

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING
HELD ON WEDNESDAY 3rd OCTOBER 2018
IN THE MEMORIAL HALL

18/119/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Hugh Donovan (Vice Chairman), Mr Andy Dawe, Mr Robert Manning, Mrs Rebecca Merrick, Mr Graham Middleton Mrs Suzanne Nelms

Others:

Mrs Sarah Moore (Clerk), Mrs Sylvia Seal (District Councillor), Mr Neil Bloomfield (County Councillor), and 3 members of the public

18/119/b APOLOGIES:

Mr Stephen Waldock and Mr Malcolm Uhlhorn

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.

18/120 DECLARATION OF INTEREST:

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

Cllr Donovan declared an interest in the Hamdon Youth Centre

Cllr Manning declared an interest in the Sports and Recreation Trust

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

Cllr Nelms declared an interest in the Hamdon Community Arts Project

18/121 PUBLIC SESSION:

A representative from the Hamdon Community Arts Project explained that if the group have pledged of £50,000 the Synod have agreed to give them a mortgage. She stated that the group has received estimates of £1,800 for a surveyor and a valuer and need to engage a solicitor. The representative said that HCAP have raised some funds which could go towards these costs but asked whether the parish council would consider giving the group a grant of £500. Cllr Brooks asked where HCAP were with producing a business plan and it was explained that the process with the surveys were all part of it and needed to be carried out in the first instance. Cllr Brooks said that the grant application would be discussed later in the meeting.

A resident asked whether the parish council would object if she put up some poppies around the village showing where our fallen men lived as part of the Remembrance weekend. The poppies would include the men's names and the dates when they died. It was agreed that this was a fantastic idea and there were no objections.

A resident explained that he was objecting to the planning application no. 18/02011/FUL as he had concerns on the impact of the building especially the right to light to his property and that the construction would be inside his own boundary line. He also commented on the amount of flooding in East Stoke and was concerned that the 'grey' water was still being discharged into the foul water drain despite the previous planning application granted stated the condition for a soakaway. The resident expressed his thanks to Cllr Donovan for carrying out a site visit. Cllr Brooks said the

parish council is recommending that the district planners also carry out a site visit and ultimately the decision lies with SSDC on technical issues.

18/122 CO-OPTION

Cllr Brooks introduced Mr Bill Southcombe who then gave councillors some background information on why he wished to join the parish council. Cllr Brooks asked for a nomination.

Proposed: Cllr Brooks Seconded: Cllr Donovan agreed unanimously

Cllr Brooks welcomed Mr Southcombe to the parish council and the Clerk asked him to sign the Declaration of Acceptance. This was countersigned by the Clerk. The Clerk gave Cllr Southcombe his Registered of Interest form to complete and other relevant documentation.

18/123 MINUTES OF PREVIOUS MEETING:

The Minutes of the September meeting were signed and approved.

Proposed: Cllr Donovan Seconded: Cllr Dawe 3 abstained; 3 agreed

18/124 MATTERS ARISING FROM MINUTES:

18/124/a Review of Action List

The Clerk reviewed the items on the Action List:

- i) Overhanging Trees, opposite Tayberry Close, East Stoke – the Clerk said the TPO's mentioned last month appear to be within the owners' boundaries and not the verge
- ii) North Street Line Marking –the 'SLOW' sign has been reported on the SCC website
- iii) Block drain in East Stoke – this has been reported again on the SCC website.
Action Clerk
- iv) Tender documents for tree work – the Clerk reported that no responses to the advert have been received as yet. Cllr Nelms agreed to give contact details of a contractor to the Clerk.
Action Cllr Nelms
- v) Acquisition of land for additional cemetery – this item is being discussed later in the meeting (*see Minute ref: 18/128/g(iv)*)
- vi) Refurbishment of picnic tables – the Clerk said that she has not received any quotations for this work and one of the handymen has asked to be removed from the parish council's list. The Clerk agreed to look at other contractors.
Action Clerk
- vii) It was reported the new litter bins had just been installed. The Clerk agreed to contact Streetscene regarding the compost and plants
Action Clerk
- viii) Insurance Claim – There is no update on this issue.
- ix) New Cut Footpath – this has been reported on the SCC website and the Clerk agreed to check whether this has been cut back.
Action Clerk
- x) Online Banking – The Clerk reported that she had gone into the local branch of Lloyds and was told that switching business accounts could not be carried out 'in branch' and was given a contact telephone number. The Clerk said she need to give Lloyds some personal information on the existing signatories before they would proceed any further.
Action Clerk
- xi) Parking on junctions at Stonehill – this was reported to Highways and a request for double yellow lines to be put in and an Order has been submitted.

- xii) Junction to Matts Lane/West Street. Speeding through the village – this has been reported to Highways and Cllr Bloomfield has been contacted regarding a Small Improvement Scheme
- xiii) Crossing point near the Co-Op – this has been reported to Highways and Cllr Bloomfield has been contacted regarding a Small Improvement Scheme

18/125 DISTRICT & COUNTY COUNCILLORS:

18/125/a Sylvia Seal – District Councillor

Cllr Seal reported that SSDC have a new leader, Val Keitch, who has taken over from Ric Pallister. Ric Pallister will still hold the Strategic Planning portfolio.

The Transformation programme is now moving forward to bring the transition of services into the new way of working in a more business-like manner. There is a backlog in the Planning department and Cllr Seal asked the parish council and residents to be patient for a while.

The cycleway between Langport to Mulcheney is being well used and the parishes are taking over the maintenance of the cycleway.

The Youth and Community Services will no longer be operational from 1st February 2019 which will mean no further grants will be available, and youth and community officers will no longer be able to provide support, advice, training and guidance. This is purely due to the financial position that SCC are in. Until the service closes, the Youth and Community Service will work with the voluntary sector and town and parish councils to find alternative areas of support and funding to sustain funding for young people. Meetings have been arranged to discuss the options for the future and to build local support networks. The next meeting will be held at Yeovil Town Council on 1st November and Cllr Seal asked whether a member of the parish council could attend. Cllr Seal reported that the Citizen's Advice Bureau have had their grants cut severely and may be writing to parish councils for funding.

18/125/b Neil Bloomfield – County Councillor:

Cllr Bloomfield reported that Community Youth Project has been hit by the closure of the Youth and Community Service and they are in the process of making a bid to the Big Lottery for funding.

Cllr Bloomfield mentioned a point raised under the Chairman's report in the October newsletter regarding the traffic issues in the village and said that he could not find that this had been reported to Somerset County Council. The Clerk confirmed that the line marking had been reported on the SCC website; the lines had been repainted, but the 'SLOW' sign was not done. Cllr Bloomfield said that if the parish council wanted items done in a shorter space of time then to copy him in on the website reports and emails. Cllr Bloomfield mentioned that he offered a Small Improvement Scheme when he became county councillor in 2017 but it was not taken up. The Clerk said that there were no issues at that time. Cllr Bloomfield said if the SIS is available this year he will let us know

A discussion was held regarding the speeding traffic along West Street and High Street and the feasibility of double yellow lines opposite Matts Lane. Cllr Bloomfield agreed to send the speeding information report to the Clerk. **Action Cllr Bloomfield**

The Clerk mentioned that SCC were hiring out Speed Indicator Devices (SID) and Cllr Bloomfield said these were not reliable and the technology is old, and recommended purchasing one at an approximate cost of £3,000.

Cllr Bloomfield reported on the Slinky Bus service stating from 5th November there will be a 50% charge on those people who have concessionary bus passes.

(Cllr Bloomfield left the meeting)

18/126 SPORTS AND RECREATION TRUST REPORT:

18/126/a **Inspection Report:**

There was nothing to report in July. In August and September, it was reported that dog owners are not picking up their dog's mess from around the edge of the pitches.

18/126/b **Outdoor Exercise & Activity Hub Report:**

A brief report had been circulated to councillors on the progress of the outdoor exercise and activity hub. The report outlined the equipment requirement and where it will be situated on the recreation ground. Cllr Merrick said that there has been a significant contribution from the s.106 funding from Tayberry Close of around £43,000.

18/127 **SPORTS & LEISURE:**

18/127/a **Hamdon Youth Centre:**

Cllr Brooks updated councillors; the conditional contracts have been exchanged on 14th September and the lawyers are waiting on the Charity Commission Order to arrive so that the purchase can be completed. The building insurance is maintained by the Methodist church until the Order has been received so there is no financial cost to the parish council at the moment. The working party has been reconvened and the first meeting will be on Wednesday, 24th October with all the potential users.

18/127/b **Hamdon Youth Group:**

Cllr Brooks attended the HYG AGM on 27th September. They reported that their attendance had improved and there were no reports of anti-social behaviour from the police. Staffing has improved throughout the year with the parish council now funding a second youth worker. Also, St. Mary's church along with a couple of other churches have agreed for the next two years to fund a volunteer to help out at the Monday and Wednesday sessions and to help the youth worker at Stanchester Academy.

The budgets are tight due to the loss of funding from County Council so CYP are applying for joint funding for the Hamdons and surrounding villages. HYG will be giving a presentation at the November parish council meeting. Cllr Brooks said the group are also looking for more volunteers.

18/127/c **Memorial Hall and Grounds:**

Cllr Brooks said there was nothing to report as the committee were not meeting until the following week.

18/127/d **Play Areas:**

Cllr Manning asked whether the hole in the Memorial Hall ground had been fixed. As it was not sure where exactly where the hole was situation the Clerk said she would go and inspect the area and contact the groundsman. Action Clerk

18/127/e **Any Other Issues:**

None declared.

18/128 **VILLAGE ENVIRONMENT:**

18/128/a **Allotments**

The Clerk said that she needs to contact a couple of people who wish to have an allotment. Action Clerk

18/128/b **Crime and Anti-Social Behaviour:**

The Clerk reported that there is a new PCSO and a new Beat Manager who she was due to meet.

18/128/c **Footpaths:**

None declared

18/128/d **Ground Maintenance:**

This item was covered under *Minute ref: 18/124*

18/128/e **Highways and Transport:**

No report given.

18/128/f **Street Lighting**

No report given.

18/128/g Any Other Issues:

- i. A request has been received from the Friends of Ham Hill for a parish council representative. Cllr Nelms agreed to become the FOHH representative.
- ii. Cllr Nelms reported that HCAP have asked for some advice from the parish council on the indicative cost on carrying out a survey on a listed building and what the legal costs would be as the parish council have just gone through this process with the Methodist Church. Cllr Brooks indicated that the survey could be around £1,200 - £1,500 depending on the building and the parish council were quoted £3,600 for the legal costs for the conveyancing and trust. However, HCAP must approach a range of solicitors to get quotes for the URC. Cllr Nelms asked if there were any other costs that might be incurred. Cllr Donovan said that there are were cost for drawings/plans. Cllr Brooks said that the parish council received some funding towards these costs and said that HCAP could also look into this.
- iii. Cllr Manning asked if the landowner had been contacted regarding the wall near Sea Wall. The Clerk apologised and said that this had not been done yet. Cllr Brooks asked the Clerk to contact the tenant farmer. Action Clerk
- iv. Cllr Manning reported that the new litter bin at the top of Windsor Lane had not been emptied for over a fortnight. It was agreed that the Clerk would report this. Action Clerk
- v. The Clerk said that most of the houses in Tayberry Close are now occupied and asked if she could increase the quantity of the newsletters to accommodate these houses. It was agreed to increase the amount by 20. Action Clerk
- vi. Cllr Donovan reported that a meeting was held with the Rural Practice Surveyor from the Duchy of Cornwall regarding the acquisition of land for an additional cemetery. Cllr Donovan explained about the size of the plot, the gradient, the location and that the tenants are open to letting the parish council have a larger plot. Cllr Donovan said that the location of the field drain was looked at and the Clerk said that it appears that the water comes from the spring which is in the adjacent field. The Duchy have agreed to investigate the location of the field drain. A discussion was held on the implications of the land drain, the requirements of the existing tenants, the shape of the plot and access into the new cemetery area.
(Cllr Seal left the meeting)
It was agreed to asked for a larger area of land and for the Clerk to contact the Duchy of Cornwall's agent. Action Clerk

Proposed: Cllr Nelms Seconded: Cllr Dawe agreed unanimously

18/129 **FINANCE:**

18/129/a Matters for Report

i) Monthly Bank Reconciliation

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

	£
Current Account	100.00
Business Reserve Account	111,021.48
Sports & Recreation Trust Reserve Account	16,823.44
Asset Management Reserve Account	30,948.15
Total	158,893.07
Outstanding Credit	200.00

Outstanding Transfers	-12,262.95
Outstanding Cheques	-1,836.36
Total as Cash Book	144,994.06

Ring-Fenced Amounts:

	£
Sports & Recreation Trust Reserve Account	16,823.44
Cemetery Project	9,916.47
Asset Management Reserve Account	30,948.15
Bequest – Plants	150.00
Hamdon Youth Centre	28,573.40
Total	86,411.46

Unallocated Money **58,582.60**

ii) Quarterly Budget Comparison

The Comparison of Budget report as at 30th September 2018 had been circulated to all members. The report shows the annual budget for 2018/19 and the actual spend to date. The Clerk reported that at the 2nd quarter of the financial year the parish council's expenditure is slightly over budget. The areas which show an overspend are Grants – an increase in the grants given for the Youth Worker and Sports & Recreation Trust Management Fee and; the HYC Fees – the deposit for the purchase of the church came out of the budget and will be refunded from the PWLB loan.

iii) Risk Management & Budget Meetings

It was agreed for the Finance Working Party to meet and review the council's risks at the end of October and to set the budget meeting in November. The Clerk agreed to email copies of the risk assessments and asset register. Action Clerk

18/129/b Matters for Resolution

i) Cheques Payable:

		£	
Sarah Moore	Expenses – September	69.85	Chq 2191
Stable Print & Design	October Newsletters	190.00	Chq 2192
Countrywide Ground Maintenance	Ground Maintenance for June & September	1,310.40	Chq 2193
Hamdon Youth & Family Trust	Batten's Grant & Management Grant	2,300.00	Chq 2194
HMRC	PAYE	98.20	Chq 2195
	Total	<u>3,968.45</u>	

Proposed: Cllr Merrick Seconded: Cllr Brooks agreed unanimously

The Clerk passed cheque no 2194 to Cllr Brooks.

Other:

A discussion was held regarding the grant request of £500 for HCAP (*see Minute ref: 18/121*). Cllr Merrick said that she was wholly supportive as HCAP are fully prepared to self-fund and they are getting their business plan together. Cllr Dawe agreed, and the parish council has already stated that they support the project.

18/130 PLANNING:

18/130/a Planning Information:

No report given.

18/130/b Parish Planning Working Party Feedback on Applications:

18/02011/FUL – The erection of single storey rear extension to replace existing conservatory/extension – 23 East Stoke, Stoke sub Hamdon TA14 6RG – The parish council are objecting to this application on the grounds that

- it has a significant impact on No 21's right to light, and casts too much of a shadow over the garden / patio area
- that the raising of the height of the building line would involve an external "party wall" (the boundary is through the middle of the wall) and would need No 21's permission to raise their half of that wall, which has not been sought
- would create a building footprint that is out of character for that row of houses
- the council requests a site visit by SSDC planners to discuss the issues with Nos. 21 and 23.

17/01096/OUT – Reserve matters for the erection of 27 dwellings, formation of new access and associated landscaping - Land OS 8000 South of West Street – The council organised a formal display of the plans on Saturday 15 September and some 30 to 40 people attended. Most of those were not West Street or Norton Road residents. Concerns seemed mainly to be the keeping the look of the development in character with the village, use of hedging to enclose the development and access issues on to West Street. The Council's formal response is:

Building materials: The Council notes that just under 50% of houses will have some hamstone element. The Council would not wish this percentage to be further diluted as it is under the average 60% hamstone construction documented in the Parish Council's 2017 Built Environment Survey, it is noted that key walls visible from roads have been hamstone faced, so improving the initial look. It is noted that beige render is proposed for some houses: the parish council ask SSDC to issue an informative to the developers that the colour of the render should be of a buff hamstone colour, not a pale beige. This will ensure rendered houses are more in keeping with village style.

Landscaping: The Council is pleased to see the number of trees proposed and the retention of some existing trees at the front of the site near West Street. However, the parish council is not happy that hedging will not be maintained all round the boundary line, particularly on the eastern boundary by plots 1, 7, 9, 10. Hedging would provide a softer aspect for neighbours, and the council would like to see this remedied. The parish council also object to the removal of existing hedging in front of the proposed open grassed space on the west boundary side. Removal of this hedging makes the new development very visible on entry into the village from the Crewkerne side and is out of keeping.

Drainage: Continues to be an issue at this end of the village due to the antiquity of the main sewage system. The Council would wish to remind SSDC that there has been a history of sewage flooding in the West Street area due to the old pipes and would wish a reassurance from the water authorities that the existing pipes would be able to cope with an extra 27 houses. An upgrading of the mains foul and surface water systems may well be necessary so that the relevant authorities responsible for those key services can meet their statutory responsibilities.

18/130/c Planning Decisions and Reports:

- i. Reports
- ii. Decisions

18/01571/FUL – Removal of front porch and rear conservatory. Alterations and the construction of new front porch and canopy, construction of first floor side extension and two storey and single storey rear extensions. Widening of existing access and formation of enlarged parking area – Whitegates, West Street, Stoke sub Hamdon TA14 6QG – This application was permitted with conditions

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

Proposed: Cllr Nelms Seconded: Cllr Donovan 1 abstained; 5 agreed

It was agreed to copy Cllr Seal in on the planning responses

18/131 GOVERNANCE:

Cllr Brooks asked the Clerk to circulate the new Standing Orders and Financial Regulations. Action Clerk

18/132 CORRESPONDENCE:

None received

18/133 MEMBERS' & CLERK'S REPORTS:

No reports given.

18/134 ITEMS FOR FUTURE AGENDAS:

None declared.

18/135 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.15pm. The next Parish council meeting will be held on Wednesday, 7th November at 7.00pm.