

**MINUTES OF STOKE SUB HAMDON PARISH COUNCIL**  
**MONTHLY MEETING**  
**HELD ON WEDNESDAY 3<sup>RD</sup> APRIL 2019**  
**IN THE MEMORIAL HALL**

**19/050/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 Mike Hewitson (District Councillor Candidate), Toni Lines, Beat Manager and 1 PCSO and no members of the public

**19/050/b APOLOGIES:**

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.

**19/051 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 Merrick declared an interest in the Sports and Recreation Trust and the Memorial Hall.

Cllr Middleton declared an interest in matters relating to planning matters 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

**19/052 PUBLIC SESSION:**

None declared.

**19/053 MINUTES OF PREVIOUS MEETING:**

Cllr Merrick said the Sports and Recreation Trust had not received all the money for the activity hub, but it had been assured. It was agreed to amend *Minute ref: 19/039* to read '...all the money had been received in principle...'. The Minutes of the March meeting were signed and approved.

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

The Minutes of the Confidential Attachment were signed and approved.

Proposed: Cllr Donovan    Seconded: Cllr Merrick    2 abstained; 4 agreed

**19/054 MATTERS ARISING FROM MINUTES:**

**19/054/a Review of Action List**

The Clerk reviewed the items on the Action List:

- i) Highway Issues – The Clerk said there was some question as to whether the overhanging trees in East Stoke were the responsibility of Highways or the owners of the properties behind this bank. The Clerk apologised as she still to ask Cllr Bloomfield to clarify this Action Clerk  
Cllr Brooks said the drains in East Stoke opposite Stanchester Academy had been cleared.
- ii) Refurbishment of picnic tables – This is ongoing. Action Cllrs Donovan & Uhlhorn
- iii) The Clerk reported the stone bins had not yet been planted up and she agreed to chase Streetscene. Action Clerk
- iv) Damage to wall at the top of the High Street – Highways have asked their Structures Team to carry out an inspection and arrange any remedial works required. The Clerk agreed to check whether this had been done. Action Clerk
- v) Play Areas – The Clerk has received a quotation from Caloo but is still waiting for a quotation from Wicksteed Leisure. Action Clerk
- vi) Dog Mess on recreation ground and around village –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) The Clerk said that she had some information on Speed Indicator Devices and would pass these onto Cllr Brooks Action Clerk  
*(Toni Lines, Beat Manager and the PCSO entered the meeting)*
- viii) West Street Layby – The Clerk said she has asked the contractor to cut the hedge back is waiting to hear what the timescale will be. Action Clerk
- ix) Cllr Donovan mentioned that the brambles in the garden of the house in West Street had not been cut back and asked if the Clerk would resend the letter requesting that this is sorted out. It was noted that the property is up for sale, so it was agreed to write to the estate agent as well. Action Clerk

Cllr Brooks welcomed the Beat Manager and PCSO to the meeting. The Beat Manager said that there was nothing to report for Stoke and the village has a low level of anti-social behaviour.

Cllr Southcombe mentioned there was some graffiti on the skate ramp. The Beat Manager said it had not been reported to the police. Cllr Brooks said it was on the Sports and Recreation Trust's Inspection report and Cllr Merrick agreed to inform the Trust that these incidents need to be reported. Action Cllr Merrick

The Beat Manager said incidents could be reported via email or online.

Cllr Nelms mentioned that a member of the public had been using the footpath next to the play area as a short cut by riding their motorbike along it instead of using the road. The Beat Manager said the resident needs to report this to the police first hand not via the parish council.

*(Mike Hewitson entered the meeting and the Beat Manager and PCSO left the meeting)*

## **19/055 DISTRICT & COUNTY COUNCILLORS:**

**19/055/a** Sylvia Seal – District Councillor

Cllr Seal gave a report on Ham Hill from the Countryside Manager at SSDC. The children from Castle Primary School and Norton Primary School attended the new play area on 11<sup>th</sup> March. There will be some events arranged and the play area will also be used as an education centre.

Contractors have been clearing the scrub to open up the main paths and roadways on the hill and, rangers are investigating the leaking ponds at Witcombe. Rangers have also been carrying out a tree safety survey and are working with the Friends of Ham

Hill to obtain funding for the children's treasure trail leaflet. The rangers are also fencing in Witcombe and surrounding fields and repairing the site's furniture.

In a couple of weeks' time improvements to the Eastern ramparts will take place. This has been funded by Somerset County Council.

Cllr Seal mentioned that a letter had been sent to all parishes that SSDC will no longer be carrying out annual play inspections. These will only be carried out on a weekly or monthly basis so parishes will have to find an alternative inspection provider.

Cllr Brooks thanked Cllr Seal for the support she has given to the parish council and other organisations in the parish over the past 23 years.

**19/055/b** Neil Bloomfield – County Councillor:

No report received

**19/056** **SPORTS AND RECREATION TRUST REPORT:**

**19/056/a** Inspection Report

The recreation ground inspection reports for February and March had been circulated to councillors. These gave details on maintenance work and new projects to be carried out, graffiti on the skatepark and the continuing issue of dog mess in the grounds

**19/056/b** Trustees Annual Report

The annual Trustees report had been circulated to councillors. The report sets out how the Sports and Recreation Trust is managed and administrated, what contributions have been made to the community, forthcoming projects and objectives and its financial position.

**19/057** **SPORTS & LEISURE:**

**19/057/a** Hamdon Youth Centre:

A report had been circulated to councillors. The report covers what policies the Management Committee have formally adopted and that a fire risk assessment has been carried out. Various quotations have been sought for the refurbishment and an update will be provided once all of these have been received. The groups have expressed the wish to do some artwork done to celebrate the new Centre and this will be put in place when the Centre formally opens in the future.

Basic equipment for the kitchen is now all in place and this has been paid for by the Centre itself from the donations received.

A very successful "Clean Up" weekend took place on the 23rd and 24th with around 35 people attending in total.

The Clerk said as the Community Right to Bid was a success she thought it was a good idea to promote the Hamdon Youth Centre with an article in the Clerks and Council Direct magazine. Councillors agreed especially as this is only the 12<sup>th</sup> successful Community Right to Bid in the country.

Action Clerk

**19/057/b** Hamdon Youth Group:

Cllr Brooks reported that the group have received funding from Awards for All and are looking at extending the hours in the Centre but will carry out a feasibility study to find out if there is a need. Also, the group has a new volunteer as a result of the open afternoon at the youth centre

**19/057/c** Memorial Hall and Grounds:

Cllr Brooks reported the Memorial Hall AGM is on 16<sup>th</sup> April and everyone is welcome.

**19/057/d** Play Areas:

Cllr Uhlhorn said that the play areas are in reasonable condition. Cllr Uhlhorn and the Clerk met with three contractors to obtain quotes for the repairs to the equipment and surfacing. One contractor was not interested in quoting, a quote has been received from Caloo and one is still to be received from Wicksteed Leisure.

**19/057/e** Any Other Issues:

None declared.

**19/058 VILLAGE ENVIRONMENT:**

**19/058/a Allotments**

The Clerk reported she had received a total of £381 in allotment fees. There were only three allotment holders who had not paid, and these have been chased. The Clerk said there were 6 vacant plots at Furlands, none at North Street and 7 at Stonehill. Two of these plots were small areas next to the play area fence line and it had been reported that rubbish has been dumped and bonfires made in this area. It has been suggested there is some form of planting along the play area fence line to counteract this happening again. It was agreed that this was a good idea and the Clerk will liaise with Cllr Uhlhorn. Action Clerk & Cllr Uhlhorn

**19/058/b Crime and Anti-Social Behaviour:**

Cllr Southcombe said that the glass in telephone box in West Street is broken and dangerous. Cllr Southcombe asked if there could be an alternative use for the kiosk. Cllr Brooks said this idea had already been approached and there was nothing suitable. The Clerk asked whether the glass could be removed, and Cllr Southcombe agreed to do this. Action Cllr Southcombe

**19/058/c Footpaths:**

Cllr Uhlhorn asked if the unitary authorities could be approached to get the weeds growing in pavements and gutters sprayed. The Clerk agreed to contact SSDC and SCC. Action Clerk

Cllr Uhlhorn also mentioned the water leak in Ham Hill Road and the Clerk said despite contacting the water board on several occasions over the past few years the leak has never successfully been repaired. The Clerk agreed to contact the water board again. Action Clerk

**19/058/d Ground Maintenance:**

Cllr Uhlhorn mentioned that he has been fine-tuning the ground maintenance contract. Cllr Brooks asked if there had been any response from the Sports and Recreation Trust. Cllr Uhlhorn said there had not and Cllr Brooks agreed to contact the chairman of the Trust to find out whether they would be interested in the economy of scale. The Clerk said that Montacute may be interested but would like some more information. Cllr Brooks said that if all parties are interested then a working party would need to be set up. Action Cllr Brooks

**19/058/e Highways and Transport:**

No report given.

**19/058/f Street Lighting**

No report given.

**19/058/g Any Other Issues:**

i. **Street Name – West Street Development**

The street name for the West Street development has been received from SSDC. The suggested name is Orchard View. Cllr Brooks said that there had been a previous suggestion of Morley Road and subsequently a resident has gone into the history of the area and suggested that the street should be named after the field name 'Axe Elm' or a derivative of this name which would be in keeping with the rest of the village as the majority of the roads are named after the historic field names. Cllr Brooks asked councillors to decide on the street name: 1 for Axe Close, 3 for Axe Elms and 4 for Morley Road. It was agreed to notify SSDC that the name would be Morley Road. Action Clerk

ii. **Ham Hill Country Park Consultation**

SSDC have recently purchased 73 acres on Ham Hill and are looking into improving the site and nature management. There will be a consultation period where SSDC will put forward some ideas and solutions for its improvement.

The Clerk said the invitation to a meeting on Ham Hill on 29<sup>th</sup> April has been postponed due to the elections and will now take place late May or early June.

iii. Land Behind Car Park in Ham Hill Road

Cllr Brooks said SSDC were approached to find out whether they would be willing to let the parish have the land behind the car park in Ham Hill Road at a reasonable cost for additional parking but unfortunately SSDC have come back with a purchase price of £75,000.

iv. Projects for the Elderly

Cllr Brooks said she had approached AgeUK Somerset with a view to doing a Befriending Scheme. Cllr Brooks will be meeting with the CEO of AgeUK Somerset to discuss this. Cllr Brooks also mentioned that a resident is interested in setting up a monthly lunch club for the elderly in the village which will be held in the All Saints hall and has discussed the befriending service with them. Hopefully both projects could possibly work alongside one another. Cllr Brooks agreed to give an update at the next meeting. **Action Cllr Brooks**

Cllr Brooks said the parish council had discussed giving a donation of between £500 - £1,000 which would be given to AgeUK and the parish council would ask for volunteers from the village. AgeUK will then manage the project and volunteers. Cllr Brooks said that as this village is a long 'string' village with dwindling amenities then this project is ideal to address the issues of isolation especially with our elderly residents.

Cllr Middleton suggested in either in June or July that the council review all the projects and see which projects need to be priority.

**19/059 FINANCE:**

**19/059/a Matters for Report**

i) Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation report as at 31<sup>st</sup> March 2019

	£
Current Account	100.00
Business Reserve Account	112,032.43
Sports & Recreation Trust Reserve Account	16,834.00
Asset Management Reserve Account	30,967.57
<b>Total</b>	<b>159,934.00</b>
Outstanding Transfers	-2,816.40
Outstanding Cheques	-1,666.20
Outstanding Credits	138.60
<b>Total as Cash Book</b>	<b>155,590.00</b>

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	40,133.47
<b>Total</b>	<b>98,001.51</b>

**Unallocated Money 57,588.49**

ii) Quarterly Budget Comparison

The Comparison of Budget report as at 31<sup>st</sup> March 2019 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 4th quarter of the financial year the parish council's expenditure is under budget. The areas which show an overspend are Staffing Costs and Grants. The staffing costs take into account the mandatory NALC increase and, the grants were increased for the Youth Worker and Sports & Recreation Trust Management Fee. The purchase of the Methodist Church is shown under the budget report, but this has been paid from the PWLB loan.

**19/059/b Matters for Resolution**

i) Cheques Payable:

		£	
Hamdon Youth & Family Centre	Grant – Replacement Chq for chq no. 2194 due to incorrect name on chq – <i>paid 06.03.19</i>	2,300.00	<i>Chq 2226</i>
Sarah Moore	Expenses/Reimbursements March	234.65	<i>Chq 2227</i>
Stable Print & Design	April Newsletters	195.00	<i>Chq 2228</i>
Barbara Brooks	Reimbursement for Fire Extinguishers & Signs for Hamdon Youth & Family Centre	116.91	<i>Chq 2229</i>
HMRC	PAYE	147.20	<i>Chq 2230</i>
Smith of Derby	Service of URC Clock	285.60	<i>Chq 2231</i>
Total		3,279.36	

Proposed: Cllr Merrick Seconded: Cllr Uhlhorn agreed unanimously

ii) Other

Cllr Middleton was concerned that Cllr Brooks was paying for items out for her own money and asked if the Clerk could either reimburse or pay for items immediately. This can be done under the Procurement policy up to £500 per month.

Cllr Merrick asked whether the funding had been received from SSDC for the Outdoor Activity Gym. The Clerk said nothing had shown up on the bank statement and agreed to forward a copy of the letter to Cllr Merrick. **Action Clerk** Cllr Brooks said that there has been no progress with the Lloyds Bank account as the Clerk is not a signatory and suggested that the Clerk is made a signatory but is restricted to managing the account only and not to authorise any transactions.

Proposed: Cllr Middleton Seconded: Cllr Nelms agreed unanimously

Cllr Brooks said that she would contact Lloyds to get the Clerk set up as signatory. Cllr Brooks said a resolution is required to transfer some money over the Lloyds Bank and suggested putting the long-term ring-fenced money into a high interest savings account. A discussion was held, and Cllr Brooks then suggested the Lloyds account should mirror the NatWest accounts i.e. a current account and three reserve accounts. Cllr Middleton said it may be prudent to wait until after the Annual Parish Council meeting so that the new Finance Working Party can decide on a way forward. Cllr Donovan said to transfer 50% of the funds over Lloyds and when everything else is set up switch the remaining money into the new account.

Cllr Middleton proposed Cllr Brooks and the Clerk meet with Lloyds and take their advice and action as appropriate.

Proposed: Cllr Middleton    Seconded: Cllr Donovan    agreed unanimously

**19/060                      PLANNING:**

**19/060/a**      Planning Information:

**19/060/b**      Parish Planning Working Party Feedback on Applications:

**19/00716/TCA** – Application to carry out tree works within a conservation area – 53 High Street, Stoke sub Hamdon TA14 6PR – one objection received from Planning Team as the tree is not being replaced.

**19/00493/HOU** – Erection of a two-storey extension – 46 Kings Road, Stoke sub Hamdon TA14 6QY – no observations or objections

**19/060/c**      Planning Decisions and Reports:

i.    Reports

**19/00250/HOU & 19/00250/LBC** – Demolish single storey rear extension. Erect single storey rear extension. Internal alterations and replacement doors and windows. New roof-light – Scramble Cottage, 57 Ham Hill, Stoke sub Hamdon TA14 6RW – Awaiting SSDC decision

ii.   Decisions

**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 – Application permitted with conditions.

*(Cllr Seal left the meeting)*

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

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

**19/061                      GOVERNANCE:**

No report given.

**19/062                      CORRESPONDENCE:**

None received.

**19/063                      MEMBERS' & CLERK'S REPORTS:**

The Clerk said that the council do not need the General Power of Competence to run a cemetery and she will be meeting with another Clerk in the morning to discuss management of cemeteries. The Clerk agreed to pass on the information to councillors before the next meeting. **Action Clerk**

The Clerk mentioned if any new councillors join the parish council after the elections then SALC are carrying out a training course on 20<sup>th</sup> May.

Cllr Brooks said that the annual parish meeting will need to be held on 29<sup>th</sup> May at 7.30pm. The Clerk said that she will hear on 4<sup>th</sup> April regarding the nominations for the parish council and whether there will be an election.

**19/064                      ITEMS FOR FUTURE AGENDAS:**

June/July - Review projects for the year and prioritise.

**19/065                      DATE OF NEXT PARISH COUNCIL MEETING:**

There being no further business the meeting was closed at 8.55pm. The annual parish council meeting will be held on Wednesday, 8<sup>th</sup> May 2019 at 7.15pm followed by the ordinary monthly meeting at 7.45pm.