

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING
HELD ON WEDNESDAY 4TH SEPTEMBER 2019
IN THE MEMORIAL HALL

19/117/a **PRESENT:**

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

Others: Mr Neil Bloomfield (County Councillor), Mr Mike Hewitson (District Councillor), Mrs Sarah Moore (Clerk), Mr John Allen (Chairman, Sports & Recreation Trust), Mr Mike Foley (HCAP), Mrs Maria Eames (HCAP) and no members of the public

19/117/b **APOLOGIES:**

Mrs Rebecca Merrick and Mr Graham Middleton

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.

19/118 **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 Southcombe declared an interest in the Hamdon Community Arts Project

Cllr Uhlhorn declared an interest in the Memorial Hall

19/119 **PUBLIC SESSION:**

Representatives from HCAP were attending the meeting. A revised draft business plan had been previously circulated to councillors but at a working party meeting the previous evening ways to improve the business plan had been suggested. The two key purposes of this project are to retain the building for the use of existing organisations and, to set up a music and arts centre.

A discussion was held, and councillors gave their opinions on the project and business plan. The general consensus was in support of the project, but concerns were raised about the cost of the future management of the building and where HCAP were going to get the funding from.

The HCAP representative said they need to make a verbal commitment to the Synod by end of December but did not need a commitment for funding from the parish council until April 2020. Cllr Donovan said that the parish council need to consider at its finance meeting for next year's budget whether to put aside all other major projects and consider this as next year's major project.

The HCAP representative said that he would update the business plan and the working party will hopefully meet before the next parish council meeting.

Cllr Donovan asked if HCAP has had discussions with the Synod over the conditions of the sale such as: what uses HCAP can use the building for and whether there is an overage clause. The HCAP representative thank councillors for their constructive comments and advice.

(The HCAP representatives & Cllr Bloomfield left the meeting)

19/120 MINUTES OF PREVIOUS MEETING:

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

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

19/121 MATTERS ARISING FROM MINUTES:

19/121/a Review of Action List

(Cllr Bloomfield re-entered the meeting)

The Clerk reviewed the items on the Action List:

- i) Highway Issues – The Clerk asked Cllr Bloomfield if he had an update on the overhanging trees in East Stoke. Cllr Bloomfield said Highways did not think there was a problem. The Clerk disagreed with this and Cllr Bloomfield agreed to investigate it further. **Action Cllr Bloomfield**
- ii) Stone Clad Litter Bins - The Clerk said she had asked Streetscene but had not received a reply. Cllr Hewitson asked to be copied into the correspondence. **Action Clerk**
- iii) Adoption of Telephone Box, West Street – The Clerk reported that the phone box has already been adopted by Community HeartBeat Trust in 2015 but after speaking to Community HeartBeat Trust it was BT who allocated the phone box to them just in case the village wished to put a defibrillator in it. However, BT omitted to inform the parish council at the time. The Clerk said she had explained to Community HeartBeat Trust that the village have enough defibrillators and the community wish to use the phone box for other purposes. Community HeartBeat Trust are willing to transfer the ownership to the parish council for £1 but they will need to submit a request to Ofcom and there will be a 90-day consultation period. Once the parish council owns the phone box Cllr Southcombe agreed to refurbish it.
- iv) Jubilee Woods – The Duchy of Cornwall have hired a contractor to maintain the paths etc. Cllr Southcombe said that the contractor has not been cutting the paths very often and that he had taken strimmed some of the paths. It was agreed to contact the Duchy and offer Cllr Southcombe's services. **Action Clerk**
- v) Lengthsman Scheme – The Clerk said she had not heard back from Streetscene and asked Cllr Hewitson to investigate this. **Action Clerk**
- vi) West Street Development – Materials: Cllr Brooks said the materials used was not a breach of their Conditions as SSDC Planners had approved them. However, Cllr Brooks had put in a formal complaint as no information on the materials was put on their planning portal for consultation and this was outside the spirit of planning laws.

19/122 DISTRICT & COUNTY COUNCILLORS:

19/122/a Mike Hewitson – District Councillor

Cllr Hewitson's report had been circulated to councillors. The report covered:

- The Full Council met on 18th July. The next Full Council meeting will be on 19th September.
- The Area North Committee met 28th August. The next Area North Committee meeting will be on 25th September
- Ham Hill: The pop-up activities were very well supported, and the team delivered 44 events in 42 days, mainly using the SSDC Ranger and Heritage Teams. Some events were delivered by external providers with the benefit of grants from the Friends of Ham Hill. The Dog Show was a success with contributions of over £1,000 given to the Friends of Ham Hill and Ferne Animal Sanctuary. The removal of the litter bins at Ham Hill is proving to be a success

in reducing litter at the country park and additional dog bins have been installed in key locations across the site. The volunteers have been carrying out invasive species control on the wild parsnip across site and the rangers have been dealing with some tree damage caused by the storms in August.

19/122/b Neil Bloomfield – County Councillor:

Cllr Bloomfield reported Somerset County Council are not accepting and Small Improvement Schemes in the near future. However, SCC are reintroducing the Health and Wellbeing grants and will update the council as soon as he has more information. *(Cllr Bloomfield left the meeting)*

19/123 **SPORTS AND RECREATION TRUST REPORT:**

19/123/a Five-Year Strategy 202-2025

The Sports and Recreation Trust's Five-Year Strategy 2020-2025 had been circulated to all councillors. The content of the report was mostly about improvement work such as tarmacking and disabled access, but the Trust's is proposing to replace the current skateboard park and to carry out a village-wide survey on sports and leisure needs. Cllr Brooks said the Clerk has received some correspondence regarding the new play equipment on the recreation ground asking about the lack of fencing around the play area, CCTV, why there was no equipment for toddlers and some misuse of the equipment. This has been forwarded to the Sports and Recreation Trust. The Chairman of the Trust said the acquisition of CCTV and signage is an ongoing project, and the fencing was never a part of the play area project. Cllr Donovan suggested the Trust putting up signs asking residents not to let their dogs foul around the play equipment.

19/123/b Inspection Report

The Trust's Inspection report had been circulated to all councillors. The zip wire in the new adventure play area has been tensioned and will continue to be monitored. Also, the height of the rope swings has been adjusted.

Cllr Hewitson thanked the Sports and Recreation Trust on bringing this fantastic project to fruition to which the parish council concurred. The Chairman of the Trust thanked the parish council for all their support and said that it had been a good community project.

(Cllr Hewitson and Mr J Allen left the meeting)

19/124 **SPORTS & LEISURE:**

19/124/a Hamdon Youth Centre:

A report had been circulated to councillors.

Cllr Brooks said she and Cllr Donovan had met with the SSDC Conservation officer and Planning and Heritage Statements have been drawn up for the Listed Building Consent application in line with the Conservation officer's requirements, and some changes to the layout plans and materials have been made.

Cllr Brooks said some youngsters from outside the village have been climbing up on the flat roof to the side of the back hall. Warning signs have been put up and the persons concerned have been spoken to. The parish council and HYFC Trust are looking into ways to resolve this issue. The Clerk has asked a builder to investigate this issue. The builder has suggested fencing the boiler room off so the youngsters cannot climb onto the roof.

Cllr Brooks asked for approval and resolution for the lease.

Proposed: Cllr Donovan Seconded: Cllr Nelms agreed unanimously

The HYFC Trust will be asked to approve the lease at the next HYFC Trust meeting.

Cllr Brooks asked for approval and resolution for the Management Agreement between the Parish Council and the HYFC Trust.

Proposed: Cllr Uhlhorn Seconded: Cllr Donovan agreed unanimously

19/124/b Hamdon Youth Group:

Nothing to report.

19/124/c Memorial Hall and Grounds:

Nothing to report.

19/124/d Play Areas:

Cllr Uhlhorn said the play inspection reports have been received for both the Memorial Hall and Stonehill. Cllr Uhlhorn commented that all items mentioned in the report for the Memorial Hall were low risk or very low risk. Some of these items can be addressed 'in-house' with very little expense. A duplicate notice needs to be provided for one of the pedestrian gates, and a replacement peg is required for the spring on the pedestrian gate and the hinges need adjusting. Cllr Uhlhorn said plastic end caps are needed for the gateposts. **Action Cllr Uhlhorn**

Other items that need monitoring are the wear on the chain links for the swings and the surfacing. The surfacing is being replaced in November.

Cllr Uhlhorn said in the report for Stonehill, one of the items is a moderate risk and the rest are low or very low risk. The moderate risk item has already been repaired and other items will be addressed in November.

19/124/e Any Other Issues:

Nothing to report.

19/125 **VILLAGE ENVIRONMENT:**

19/125/a Allotments

The Clerk said she has added another person to the waiting list for the North Street site.

Cllr Donovan questioned why there were four plots not cultivated but were put down to grass on the Stonehill site. The Clerk said that there had been a verbal agreement many years ago with the allotment holder and this had been an issue ever since. Councillors raised concerns that this is being used as a garden/play area and to park cars instead of an allotment. It was agreed that if the allotment holder does not use the allotment for the purpose of growing vegetables as stated in the tenancy agreement then they would forfeit their allotments. It was agreed that the allotment holder would have until the rent renewal letter was sent out at the end of December to clear it of grass in preparation for cultivation. **Action Clerk**

It was resolved that any allotment holder not using the allotments for the intended purposes as stated in the tenancy agreement would be evicted.

Proposed: Cllr Brooks Seconded: Cllr Donovan agreed unanimously

19/125/b Crime and Anti-Social Behaviour:

Nothing to report.

19/125/c Footpaths:

Nothing to report.

19/125/d Ground Maintenance:

Cllr Uhlhorn said the standard of the ground maintenance is still poor. The standard of the cut to the bank opposite Sea Wall was not good; there was no traffic

management system in place, and it has not been finished off properly. Cllr Uhlhorn suggested he would meet with the contractors along with the Clerk and asked them to get everything in order or they would not be paid.

A meeting has been arranged for 3rd October to discuss whether it is viable to have an 'economy of scale' ground maintenance contract between the council, Montacute Parish Council and the Sports and Recreation Trust

19/125/e **Highways and Transport:**

The Clerk said she had recently received the notification of the Traffic Regulation Orders for the continuation of double yellow lining around entrance of Stonehill and double yellow lines in Hamdon Close. The request for the lining around Hamdon Close has not followed due process as there has been no consultation with the parish council. It was agreed to ask Highways why it has been proposed to put this lining and whether it was necessary.

The Clerk said a resident had telephoned saying that Somerset County Council had informed them that requests for disabled parking bays needed to be submitted via the parish council. The Clerk said that she has been informed by SCC that they are no longer budgeting for disabled parking bays. It was agreed to mention this in the correspondence about Hamdon Close lining.

Action Clerk

Highways have received a request from a resident for a zebra crossing near the junction of North Street and West Street and, for the speed limit to be reduced to 20mph. Highways have responded by informing the resident that the request for a zebra crossing needs to come via the parish council in the form of a small improvement scheme. Also, for a 20mph speed limit to be considered it must be proven that speeds are over the existing limit.

19/125/f **Street Lighting**

No report given.

19/125/g **Defibrillator Report**

The defibrillator inspection reports have been carried out and have been submitted to the ambulance service.

19/125/h **Befriending Scheme**

Cllr Brooks said that after the article went into the newsletter three people have volunteered. Cllr Brooks said she is going to provide information of this scheme to the surgery, village agent and other organisations so they can make recommendations to residents.

19/125/i **Any Other Issues:**

Cllr Brooks mentioned there is a group of residents who wish to make the village shop into a community shop, and she relayed the conversation she had with one of the residents. The resident has asked if councillors would write an open letter of support which they could use for any grant applications in regard setting up a community shop. The Clerk explained that this would only be a letter of support as the parish council cannot give funding for businesses. This was agreed.

Action Clerk

Proposed: Cllr Brooks Seconded: Cllr Southcombe agreed unanimously

Cllr Brooks said that she attended the launch of the new lunch club. A press release maybe going into the Western Gazette.

19/126 **FINANCE:**

19/126/a **Matters for Report**

i) **Monthly Bank Reconciliation**

The Clerk gave the monthly bank reconciliation report as at 31st August 2019

	£
NatWest Current Account	CLOSED
NatWest Business Reserve Account	CLOSED
Lloyds Current Account	189,525.10
Total	189,525.10
Outstanding Cheques	-200.00
Total as Cash Book	189,325.10

Ring-Fenced Amounts:

	£
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
Total	106,275.45

Unallocated Money **83,049.65**

ii) Duchy of Cornwall Rent Review

The Duchy of Cornwall has not reviewed the allotment land rent for three years and has said the rent will remain at £260 per annum. The next rent review will be September 2022.

iii) Standing Order/Direct Debit Payments

The Clerk said NatWest had not transferred over the automatic payments to Lloyds Bank, so a standing order has been set up to cover the Clerk's salary and a new direct debit form needed to be signed for the PWLB. Action Clerk

19/126/b Matters for Resolution

i) Cheques Payable:

	£	
<u><i>Paid in August</i></u>		
Stoke Luncheon Grant Club	300.00	BACS
Stable Print & August Newsletters Design Ltd	195.00	BACS
Countrywide Ground Maintenance	655.20	BACS
Stackhouse Poland	398.87	BACS
Sarah Moore	468.35	BACS
	Total	2,017.42

September Payments

Sarah Moore	120.00	BACS
Expenses/Reimbursements for July & August		
Stable Print & September Newsletters Design Ltd	195.00	BACS
Countrywide Ground Maintenance	655.20	BACS
Ground Maintenance for July		

Barbara Brooks	VE Day Public Meeting Reimbursements	84.53	BACS
The Play Inspection Company Ltd	Play Inspections & Risk Assessments	132.00	BACS
Duchy of Cornwall	Land Rent – Allotments & Recreation Ground	816.00	BACS
		Total	<u>2,002.73</u>

Proposed: Cllr Dawe Seconded: Cllr Southcombe agreed unanimously

ii) Other:

a. Procurement Review

Cllr Brooks said she and Cllr Donovan, as Chair of the Finance Working Group, have looked at the Procurement policy and feel that it needs reviewing. It was felt that the trigger points for the tender process were too low and recommended that the tender process should be used for annual contracts and one-off spends of £10,000 and above, and three written quotes for any one-off spends under that amount.

Proposed: Cllr Southcombe Seconded: Cllr Donovan agreed unanimously

Amendments will need to be made to the Financial Regulations and Standing Orders and these will go on the agenda for adoption next month. **Action Clerk**

b. Account Signatories

Cllr Brooks said there were currently four signatories plus the Clerk for the bank account. The online banking only requires two signatories to authorise payments and as the Clerk sets up the payments the system only requires one other signatory. However, when the account was initially set up it had been agreed that two councillors would approve payments. Therefore, the signatories need to be increased to three for this purpose. Also, if deposits are paid in via the immediate deposit machine rather than at the counter then the bank charges are reduced considerable. However, Lloyds Bank do not supply a paying-in card for deposits but require the account holder to use a debit card. Cllr Brooks proposed that all members of the finance working group are signatories and for the Clerk to have a debit card. It was agreed to make Cllr Dawe a signatory and for the Clerk to have a debit card.

Proposed: Cllr Donovan Seconded: Cllr Brooks agreed unanimously

19/127 PLANNING:

19/127/a Planning Information:

No report given.

19/127/b Parish Planning Working Party Feedback on Applications:

19/02203/HOU – The erection of a two-storey rear extension to dwelling house – 34 Norton Road, Stoke sub Hamdon TA14 6QW - No observations or objections

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 – this application has just been received and has been passed to the planning working party for consideration.

19/127/c Planning Decisions and Reports:

i. Reports

19/0783/TCA – work to trees in a Conservation area – North Street Farmhouse, North Street, Stoke sub Hamdon – Awaiting decision

19/00987/S73A- application to alter 3 Conditions from a pre-commencement to pre-occupation. – West Street development, West Street, Stoke sub Hamdon – no action published since last month's report

ii. Decisions

19/01945/TCA – tree works in a Conservation area. Capping to a Holly and a Holm Oak – 4 Brocks Mount, Stoke sub Hamdon TA14 6PJ - Permitted

19/01738/TCA & 19/01623/TCA –carry out tree works in a Conservation Area – The Gables, North Street, Stoke sub Hamdon TA14 6QR – Applications permitted

19/128 **GOVERNANCE:**

No report given.

19/129 **CORRESPONDENCE:**

No correspondence had been received.

19/130 **MEMBERS' & CLERK'S REPORTS:**

The Clerk said she would like to take the CiLCA qualification and asked if the parish council would pay for the registration and training. The cost of the registration is £350, and the training is £275. Also, SALC is hosting a VAT training course in November at a cost of £60. The Clerk said the cost of training would be split with Montacute Parish Council. This was agreed.

Proposed: Cllr Brooks Seconded: Cllr Dawe agreed unanimously

The Clerk said there are no SALC Councillor Essentials training sessions at Somerton and the next one is being held in Castle Cary. It was agreed for the Clerk to notify the council when the training becomes available at Somerton. **Action Clerk**

The Clerk said there has been an update to the parish council reference book by Arnold Baker and asked if the council would pay for the book. The Clerk said that as she is a member of SLCC the price is discounted at £103. This was agreed.

Proposed: Cllr Brooks Seconded: Cllr Dawe agreed unanimously

A discussion was held on the Hamdon Community Arts Project and the purchase of the URC building. Cllr Dawe said it has been difficult getting a working party meeting together to discuss the HCAP business plan. He noted that the business plan is stating the amount requested from the parish council has gone up from £10,000 to £12,500 and said it was pointed out at the working party meeting that HCAP need to think of a contingency plan as the full amount may not come from parish council or SSDC. Cllr Dawe said he raised some concerns about the parking and that the only funding HCAP have is for the purchase the building and nothing else. Other changes to the business plan were suggested, and a revised business plan will be available for the next meeting.

(Cllr Nelms left the meeting)

19/131 **ITEMS FOR FUTURE AGENDAS:**

None declared.

19/132 **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'.

19/133 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 10.05pm. The next parish council meeting will be held on Wednesday, 2nd October 2019 at 7.15pm.