

# STOKE SUB HAMDON PARISH COUNCIL

MRS. SARAH MOORE, PARISH CLERK. 24 High Street, Stoke sub Hamdon, Somerset TA14 6PS  
Tel: 01935 822455 E-mail: clerksshpc@hotmail.co.uk



## MINUTES OF MONTHLY MEETING HELD ON WEDNESDAY 2<sup>ND</sup> OCTOBER 2019 IN THE MEMORIAL HALL

### 19/134/a                      **PRESENT:**

**Members:** Mrs Barbara Brooks, Mr Hugh Donovan, Mr Graham Middleton, Mrs Suzanne Nelms and Mr Malcolm Uhlhorn

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

### 19/134/b                      **APOLOGIES:**

Mr Andy Dawe, Mrs Rebecca Merrick, Mr Bill Southcombe and 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.

### 19/135                      **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 Nelms declared an interest in Friends of Ham Hill and the Hamdon Community Arts Project

Cllr Uhlhorn declared an interest in the Memorial Hall

### 19/136                      **CO-OPTION:**

It was agreed to defer the co-option until November.

### 19/137                      **PUBLIC SESSION:**

The updated business plan had been circulated to all councillors. A discussion was held regarding the legal aspect of the purchase, that there should be a long-term asset reserve provision in place, and what the income provision will be. Cllr Hewitson thanked all the people who were involved with the working party and wished HCAP well with the project. HCAP have been praised by visitors to the community for the facility.

Cllr Brooks stated that HCAP are applying to SSDC for a grant of £12,500 and were asking the parish council for a grant that would match fund the SSDC grant. The grant would be payable on completion and could come out of the council's funding for next year. It was agreed there would need to be a caveat that this would be a one-off grant and HCAP could not come to the parish council for large maintenance grants in the future.

It was agreed in principle to match fund the SSDC grant towards the purchase of the building payable on completion of the project, and that the grant would be returned should the project be unsuccessful. These conditions would be set out in the grant letter on completion.

Proposed: Cllr Uhlhorn      Seconded: Cllr Brooks      2 agreed; 1 abstained

Cllr Hewitson said the application for a grant of £12,500 still needs to be considered by Area North Committee. It was agreed that the parish council would support the project fully and give a grant of £12,500.

Proposed: Cllr Donovan    Seconded: Cllr Brooks    2 agreed; 1 abstained

It was agreed for the Clerk to give the contact details of the solicitor to HCAP

Action Clerk

### **19/138            MINUTES OF PREVIOUS MEETING:**

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

Proposed: Cllr Donovan    Seconded: Cllr Nelms    1 abstained; 2 agreed

### **19/139            MATTERS ARISING FROM MINUTES:**

#### **19/139/a        Review of Action List**

The Clerk reviewed the items on the Action List:

- i) Highway Issues – Cllr Bloomfield has agreed to investigate this matter further. No update for this meeting. Action Cllr Bloomfield
- ii) Stone Clad Litter Bins - Cllr Hewitson is waiting to hear from Streetscene.
- iii) Adoption of Telephone Box, West Street – The Clerk is waiting to hear from Community Heartbeat Trust. Action Clerk
- iv) Tactile Paving in High Street – Cllr Bloomfield has agreed to investigate this matter further. No update for this meeting. Action Cllr Bloomfield
- v) Jubilee Woods – Waiting to hear from Duchy of Cornwall. Action Clerk
- vi) Lengthsman Scheme – Cllr Hewitson is waiting to hear from Streetscene
- vii) Councillor Training – The Clerk reported that as Montacute parish council have some councillors who need of training, she has contacted SALC to ask if a training session could be held at Montacute village hall. A date is still to be confirmed.

### **19/140            DISTRICT & COUNTY COUNCILLORS:**

#### **19/140/a        Mike Hewitson – District Councillor**

Cllr Hewitson's report had been circulated to councillors. The report gave an update on the Full Council meeting that was held on 19<sup>th</sup> September; a report from the Countryside Manager for Ham Hill and; an anti-social behaviour incident.

Cllr Hewitson also reported that he has been in preliminary discussions regarding grants with the village community shop group.

The Clerk passed a letter to Cllr Hewitson regarding the trees obscuring the view of the monument on the western side of the hill. Cllr Hewitson agreed to pass this onto the SSDC Countryside Manager. Action Cllr Hewitson

Cllr Middleton raised concerns about the SSDC's transformation and IT issues. The Clerk reported there were issues accessing planning information and the definitive map on the new website.

#### **19/140/b        Neil Bloomfield – County Councillor:**

No report received.

### **19/141            SPORTS AND RECREATION TRUST REPORT:**

#### **19/141/a        Inspection Report**

The inspection report had just been received and the Clerk agreed to circulate this to councillors. There were no major issues reported.

**19/142                      SPORTS & LEISURE:**

**19/142/a      Hamdon Youth Centre:**

A report had been circulated to councillors. There is an issue of young people climbing onto the flat roof and discussions have taken place on how to deter this from happening again. Quotations have been received to install fencing around the boiler house roof and to remove the asbestos. However, these were not cost effective and in hindsight fencing would not be aesthetically pleasing to the building or for immediate neighbours. Cllr Donovan said he has obtained a further quotation from an asbestos specialist who could remove the asbestos for around £300. Cllr Donovan proposed that the asbestos was removed and disposed of by the specialist, the boiler room chimney was removed as this was no longer needed and, the boiler room roof was re-covered with roof felting sheets.

Proposed: Cllr Nelms      Seconded: Cllr Uhlhorn      agreed unanimously

Cllr Brooks said the final drawings have now been completed and the Listed Building Consent application can be submitted to SSDC.

**19/142/b      Hamdon Youth Group:**

Cllr Brooks reported the group need some more volunteers and an article had gone into the newsletter

**19/142/c      Memorial Hall and Grounds:**

Cllr Brooks said that an analysis of running costs against income has been carried out and the income for the hall has improved since 2015. The future projects for the hall are to improve the kitchen and upgrade the toilet facilities.

**19/142/d      Play Areas:**

Cllr Uhlhorn said an inspection report will be given at next month's meeting.

**19/142/e      Any Other Issues:**

Cllr Brooks thought it would be a good idea if Cllr Bloomfield could consider giving the Lunch Club an 'Improving Lives' grant and said that she would complete the form. Cllr Brooks said that if it is not granted then could the parish council consider giving a grant at the next meeting.

**19/143                      VILLAGE ENVIRONMENT:**

**19/143/a      Allotments**

The Clerk said she had not received a response regarding the allotments at Stonehill.

**19/143/b      Crime and Anti-Social Behaviour:**

There had been no incidents reported in the village. However, vehicles are being shot at in the vicinity of Lysander Road, Cartgate Link Road and Babylon Hill. It was agreed to write to the police raising concerns about these incidents and ask what the police's stance is on this.

Action Clerk

**19/143/c      Footpaths:**

The Footpath Officer submitted a report to Somerset County Council Rights of Way on the following footpaths:

- Y25/8 – The footpath at the rear of the new housing development at the Southcombe's factory is overgrown.
- Y25/21 – The fingerpost at the base of the footpath leading up to Bowey at the top of High Street is broken. The Clerk said that this has now been repaired.

- Y25/18 – footpath between Rixon Common to the north and Furlands allotments to the south is heavily overgrown and so is the area over the stream further east after the kissing gate.
- Y20/33 – The railings at the top of this footpath from Sandy Lane to the field further along Matts Lane in Norton have collapsed and need reinstating.

The Clerk said a complaint has been received via the village website stating that Tunwell and Whirligig Lane are overgrown and in passable because of brambles. The Clerk said that she needs to check where these issues are as one lane comes under the parish council's remit and the other is Rights of Way.

**19/143/d Ground Maintenance:**

Cllr Uhlhorn said a meeting is being held on 3<sup>rd</sup> October to discuss the feasibility of an 'Economy of Scale' grounds maintenance contract.

**19/143/e Highways and Transport:**

There will be a road closure near the railway station in Crewkerne. This will take place in November.

Cllr Nelms raised a concern about the road closure in East Stoke as vehicles will take a short cut down Windsor Lane which is a single-track road.

**19/143/f Street Lighting**

No report given.

**19/143/g Defibrillator Report**

No report received.

**19/143/h Befriending Scheme**

There has been a good response for volunteers for the scheme. Cllr Brooks said she has written to all health and care practitioners to get the word out to residents that the village has a befriending scheme. Cllr Brooks agreed to send a copy of letter to Clerk for parish records. **Action Cllr Brooks**

**19/143/i Any Other Issues:**

Cllr Nelms raised a concern about the safety of some the children who attend Stanchester Academy when walking home from school. The children are being irresponsible and dangerous by walking or jumping into the road when a vehicle is coming towards them. It was agreed to write to Stanchester Academy. **Action Clerk**

Cllr Hewitson said he has spoken to Streetscene about the dog bin not being emptied in North Street. A resident has complained about the recycling collections; litter is being left on the road and food waste is not always collected. Cllr Hewitson agreed to contact Somerset Waste Partnership. The Clerk said that the bin at the top of Windsor Lane has disappeared and the bar of the fence has been broken. **Action Cllr Hewitson**

Cllr Hewitson said a resident from Bonnies Lane has asked whether it was their responsibility to clear the bank by their property wall or the council's. It was agreed that this belonged to the resident.

*(Cllr Hewitson left the meeting)*

**19/144 FINANCE:**

**19/144/a Matters for Report**

i) **Monthly Bank Reconciliation**

The Clerk gave the monthly bank reconciliation report as at 30<sup>th</sup> September 2019

	£
NatWest Current Account	CLOSED
NatWest Business Reserve Account	CLOSED
Lloyds Current Account	186,854.02
<b>Total</b>	<b>186,854.02</b>
Outstanding Cheques	0.00

<b>Total as Cash Book</b>	<b>186,854.02</b>
---------------------------	-------------------

Ring-Fenced Amounts:

	<b>£</b>	
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	
<b>Total</b>	<b>106,275.45</b>	

<b>Unallocated Money</b>	<b>80,578.57</b>
--------------------------	------------------

ii) Quarterly Budget Comparison

The Comparison of Budget report as at 30<sup>th</sup> September 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 2<sup>nd</sup> quarter of the financial year the parish council's expenditure is under budget.

iii) Annual Governance & Accountability Return

The Clerk read out the external auditor's report from PKF Littlejohn:

*'The smaller authority failed to approve the AGAR in time to publish it before 1 July 2019, the date required by the Accounts and Audit Regulations 2015 and did not disclose this by answering 'No' to Section 1, Box 1.*

*The AGAR was not accurately completed before submission for review:*

*The smaller authority has not restated the 2017/18 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability. Box 9 for the prior year should have read £343,552.'*

The Clerk explained that the parish council did not received the accounts back from the internal auditor before the 30<sup>th</sup> June so could not get it approved and sent to PKF Littlejohn in time. The Clerk apologised for omitting the word 'reinstated' on Section 2, Box 9 of the AGAR. It was agreed to contact the internal auditor for a timescale to get the accounts back well before the 30<sup>th</sup> June.

iv) Bank Forms – Signatories

The Clerk asked Cllrs Brooks and Donovan to sign the new signatory form and said she would give the form to Cllr Dawe on his return.

v) Finance Meeting – Budget 2020/21

It was agreed to meet on 24<sup>th</sup> October at 7pm

**19/144/b**      Matters for Resolution

i) Cheques Payable:

		<b>£</b>	
Sarah Moore	Expenses/Reimbursements for September	126.04	BACS
<i>Stable Print &amp; Design Ltd</i>	<i>October Newsletters</i>	195.00	BACS
<i>Countrywide Ground Maintenance</i>	<i>Ground Maintenance for August</i>	655.20	BACS
<i>PKF Littlejohn LLP</i>	<i>Annual Governance &amp; Accountability Return</i>	720.00	BACS
HMRC	PAYE Period 5-7	120.60	BACS

Total 1,816.84

The Clerk said she has received an invoice from AgeUk Somerset for £1,000 in respect of the grant and asked councillors for a resolution to pay this along with the payments listed on the agenda.

Proposed: Cllr Nelms Seconded: Cllr Uhlhorn agreed unanimously

- ii) Other:  
None declared.

**19/145 PLANNING:**

**19/145/a Planning Information:**

*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.*

**19/145/b Parish Planning Working Party Feedback on Applications:**

**19/02459/COU** – Change of use of ground floor from residential to café (Use Class A3) – 1 High Street, Stoke sub Hamdon TA14 6PP - no objections to the application but observe that the application is incorrect in stating that customers' cars and delivery vans are able to park at the "free" Memorial Hall car park. This is not in fact a public car park but a car park on private land for the sole use of those who hire the Hall

**19/01927/LBC** – The carrying out of internal and external alterations to include changes to layout and double glazing of rear windows of the dwelling – 7 East Stoke, Stoke sub Hamdon TA14 6RQ – No observations or objections

**19/02395/NMA** – Application for a non-material amendment to planning approval 18/02324/REM relating to render, windows, tiles and general changes to front elevations including window/canopy/porch styles as well as increase in ceiling heights on plots 11, 15 and 16 to improve visual appearance and quality of the development – Land OS 8000 West Street Stoke Sub Hamdon – No observations or objections

**19/02523/TCA** - Notification of intent to fell No.1 tree within a Conservation Area - East Stoke House East Stoke, Stoke Sub Hamdon TA14 6UF – With the Planning Working Party for consultation.

**19/145/c Planning Decisions and Reports:**

i. Reports

No report given.

ii. Decisions

**19/02203/HOU** – The erection of a two-storey rear extension to dwelling house – 34 Norton Road, Stoke sub Hamdon TA14 6QW – Application permitted. The three parking spaces must be retained permanently.

**19/01873/TCA** - Notification of intent to carry out tree surgery works to No3 trees within a Conservation Area - North Street Farmhouse North Street Stoke Sub Hamdon TA14 6QR - Permitted.

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

Proposed: Cllr Donovan Seconded: Cllr Uhlhorn agreed unanimously

**19/146 GOVERNANCE:**

The Procurement policy was reviewed and approved at last month's meeting where it was agreed to amend Section 4. Procurement Process. The Financial Regulations 11.1(h) were amended and approved to coincide with the Procurement policy.

Proposed: Cllr Uhlhorn    Seconded: Cllr Donovan    agreed unanimously

**19/147                      CORRESPONDENCE:**

No correspondence had been received.

**19/148                      MEMBERS' & CLERK'S REPORTS:**

The Clerk said she had started her CiLCA training.

**19/149                      ITEMS FOR FUTURE AGENDAS:**

Memorial Hall Annual Grant  
Hamdon Youth Group Presentation.

**19/150                      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'.

**19/151                      DATE OF NEXT PARISH COUNCIL MEETING:**

There being no further business the meeting was closed at 10.00pm. The next parish council meeting will be held on Wednesday, 6<sup>th</sup> November 2019 at 7.15pm.