

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING
HELD ON WEDNESDAY 8TH MAY 2019
IN THE MEMORIAL HALL

19/066/a **PRESENT:**

Members: Mrs Barbara Brooks, Mr Hugh Donovan, Mr Andy Dawe, Mrs Suzanne Nelms, Mr Bill Southcombe and Mr Malcolm Uhlhorn

Others: Mr Mike Hewitson (District Councillor), Mrs Sarah Moore (Clerk), Mr Phil Dolan (CEO AgeUK Somerset) and 2 members of the public

19/066/b **APOLOGIES:**

Mr Neil Bloomfield (County Councillor), Mr Graham Middleton and Mrs Rebecca Merrick

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.

19/067 **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 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

19/068 **PUBLIC SESSION:**

A resident complained about the weeds along the highway and pavements. Cllr Brooks explained that Somerset County Council are responsible for the gutters and South Somerset District Council are responsible for the pavements. The Clerk said that she has received confirmation from SSDC that they are now carrying out their weed spraying programme throughout South Somerset. However, SCC have stated that they will no longer be carrying out weed spraying unless there are noxious weeds present. Cllr Donovan said that due to lack of funding at County level it appears that this task will have to be funded by the parish council through the parish precept.

The resident also mentioned the state of the Sea Wall area at the top of Highway. Cllr Donovan said a project was set up last year but had to be side-lined as funds were needed for other purposes. This is still a project that the parish council would like to do.

Cllr Brooks introduced Phil Dolan, CEO of AgeUK Somerset who explained about the possible partnership project on a 'Befriending Scheme' for older residents in Stoke between AgeUK Somerset and the Parish Council which is a first in Somerset. The Parish Council will fund the project and AgeUK Somerset will organise and train volunteers from the village to assist lonely older residents and will take on the administrative side of the project. Cllr Brooks said that there is already a local coffee morning in the Lighthouse and similarly there is a new 'Lunch Club' project about to start so there is a synergy between these three projects and the Parish Council wish to promote the well-being of the older residents in the village. Cllr Brooks said the parish council had previously discussed giving a grant of £1,000 and would promote the project through the newsletter, leaflet drops and through the village website. It

could also be promoted through the medical centre, pharmacy and the village's recreational groups.

Mr Dolan said that initially this could be run on a trial basis over twelve months at the discretion of the parish council. Cllr Brooks asked whether there was an age limit and Mr Dolan said the age group is predominately over 55. He also said the befriending scheme is very successful and rewarding so long as there are volunteers.

All councillors thought the project was a good idea and discussed the volunteers and *(Cllr Dawe left the meeting to deal with a disturbance outside the hall)*

the benefits of the project. Cllr Brooks asked for a resolution that the parish council go into partnership with AgeUK Somerset and give a grant of £1,000 for a 12-month pilot project.

(Cllr Dawe re-entered the meeting)

Proposed: Cllr Donovan Seconded: Cllr Uhlhorn agreed unanimously

Cllr Brooks and Mr Dolan will meet to discuss the project which could have start in July.

(Mr Dolan left the meeting)

Cllr Brooks agreed to forward all the information to councillors.

Action Cllr Brooks

19/069 MINUTES OF PREVIOUS MEETING:

The Minutes of the April meeting were signed and approved.

Proposed: Cllr Uhlhorn Seconded: Cllr Donovan 1 abstained; 3 agreed

19/070 MATTERS ARISING FROM MINUTES:

19/070/a Review of Action List

The Clerk reviewed the items on the Action List:

- i) Highway Issues – The Clerk said Highways have stated an inspection is needed regarding the overhanging trees and vegetation in East Stoke to ascertain whether any work is required.
- ii) Refurbishment of picnic tables – This is ongoing. **Action Cllrs Donovan & Uhlhorn**
- iii) Stone Clad Litter Bins - The Clerk reported the planting will be done in June.
- iv) Online Banking – The Clerk has signed the forms and is waiting to hear back from Lloyds. Cllr Brooks said that she had transferred the reserve funds from NatWest to Lloyds via CHAPS and when the main accounts are closed NatWest will transfer over the funds, direct debits etc. automatically to Lloyds
- v) 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**
- vi) Play Areas – This is being discussed under *Minute ref: 19/073/d*
- vii) Dog Mess on recreation ground and around village – The Clerk said she has prepared 3 dog signs; one for the recreation ground, for Matts Lane and the field gate. Councillors approved the wording. The Clerk said she had also received an anonymous poem about dog mess for the newsletter but was unfortunately too long. Cllr Hewitson asked whether the village had enough dog bins and the Clerk said the village has the maximum number of bins allowed. Cllr Southcombe asked whose responsibility it was to empty the farmers crate at the bottom of Matts Lane and said that he would be willing to do this. It was agreed for the Clerk to do a leaflet about clearing up dog mess and send around to councillors for approval, **Action Clerk**
- viii) The Clerk passed on the Speed Indicator Devices information to Cllr Brooks.

- ix) Data Protection Officer – The Clerk said councillors cannot be a DPO and a professional needs to be appointed. The Clerk said that she cannot be a DPO as there is a conflict of interest. It was agreed to discuss this at a future date.
- x) A letter has been sent to the resident in West Street regarding the brambles.
- xi) The Clerk said she still needs to write the article for the Clerks and Councils Direct magazine on the Hamdon Youth and Family Centre. Action Clerk
- xii) Cllr Southcombe said he will remove the broken Perspex from the telephone box. Action Cllr Southcombe
- xiii) The Clerk said she has reported the water leak in Ham Hill Road. Wessex Water is due to inspect this later in the week.
- xiv) New Ground Maintenance Contract – Cllr Brooks agreed to speak with the Sports & Recreation Trust Action Cllr Brooks
- xv) The Clerk said she has forwarded the letter from SSDC to Cllr Merrick for the Sports & Recreation Trust regarding the s106 funding towards the Activity Gym and it confirms that the parish council will not receive the money for the Trust until the project has been completed.

19/071 DISTRICT & COUNTY COUNCILLORS:

19/071/a Mike Hewitson – District Councillor

Cllr Hewitson thanked councillors for all the work they do for the village and to Sylvia Seal for everything she had done during her years as District Councillor. Cllr Brooks asked if Cllr Hewitson could provide a written report for the parish council prior to meetings.

19/071/b Neil Bloomfield – County Councillor:

No report received.

Cllr Brooks said she was concerned that the parish council were not getting any information regarding County issues. The Clerk said she has a written report from the County Councillor for Montacute and agreed to pass this information on. Councillors were concerned about the number of meetings the County Councillor had attended this year.

19/072 SPORTS AND RECREATION TRUST REPORT:

19/072/a Inspection Report

The recreation ground inspection reports for April had been circulated to councillors. This 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

19/072/b Facilities Maintenance Plan April 2019 Report

The facilities maintenance report for April 2019 had been circulated to councillors. This report gives details on how the Sports and Recreation Trust are managing the recreation ground on behalf of the Parish Council. It includes issues raised in the inspection reports, maintenance/operating costs, planned maintenance and repair work and projects.

19/072/b Grant Request of £500 for May Fayre Programmes

A grant request for £500 to cover the printing costs of the May Fayre programmes had been received. It was agreed to give this grant.

Proposer: Cllr Dawe Seconded: Cllr Donovan agreed unanimously

19/073 SPORTS & LEISURE:

19/073/a Hamdon Youth Centre:

A report had been circulated to all councillors. Two new trustees have joined the committee. Four new noticeboards have been donated so the groups can display their

work and following an appeal on Facebook, a sofa has been donated for the back hall which a group from the Working Men's Club collected.

The Centre has a leaflet and flyer giving information about the three groups using the Centre and the Fleur de Lis held a raffle on the 4th May on behalf of the Centre as part of their Family Day. The Centre has booked a table at the May Fayre providing family games and information about the Centre and will be manned by the three user groups. An additional signatory has been signed up and all payments will have to be authorised by one other Trustee along with the Treasurer. All the groups have decided to pay their fees term and, the Centre's have a bank balance of £3,898.46. A draft budget was approved at the meeting on 1st May and it was agreed that this will need reviewing once the actual running costs become more apparent. Based on current figures, the Centre will be operating on a break-even basis for it's first year. The budget has been drafted to incorporate a small amount of capital being put into reserves each year for future internal repairs and decoration. The refurbishment work is ongoing to finalise the details for the listed building consent application

19/073/b Hamdon Youth Group:

Cllr Brooks said the Group were doing extremely well with their funding applications having got £10,000 from the National Lottery and £2,890 from the Police Community Fund and £1,000 from the Wessex Somerset Community Fund so the Group are looking at holding an additional session which will depend on staffing etc.

The Clerk has received the annual Youth Worker grant request of £6,290.

Proposed: Cllr Nelms Seconded: Cllr Dawe 2 abstained; 2 agreed

19/073/c Memorial Hall and Grounds:

Cllr Brooks reported the AGM was held on 16th April where two Trustees stepped down, so the Committee need some new Trustees.

19/073/d Play Areas:

i. Play Inspection Report

A report had been circulated to all councillors

ii. Playground Repairs Quotes

A reported was circulated to all councillors outlining the prices quoted and Cllr Uhlhorn asked for the decision to be deferred until the next meeting. The Clerk said the repair issues were more important than the new equipment in the first instance. It was agreed to address this matter at the next meeting.

19/073/e Any Other Issues:

None declared.

19/074 **VILLAGE ENVIRONMENT:**

19/074/a Allotments

The Clerk said she reported last month on the dumping and bonfires at Stonehill allotment site and it has been confirmed that a sofa has been burnt along with other non-garden waste material. As the culprit is unknown the Clerk suggested sending a letter to allotment holders regarding non-garden waste and state that they will be charged for clearance if caught. Cllr Dawe said this should be sent to all allotment holders not just those at Stonehill. This was agreed.

The Clerk said that she has also received a complaint from a resident, who owns part of the access track at the back of the allotments, that one of the allotment holders is allegedly driving his van at high speed down the track. The resident is questioning the right of access and whether allotment holders are allowed to drive vehicles along it. The Duchy of Cornwall have confirmed that they reserve the right of access over the track in common with other owners and in the rank and tenants of their own land and

grant the parish council right of access as the Duchy's tenants. It was agreed for the Clerk to write to the resident stating what the Duchy has said. Action Clerk

19/074/b Crime and Anti-Social Behaviour:

The Clerk said she has received the generic report for the whole Hamdon area. Cllr Nelms said a man has been propositioning women to get into vehicles. The man has been caught. The Working Men's Club's front doors were damaged on Bank Holiday Monday and the culprit has been identified.

There was a serious accident outside the Co-Op and Stanchester Academy. It was agreed that this was a Highway issue and some residents had expressed their concerns regarding speeding vehicles. Councillors thought this would be good time to highlight this to Highways as the parish council had been already been refused a pedestrian crossing in this area and the parish council objections regarding access from the Co-Op in the recent housing development planning application were dismissed. Cllr Nelms suggested that the grass verge needed to be dug back in order to make a pull-in for all the cars that are parked at school during pick up times in order to improve visibility and safety. Cllr Hewitson said he would assist in any way he can, and the Clerk said she would send over some information regarding the pedestrian crossing etc. Cllr Hewitson said he would also contact the school as this is a safety issue for the school. Action Cllr Hewitson & Clerk

19/074/c Footpaths:

No report given

19/074/d Ground Maintenance:

Cllr Uhlhorn said that the contractor was behind with the ground maintenance due to the bank holidays and the weather. The contractor has carried out the first cut of the Priory for the May Fayre and will be doing the second cut over during the next couple of weeks. Cllr Uhlhorn said that it appears that the franchisee has sold the franchise to another contractor and had not informed the parish council. It was agreed to send a letter to the head office in Cheadle. Action Cllr Uhlhorn

19/074/e Highways and Transport:

Cllr Nelms said residents in Stonehill were parking on the pavements and over the fire hydrant. The Clerk said the fire service would move any vehicle which is parked over a fire hydrant even if it caused damage to the vehicle. Also, people are sleeping in camper vans at Stonehill and Yarlinton Housing Group do not seem concerned.

The Clerk reported there were a couple of road closures; one in Great Street, Norton which will be closed on 3rd June for Highways to carry out drainage works and, one at the top of the High Street near Bonnies Lane will be closed on 17th June for Wessex Water to carry out supply separation works. Cllr Nelms asked why the road could not be closed when the school was on holiday and why it had to be a complete closure. Cllr Donovan suggested contacting Highways asking them to defer the work or road closure until after the school breaks up in July. Action Clerk

(Cllr Nelms left the meeting)

The Clerk said she had reported potholes in Ham Hill Road between car park and Half Moon, further up Ham Hill Road the road edge is breaking away from road where the road narrows and, where old cattle grid used to be there are deep cracks going across the road; along Highway opposite Windsor Lane, there is a large pothole at the side of the road and; in North Street, the tarmac is breaking away from around a couple drains situated in the middle of the road near Castle Farm.

A resident from Castle Street has raised concerns about the road being used as a 'rat run' to avoid obstructions in the High Street and feels that the Castle Street should be made 'one way' and asked if the speed of vehicles could be curbed. The resident also asked for permit parking for residents of Castle Street.

Cllr Donovan said that people generally use Castle Street as a cut through when the refuse lorries are in the High Street and that the refuse lorries do not pull in to let cars go through.

19/074/f Street Lighting

No report given.

19/074/g Any Other Issues:

i. **The Avenue - Trees**

The Clerk said the Highways Arboriculturist at SCC has stated the trees in The Avenue are in need of pruning. The Clerk said that as these houses used to be council owned and some may still be, she said for him to contact SSDC or the Yarlington Housing Group as the trees do not come under the parish council's remit.

ii. **Duchy of Cornwall – Hamstone Bank, Highway & Trees at the Top of Dannings Well**

The Clerk said she had reported to the Duchy that the hamstone bank wall along Highway/East Stoke (opp. Windsor Lane junction) had collapsed. The Duchy will get their contractor to inspect this and if required they will carry out any repairs. Cllr Dawe said someone has been stealing the hamstone and the Clerk agreed to inform the Duchy.

Action Clerk

The Duchy have also said that they have carried out an inspection of the trees in the small area between Dannings Well and Princes Close and have found some safety issues with them so they will be taking some of them down. There is also a large Western Red Cedar tree which due to its close proximity to the houses and the nature of these trees as they get older presents a safety issue and this will also be coming down.

iii. **West Street Development Street Name – Notice of Intention**

The Notice of Intention from SSDC has been received for the naming the road Morley Road.

19/075 FINANCE:

19/075/a Matters for Report

i) **Monthly Bank Reconciliation**

The Clerk gave the monthly bank reconciliation report as at 12th April 2019

	£
Current Account	100.00
Business Reserve Account	107,705.95
Pavilion Reserve Account	16,842.12
Asset Management Reserve Account	30,982.50
Total	155,630.57
Outstanding Transfers	-60,606.34
Outstanding Cheques	-1,067.65
Total as Cash Book	215,169.26

Ring-Fenced Amounts:

	£
Pavilion Reserve Account	16,842.12
Cemetery Project	9,916.47
Asset Management Reserve Account	30,982.50
Bequest – Plants	150.00
Hamdon Youth Centre	40,133.47
Total	98,024.56

Unallocated Money**117,144.70**ii) BACS Receipt for Parish Precept 2019/20

The Clerk said that she had received confirmation of the BACS payment from SSDC for the precept of £61,135.

iii) PWLB Payment

The Clerk said she had received notification from the Public Works Loan Board that the first half yearly payment of £4,774.85 will be paid by direct debit on 20th May 2019.

19/075/b Matters for Resolutioni) Cheques Payable:

		£	
Stable Design Ltd	Signage for Hamdon Youth Centre (<i>Paid 10.04.19</i>)	205.20	Chq 2232
Sarah Moore	Expenses/Reimbursements April	78.45	Chq 2233
Stable Print & Design	May Newsletters	195.00	Chq 2234
Countrywide Ground Maintenance	Ground Maintenance for Feb & March	1,310.40	Chq 2235
HeartStart Somerset	New Key for Memorial Hall Cabinet & New Defibrillator Pads	50.00	Chq 2236
Somerset Association of Local Councils	Affiliation Fees	532.69	Chq 2237
	Total	2,371.74	

The Clerk said there were only two signatories at the meeting and would need to contact Cllr Merrick after the meeting to sign the cheques as well.

Proposed: Cllr Dawe Seconded: Cllr Donovan agreed unanimously

ii) Othera) Funding Requests

Cllr Brooks said that under the new arrangements for the regular checking of the defibrillator cabinets at the Memorial Hall and the Princes of Wales, Hamdon First Aid has now formally taken over the checking, maintenance and reporting to the ambulance service.

Cllr Brooks said that she has recently subscribed to GrantsOnline in order to source funding for the new Youth & Family Centre refurbishments and to source any other funding that might be helpful for the council. The annual cost of this is £99 plus VAT and asked councillors to consider approval of payment of this cost.

Proposed: Cllr Donovan Seconded: Cllr Uhlhorn agreed unanimously

b) Sports and Recreation Trust Pavilion Reserve Fund

A report had been circulated to councillors. Cllr Brooks said the Chairman of the Sports and Recreation Trust updated her on the progress of works ongoing

on the Recreation Ground, and to provide a brief on future planned works. Cllr Brooks said she explained to the Chairman of the Sports and Recreation Trust that whilst the village were most appreciative of the implementation of these new facilities and welcomed them, councillors were beginning to be concerned that a continual increase in providing new facilities would inevitably result in increased council tax for residents in order to maintain them and that Stoke was not a rich village. Also, the Chairman of the Sports and Recreation Trust he has asked the parish council to consider changing the purpose of the Pavilion reserve fund. However, under the Lease with the Duchy of Cornwall the parish council have a specific obligation at the Lease end to leave the Pavilion building in good condition and being a wooden building it has a 'shelf life' and we will have to replace it well before then if it cannot be kept in good repair – hence the Reserve Fund. The current balance in the Fund is £16,842. A discussion was held on the parish council's obligations, the other funding given to the Sports and Recreation Trust and their obligations. Councillors agreed not to change the purpose of the pavilion reserve fund as a general fund for the Sports and Recreation Trust's equipment.

19/076 PLANNING:

19/076/a Planning Information:

Cllr Brooks said that it appears that SSDC Planning department have changed their internal procedures on commenting on applications. In the past, Parish Clerks were asked to submit their Council's comments on applications to the generic email address and there were occasions when responses did not appear on the website, so the council had no way of knowing the reason for this. This was countered by also emailing the actual Case Officer but now the Case Officer's name is no longer public knowledge and parish council responses merely go to the generic email address. The new procedures also mean that if SSDC do not think the parish council have sent in a reply, they post a document up saying that the parish council have not responded, and this has already resulted in some cases being marked as having no response. Cllr Brooks suggested that the Clerk copy in the Planning Working Group when responding to SSDC as this then gives some support should a complaint need to be made. Cllr Hewitson asked if he could also be included in the response to Planning and Cllr Dawe said that the responses should also be sent to the Head of Planning as well.

19/076/b Parish Planning Working Party Feedback on Applications:

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 - The Planning Working Group objected on the grounds that mud would be transferred during building works onto West Street, and that the application to start work had already been set and diggers were on site, therefore building work had already commenced. Highways have taken the opposite view and raised no objections. The Parish Council have written to Highways stating what it will mean for the West Street residents and asking them to reconsider in the light of the Parish Council's comments.

19/00967/HOU – Alterations and the erection of a two storey rear extension to dwelling – 77 Ham Hill, Stoke sub Hamdon TA14 6RW – No observations or objections

19/076/c Planning Decisions and Reports:

i. Reports

19/00493/HOU – Erection of a two storey extension – 46 Kings Road, Stoke sub Hamdon TA14 6QY – Awaiting decision

ii. Decisions

