

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING
HELD ON WEDNESDAY 5TH DECEMBER 2018
IN THE MEMORIAL HALL

18/152/a PRESENT:

Members: Mr Hugh Donovan (Acting Chairman), Mr Andy Dawe, Mr Robert Manning, Mrs Rebecca Merrick, Mr Graham Middleton, Mr Bill Southcombe and Mr Malcolm Uhlhorn

Others:

Mrs Sarah Moore (Clerk), and no members of the public

18/152/b APOLOGIES:

Mrs Barbara Brooks (Chairman), Mrs Suzanne Nelms and Mr Neil Bloomfield (County Councillor) and Mrs Sylvia Seal (District Councillor),

Cllr Donovan 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.

Cllr Donovan stated that Mr Bill Gosney had passed away and explained that he looked after the Jubilee Wood at the bottom of North Street, cut the grass at the north entrance to the village and the pathway down to the garage on the A303. Cllr Donovan asked the Clerk to pass on the parish council's condolences and thanks for all his hard work.

A discussion was held about the Jubilee Wood and Cllr Middleton asked if the Duchy could be approached for the parish council to purchase the wood and maintain in perpetuity as a wood.

18/153 DECLARATION OF INTEREST:

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 Sports and Recreation Trust and the Memorial Hall.

Cllr Southcombe declared an interest in the Hamdon Community Arts Project

Cllr Uhlhorn declared an interest in the Memorial Hall

18/154 PUBLIC SESSION:

Cllr Middleton said that as a member of the public and not in his role as a councillor asked if the parish council would make a gift of a bunch of flowers to Cllr Brooks for all the work she has done regarding the purchase of the Methodist church. It was agreed to spend up to £35.

Proposed: Cllr Middleton Seconded: Cllr Donovan agreed unanimously

18/155 MINUTES OF PREVIOUS MEETING:

The Clerk gave her apologies and said that the minutes had already been amended and the amendments were:

Minute ref: 18/158 - Removed the 'a report has been circulated to all councillors', removed 'have signed up' and amended 'sport' to 'spot'.

18/159 SPORTS & LEISURE:

18/159/a Hamdon Youth Centre:

Cllr Donovan said that he has now picked up the key for the Methodist Church and the sign has now come down. He said that he is chasing an electrician to get a safety check done and is hoping that he will provide a quote as well. **Action Cllr Donovan**

Cllr Donovan said that the Trustees will get together to discuss the removal of the pews, the electrics and the refurbishment work. The Clerk said a resident would like to be notified when the pews are removed. Cllr Merrick said it would be a good idea to take some before and after photos of the building. The Clerk said a member of the History Group has asked if they could go in to the church and take some photos before any work is carried out. Cllr Donovan agreed to open the church for them.

Cllr Manning asked whether the parish council should put a sign up advertising the new youth centre. Cllr Southcombe will find out where HCAP got their sign from and how much it cost. **Action Cllr Southcombe**

The Clerk reported that the application for the remainder of the Architectural Heritage Fund grant has been submitted; the solicitor's fee has been paid and the Land Registry form is going through.

Cllr Donovan said there may be some outside maintenance work such as painting to do as a matter of urgency. Cllr Dawe asked whether the procurement procedures will need to be followed. This was confirmed as the building is owned by the parish council.

18/159/b Hamdon Youth Group:

No report has been received.

18/159/c Memorial Hall and Grounds:

Cllr Uhlhorn said the tree work is in progress. Cllr Merrick recommended a contractor, who had advertised in the Ham Book, for any future tree work that may be needed.

18/159/d Play Areas:

Cllr Uhlhorn said that when he carried out his inspection of the play areas, he took the SSDC report with him. He said the wet pour under the multiplay unit at Stonehill has a serious crack across the corner and is a trip hazard. Cllr Uhlhorn said that he would take some photographs. **Action Cllr Uhlhorn**

Cllr Uhlhorn said that the nuts on the spinner at Stonehill are loose and it requires a security key to tighten them. Cllr Manning said he could tighten the nuts as he has a set of security keys. **Action Cllr Manning**

Cllr Uhlhorn said the report recommended monitoring any corrosion and as the swings are steel framed he would like to check the brackets and asked if another councillor would assist him in this. Cllr Dawe agreed to help. **Action Cllr Dawe & Uhlhorn**

At the Memorial Hall, the gaps in the tiled flooring under the flat seat swings are too big and Cllr Uhlhorn suggested infilling with wet pour. It was agreed to get a quotation. Cllr Uhlhorn also mentioned that the nuts on the pedestrian gate need tightening. Cllr Donovan said that he would do this when he fills the hole in by the fence. **Action Cllrs Donovan & Uhlhorn**

18/159/e Any Other Issues:

None declared.

18/160 VILLAGE ENVIRONMENT:

18/160/a Allotments

The Clerk said that she will be sending out the rent renewal letters.

18/160/b Crime and Anti-Social Behaviour:

No report given.

18/160/c Footpaths:

No report given.

18/160/d Ground Maintenance:

No report given.

18/160/e Highways and Transport:

No report given

18/160/f Street Lighting

No report given.

18/160/g Any Other Issues:

A discussion was held regarding the acquisition of land for the purposes of a cemetery. As this information is currently 'commercial in confidence' details are restricted in a separate attachment for councillors.

Cllr Southcombe raised a concern about the overgrown garden on the corner of West Street and The Avenue which is now encroaching onto the public highway. The Clerk said the parish council can write to the owners asking them to maintain the garden. Cllr Southcombe said that he would be willing to assist in clearing the overgrown vegetation. It was agreed to write to the resident and to ask them to contact the parish council if they require assistance.

Action Clerk

18/161 FINANCE:

18/161/a Matters for Report

i) **Monthly Bank Reconciliation**

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

	£
Current Account	100.00
Business Reserve Account	96,265.26
Sports & Recreation Trust Reserve Account	16,825.54
Asset Management Reserve Account	30,952.01
Total	144,142.81
Outstanding Transfers	-411.75
Outstanding Cheques	-7,774.22
Total as Cash Book	135,956.84

Ring-Fenced Amounts:

	£
Sports & Recreation Trust Reserve Account	16,825.54
Cemetery Project	9,916.47
Asset Management Reserve Account	30,952.01
Bequest – Plants	150.00
Hamdon Youth Centre	28,573.40
Total	86,417.42
Unallocated Money	49,539.42

ii) **External Audit Report**

The Clerk reported that the initial report was sent on 29th September which stated that the auditors, PKF Littlejohn, had been unable to complete the assessment before the legal deadline of 30th September. The final report dated 14th November commented that the Clerk had omitted the word 'reinstated' on the previous financial year's column (2016/17). The auditors have approved the accounts for 2017/18 and the Council have complied with the Accounts and Audit Regulations 2015.

iii) Lloyds Bank

Cllr Donovan explained the reasons why the Clerk was having problems in setting up an account with Lloyds Bank and it needed an existing signatory to do this. The Clerk said that she has received some forms for all the existing signatories to sign. These were passed around for signature.

Cllr Donovan said that Lloyds Bank were surprised that the Clerk was not a signatory and that other councils banking with them have made their clerks signatories. The Clerk explained the process for making payments online and confirmed the other signatories need to put their electronic stamps on the transactions before the amounts are paid.

Cllr Middleton said that it is possible for the Clerk to be made the administrator but without becoming a signatory. Cllr Merrick asked to get some more background information from Lloyds as to whether they would accept this.

Cllr Donovan said that once the forms have been submitted and the account have been opened then more information can be sought from Lloyds as to whether it would be prudent for the Clerk to become a signatory.

iv) Budget for 2019/20

Cllr Donovan handed out a revised budget and explained that a finance meeting was held to review the expenditure to the end of this financial year and to discuss what could be needed for the next financial year. He stated the precept could not be set just yet as the tax base figure has not been received from SSDC. This is expected by the middle of December.

Cllr Donovan said that he is concerned about the amount of spending the council has incurred over the past couple of years which is eroding the capital and, despite making savings in the budget the council will be spending the already ring-fenced money on the Hamdon Youth Centre and need to utilise some of the capital from the asset reserve account to purchase the land for the new cemetery. The Clerk said there is just under £10,000 ring-fenced for the cemetery which is a proportion of the cost. The Council will also need to consider the other associated costs in creating a new cemetery.

Cllr Donovan said that the line for the Youth Centre sinking fund of £2.400 has been removed as the building now belongs to the parish council and there is a maintenance grant in place.

Cllr Donovan explained that due to several mitigating factors such as covering County Council costs, increase in grant payments and the purchase of a new cemetery the precept will need to be increased in order to keep the existing level of working capital.

Cllr Manning said that he has received some criticism from the older members of the community stating that the parish council only do projects for the young people and was asked what the parish council would be doing for the elderly. Cllr Donovan said Cllr Brooks put an article in the newsletter some time ago asking people for suggestions and; the Clerk stated that neither at the annual parish meeting or the monthly parish council meetings has anyone come forward with a specific project they would like the parish council to consider for the older members of the community.

The Clerk said that 2019 is an election year and an election may be called so the parish council will incur the election costs. If there is a contested election the parish council will need to pay for the ballot papers, postage etc. which could be around £1,000.

18/161/b Matters for Resolution

i) Cheques Payable:

		£		
Came & Company	Insurance for Methodist Church (paid) <i>approved 22/8/18 Minute ref: 18/101/c</i>	738.77		<i>Chq 2203</i>
Sarah Moore	Expenses – November incl. Grant for Remembrance Buffet (LGA 72 s.137)	292.17		<i>Chq 2204</i>
Stable Print & Design	December Newsletters	195.00		<i>Chq 2205</i>
Countrywide Ground Maintenance	Ground Maintenance for October	655.20		<i>Chq 2206</i>
Hamdon Community Arts Project	Grant towards Legal Fees	500.00		<i>Chq 2207</i>
Barbara Brooks	Legal Fees for Methodist Church	278.80		<i>Chq 2208</i>
Hugh Donovan	Reimbursement for Salt for Grit Bins	183.20		<i>Chq 2209</i>
Stoke sub Hamdon Memorial Hall	Maintenance & Insurance Grant	1,766.00		<i>Chq 2210</i>
Total		4,609.14		

The Clerk pointed out that the initial cost of the buildings insurance was £1,079.44 and because of the delay with the purchase cheque no. 2182 was made void and a new cheque for £738.77 no 2203 was issued as its replacement.

Proposed: Cllr Uhlhorn Seconded: Cllr Manning agreed unanimously

Other:

None declared

18/162 PLANNING:

18/162/a Planning Information:

No report given.

18/162/b Parish Planning Working Party Feedback on Applications:

18/03548/HOU – demolition of existing single storey side extension and the erection of a replacement single storey side extension – 25 Castle Street, Stoke sub Hamdon TA14 6RF – no observations or objections

18/162/c Planning Decisions and Reports:

i. Reports

No report given.

ii. Decisions

18/02683/FUL – Conversion and extension of existing barn to form a dwelling – The Old Forge, 8 High Street, Stoke sub Hamdon TA14 6PP – Granted with conditions.

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

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

18/163 GOVERNANCE:

No report given

18/164 CORRESPONDENCE:

None received

18/165 MEMBERS' & CLERK'S REPORTS:

Cllrs Middleton and Southcombe gave their apologies for the January meeting.

18/166 ITEMS FOR FUTURE AGENDAS:

None declared.

18/167 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.30pm. It was agreed that the meeting for January be moved to Wednesday, 9th January 2019.