regarding the accident along Montacute Road, East Stoke. Cllr Brooks asked if there were any actions that could be taken on highway safety. Cllr Bloomfield said that Highways will look at this incident but would not be able to do anything until the police have released the information. Cllr Bloomfield said Somerset County Council have cut the budget and are not implementing any further small improvement schemes. Cllr Bloomfield said that if there is a clear safety issue then Highways are duty bound to do something about it.

(Cllr Bloomfield left the meeting)

Cllr Hewitson said that he met with the principal of Stanchester and the school have agreed to support a road safety campaign. Residents in the vicinity are also in full support of this. The Clerk said that she met with the district councillors from the NIST Ward and they will fully support a campaign and, the Clerk agreed to raise this matter at the next Montacute parish council meeting to gauge their support.

19/106 SPORTS AND RECREATION TRUST REPORT:

The Inspection report for the recreation ground had been circulated to councillors. Cllr Brooks mentioned the comment regarding the corrosion on the skateboard park. Cllr Merrick will discuss the inspection report with the facilities manager. Cllr Merrick said the adventure playground should be finished within 3-4 weeks and be ready in time for the school holidays. A discussion was held regarding the skateboard park and Cllr Merrick said that the Trust are aware of the maintenance issues.

19/107 SPORTS & LEISURE:

19/107/a Hamdon Youth Centre:

Cllr Brooks said the next HYC meeting will be on 11th July where a new risk management plan will be discussed. The Centre has received formal notification that the property rateable value is £2,900 and SSDC have given the full discretionary rate relief. Cllr Brooks said the conservation officer needs to carry out a site visit so that drawings can be done, and listed buildings consent can be submitted. It was agreed

that infra-red heating would be installed which will be hung from the beams and replace the halogen lights with LED lighting to improve efficiency. By using the information from GrantsOnline the Youth Centre has applied for a grant from the Co-Op.

19/107/b Hamdon Youth Group:

Cllr Brooks said there has been no meeting since the last parish council meeting.

19/107/c Memorial Hall and Grounds:

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19/107/d Play Areas:

This item was discussed under *Minute ref: 19/104/a*

19/107/e Any Other Issues:

Cllr Brooks said she will be meeting with AgeUK Somerset to discuss the logistics of how the scheme will be advertised. Cllr Brooks asked for the council's authority to get some leaflets printed. The leaflets could cost up to £100.

Proposed: Cllr Merrick Seconded: Cllr Nelms agreed unanimously

Cllr Brooks said the parish council need a logo and several suggestions were put forward. Cllr Donovan thought it would be appropriate to have a logo with the monument on it as that is what the village associates Stoke sub Hamdon with. It was agreed that for the Clerk to scan Cllr Brooks the drawing of the monument.

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19/108 **VILLAGE ENVIRONMENT:**

19/108/a Allotments

The Clerk reported that a couple of residents has complained about an allotment holder who has allowed a builder to place a skip and materials on his allotment and that the allotment holder is using his plot to park vehicles. The Clerk confirmed that she has photographic evidence of this. It was agreed that the Clerk would write a strongly worded letter to the allotment holder stating that if they did not remove these items or stop parking on the plots, they would forfeit their allotment. The allotment holder will also be charged if the parish council have to intervene to clear the plots or if the plots were damaged in anyway. Action Clerk

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19/108/c Footpaths:

Cllr Nelms said that the footpath in Stonehill is obstructed by overgrown garden vegetation. It was agreed for the Clerk to write to the resident asking them to cut back their vegetation. Action Clerk

19/108/d Ground Maintenance:

Cllr Uhlhorn said that he and the Clerk inspected the village and he found that the quality of the maintenance was poor. The Clerk said that she met with the operational manager who suggested meeting with the groundsman.

19/108/e Highways and Transport:

The Clerk reported she had received notification that the West Street will be closed on 5th August for up to 19 days to enable groundworks to the new housing development.

Cllr Southcombe said he has received a couple of complaints regarding heavy lorries travelling up North Street to go to the West Street development. Cllr Brooks said she would contact the developers.

Action Cllr Brooks

Cllr Southcombe said he will ask resident to take photographs of the offending lorries.

19/108/f Street Lighting

No report given.

19/108/g Defibrillator Report

No report has been received.

19/108/h Befriending Scheme

This item was discussed under *Minute ref: 19/107/e*

19/108/i Any Other Issues:

A grant application has been received from Stoke Luncheon Club for £300 to assist with set up costs. This was agreed.

Proposed: Cllr Donovan Seconded: Cllr Merrick agreed unanimously

(Cllr Hewitson left the meeting)

19/109 FINANCE:

19/109/a Matters for Report

i) **Monthly Bank Reconciliation**

The Clerk gave the monthly bank reconciliation report as at 30th June 2019

	£
NatWest Current Account	100.00
NatWest Business Reserve Account	162,439.07
Lloyds Current Account	47,754.99
Total	210,294.06
Outstanding Transfers	-6,744.97
Outstanding Cheques	-6,558.50
Total as Cash Book	196,990.59

Ring-Fenced Amounts:

	£
Pavilion Reserve Account	20,042.12
Cemetery Project	12,316.47
Asset Management Reserve Account	33,382.50
Bequest – Plants	150.00
Hamdon Youth Centre	40,384.36
Total	106,272.45

Unallocated Money **90,718.14**

ii) **Budget Comparison Report**

The Comparison of Budget report as at 30th June 2019 had been circulated to all councillors. The report shows the annual budget for 2019/20 and the actual spend to date. The Clerk reported that the 1st quarter of the financial year the parish council's expenditure is under budget.

19/109/b Matters for Resolution

i) Cheques Payable:

		£	
Came & Company	PC Insurance (paid 05.06.19)	2,982.63	<i>Chq 2245</i>
Hugh Donovan	Reimbursement for Deck Oil (paid 19.06.19)	23.63	<i>BACS</i>
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Martock Job Club	Donation (towards Stoke Residents)	200.00	<i>Chq 2</i>
Total		8,295.91	

Proposed: Cllr Donovan Seconded: Cllr Southcombe agreed unanimously

ii) Other:

Cllr Brooks said that it is unlikely that NatWest will transfer the direct debits to Lloyds Bank and if the Clerk is not paid could the council pass a resolution to make a payment before the next meeting and to set up a new direct debit.

Proposed: Cllr Brooks Seconded: Cllr S Nelms agreed unanimously

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19/01378/FUL – The installation of iron railings, associated works and a new entrance porch canopy – The Working Men’s Club, 12-14 High Street, Stoke sub Hamdon TA14 6PS - SCC Highways raised an objection alleging the railings would impede visibility to traffic coming down from Ham Hill, which was subsequently withdrawn following a site visit. This application has been permitted with conditions

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

Proposed: Cllr Southcombe Seconded: Cllr Middleton 1 abstain 4 agreed

19/111 **GOVERNANCE:**

No report given.

19/112 **CORRESPONDENCE:**

No correspondence had been received.

19/113 **MEMBERS’ & CLERK’S REPORTS:**

No reports given.

19/114 **ITEMS FOR FUTURE AGENDAS:**

None declared.

19/115 **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 to be discussed is ‘Commercial in Confidence’.

19/116 **DATE OF NEXT PARISH COUNCIL MEETING:**

There being no further business the meeting was closed at 9.35pm. The next parish council meeting will be held on Wednesday, 4th September 2019 at 7.15pm.