

STOKE SUB HAMDON PARISH COUNCIL

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MINUTES OF MONTHLY MEETING HELD ON WEDNESDAY 5TH FEBRUARY 2020 IN THE MEMORIAL HALL

20/018/a PRESENT:

Members: Mrs Barbara Brooks, Mr Hugh Donovan, Mrs Lyn Foley, Mrs Rebecca Merrick, Mr Graham Middleton, Mrs Suzanne Nelms, Mr Bill Southcombe and Mr Malcolm Uhlhorn

Others: Mrs Sarah Moore (Clerk), Mr Mike Hewitson (District Councillor), Mr Neil Bloomfield (County Councillor) and no members of the public

20/018/b APOLOGIES:

Mr Andy Dawe

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.

20/019 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 Foley declared an interest in the Community Shop

Cllr Southcombe declared an interest in the Hamdon Community Arts Project

Cllr Uhlhorn declared an interest in the Memorial Hall

20/020 PUBLIC SESSION:

There were no members of the public in attendance

Cllr Bloomfield commented on the unitary authority talks. Cllr David Fothergill will be talking to larger councils and one of these talks will be at Somerton.

(Cllr Hewitson entered the meeting)

Cllr Bloomfield said there have been issues with Somerset County Council regarding the speed indicator device in Martock. Martock Parish Council have taken legal advice and it has been confirmed that their device is compliant with regulations.

Cllr Bloomfield said their S.I.D. is available to hire at a cost of £75 for 1 week or £100 for 2 weeks and it includes installation, removal and data capture.

The Clerk asked if there was an update on the verge near the Co-Op in East Stoke. Cllr Bloomfield said Highways are investigating the matter. The Clerk said a resident had submitted a complaint as their vehicle is constantly being damaged. Cllr Bloomfield asked for a copy of the email and he will chase Highways.

Action Clerk & Cllr Bloomfield

The Clerk also asked if the issue of tactile paving had been resolved. Cllr Bloomfield said parking in front of tactile paving is non-enforceable in law.

Cllr Hewitson gave an update on the environment strategy where they are offering parishes 50 free trees.

(Cllr Merrick entered the meeting)

Cllr Merrick said the trees were discussed at the Sports and Recreation Trust meeting and one of their members will liaise with Cllr Uhlhorn. Cllr Hewitson said the trees do not need to be on publicly accessible land. Cllr Hewitson asked if the parish could appoint an 'Environment Champion'. This person does not have to be a member of the parish council, it could be a resident of any age.

The Clerk said she had tried to contact Streetscene regarding the lengthsman programme, but she appears to be having problems with some emails. Cllr Hewitson said he would contact them on her behalf.

Action Cllr Hewitson

Cllr Brooks thanked Cllr Bloomfield for supporting the Improving Lives grant application for the Lunch Club.

(Cllrs Bloomfield and Hewitson left the meeting)

20/021 MINUTES OF PREVIOUS MEETING:

Cllr Donovan requested that under *Minute ref: 20/010/a(i)* the phrase 'Unallocated Money' could be changed to 'Budget Working Capital'. This was AGREED.

It was RESOLVED to approve and sign the Minutes of the January meeting and confidential minutes.

20/022 MATTERS ARISING FROM MINUTES:

20/022/a Review of Action List

The Clerk reviewed the items on the Action List:

- i. Telephone Kiosk in West Street – Cllr Southcombe confirmed that he will be removing the Perspex panels, refurbishing the outside of the box and putting shelves inside so that the Gardening Club can put plants in the box.
Action Cllr Southcombe
- ii. Memorial Hall Play Area gate: The Clerk said the handyman will inspect the gate on 7th February.
- iii. Litter Bin at the top of Windsor Lane - The Clerk said there are no post mounted bins with a larger capacity than the previous bin so the council would need to purchase a ground fixed bin. The Clerk said she had sourced one which depending on the type of ground fixings would cost between £300 - £370.
It was RESOLVED to purchase a bin and organise the installation. **Action Clerk**
- iv. Grit Bin for Orchid Acre Close – The Clerk said a resident has requested a grit bin to go near the exit of the Co-Op and the main road. The Clerk said there was an issue on where to site the grit bin and it was agreed to seek permission from the Co-Op for it could be sited on the 'island' in the car park.
Action Clerk
- v. Fibreglass Tree Supports in Jubilee Wood – The Clerk has received a positive response from Ham Hill who would be willing to re-use these supports. The Clerk will contact SSDC to arrange collection. **Action Clerk**
- vi. Block drain in North Street – This has been reported to Somerset County Council

20/023 DISTRICT & COUNTY COUNCILLORS:

20/023/a Mike Hewitson – District Councillor

Cllr Hewitson's report had been circulated to councillors.

Cllr Hewitson gave a further update – see *Minute ref: 20/020*

20/023/b Neil Bloomfield – County Councillor:

The report was given under *Minute ref: 20/020*

20/024 SPORTS & LEISURE:

20/024/a Hamdon Youth Centre:

A report had been circulated to councillors. The report stated the bookings remain steady with Brownies, Hamdon Youth Group and Hamdon Brass being regular term-time hirers and there is a possibility that the Youth Club could have an extra session. The report also covered the income and expenditure in the first year; the 5-year Management Plan and; an update on the refurbishment process.

20/024/b Hamdon Youth Group:

Cllr Brooks attended the HYG committee meeting and a report was circulated to councillors.

The report stated that attendance is continuing to rise but there is an urgent need for volunteers to help with the sessions on a Monday evening. The committee are discussing whether to split the group into two sessions – older and younger – on different nights as each group has different support needs. As there has been a lack of local volunteers, an advert has gone out from CYP for a paid Youth Support Work on a six-month fixed contract.

HYG were successful with grant applications during 2019 and are now in a relatively stable financial position with a large £10,000 grant from the National Lottery and further grant requests are being made to help cover the cost of the extra Youth Support Worker potential job.

The Clerk said she had received an additional grant request from the Hamdon Youth Group in respect of the *Local Government Act 1972 s.137*. A discussion was held, and it was AGREED not to support this additional request as the budget has already been prepared for the year and for HYG to reapply in November/December when the budget will be set for the following year.

(Cllr Nelms left the meeting)

The Clerk pointed out that the percentage of grants given to the youth activities is at its maximum compared to the rest of the community. It was agreed for the Clerk to write to the committee

Action Clerk

(Cllr Nelms re-entered the meeting)

20/024/c Memorial Hall and Grounds:

A report had been circulated to councillors.

The report outlined the hall's finances, bookings and planned improvements to the CCTV, the modernisation of the lavatories and, in the longer term, the modernisation of the kitchen. The report also stated the hall have a strong but small committee.

20/024/d Play Areas:

Cllr Uhlhorn said there have been some problems with Wicksteed. There had been some confusion with the additional quotation for the swings at Stonehill. The original quote for all the repair work in the play area was £3,058.83. However, the additional quote of £926.48 is over and above the original quote bringing the total amount to £3,985.31. The Clerk suggested paying for the work already completed and it was agreed to get quotes from other suppliers regarding the problem of the swings.

Action Clerk

20/024/e Sports and Recreation Trust:

The Facilities Maintenance Plan and the Inspection Report had been circulated to councillors.

Cllr Merrick confirmed that a purchase order has been raised for the work on the path near the seat.

Cllr Brooks said the Sports and Recreation Trust's AGM is on 3rd March.

20/024/f Any Other Issues:

No report given.

20/025 **VILLAGE ENVIRONMENT:**

20/025/a Allotments

Cllr Brooks said the various legal definitions have been studied and pointed out in the *Allotments Act 1922 s.22.1* states that 'An allotment garden means an allotment not exceeding 40 poles in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for the consumption of his self or his family'. The allotment in question has no cultivation and has some spindly trees planted in the grass. Also, the particular allotment holder allowed parking on his allotment.

It was AGREED to write to all allotment holders stating that the allotments are not allowed grass areas or parking. An additional letter will be sent to the allotment holder in question.

Action Clerk

It was RESOLVED to amend the tenancy agreement to state that the only grass that would be allowed is for access paths through the allotments.

It was AGREED that the vacant plots should be prepared for cultivation.

20/025/b Crime and Anti-Social Behaviour:

Cllr Uhlhorn reported that someone is fly-tipping food waste in the field known as 'Shelves' along Ham Hill road.

20/025/c Footpaths:

No report given.

20/025/d Ground Maintenance:

The Clerk reported that the existing contractor has not maintained the hedge outside the recreation ground in West Street nor the High Street bank and, the contractor has been informed that the January invoice will not be paid until the work has been completed. Cllr Uhlhorn asked for full support from the council on this decision. This was AGREED.

Cllr Uhlhorn said he has met with the new contractor and has discussed what jobs need to be done initially.

Cllr Brooks enquired about the old bins outside Stanchester Academy. Cllr Uhlhorn said he wanted to plant these up with seasonal plants. The Clerk said she would contact Stanchester Academy and Streetscene asking them not to put bin liners in the bins.

Action Cllr Uhlhorn and Clerk

20/025/e Highways and Transport:

i. Road Closures

The Clerk reported there are two road closures:

- Great Street in Norton sub Hamdon. This will commence on 4th February for 1 day to enable Wessex Water to replace a cover in the road.
- The Old A356 and Holloway Road at Lopen. This will commence on 4th February for 9 days, excluding weekends, to enable Somerset Highways to carry preparatory and resurfacing work.

ii. Pothole Report

The Clerk said she had reported a deep pothole in East Stoke near Stonehill.

iii. Speed Indicator Device Update

Cllr Brooks said she had surveyed the village for possible location sites for the S.I.D. A discussion was held, and councillors AGREED on which possible sites would be beneficial.

Councillors also AGREED it would be useful to hire a S.I.D. from Martock Parish Council (see *Minute ref: 20/020*) in the first instance. It was AGREED

for the Clerk to contact Somerset County Council with the agreed locations sites.

Action Clerk

It was RESOLVED to hire a S.I.D from Martock Parish Council for four weeks on a weekly basis at a cost of £75 per week over a period of a couple of months to cover various sites around the village.

Cllr Brooks said this would be explained in the newsletter.

Action Cllr Brooks

20/025/f Street Lighting

No report given.

20/025/g Defibrillator Report

The Clerk said she still had not received a report.

Stanchester Academy are replacing their defibrillator at a cost of just under £2.000 and have considered making the new one accessible to the community by placing it on the outside wall of the school. Stanchester Academy have asked the council to consider giving a grant towards the cost of this defibrillator.

It was RESOLVED to provide funding of £1,000 on the condition that it is accessible to the general public.

20/025/h Befriending Scheme

Cllr Brooks said the Befriending Scheme has 8 trained volunteers and they will be going along to Lunch Club to meet residents and raise awareness.

20/025/i Any Other Issues:

Cllr Brooks said the parish council were given the opportunity to re-apply to the Improving Lives grant from Somerset County Council and this has been fully supported by the County Councillor.

The Clerk said a resident has complained to County Parking regarding a car parking on double yellow lines so it is likely that the traffic warden will be visiting the village in the near future.

Cllr Foley reported the Community Shop committee held a drop-in meeting and have signed up 45 volunteers. Cllr Foley will be discussing the lease with the existing proprietors and the shop will open as a community shop on the 2nd March.

Cllr Southcombe gave an update on the Hamdon Community Arts Project. He said they have managed to secure the money required and no longer have to obtain a mortgage from the Synod.

(Cllr Nelms left the meeting)

20/026 FINANCE:

20/026/a Matters for Report

i. Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation report as at 31st January 2020

	£
Lloyds Current Account	163,333.51
Outstanding Cheques	75.00
Total as Cash Book	163,258.51

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	37,115.76
Total	103,006.85

Budget Working Capital **60,251.66**

ii. VAT Reclaim

The Clerk reported the VAT reclaim of £3,714.68 had been submitted.

iii. Data Protection Renewal

The Clerk reported the Data Protection renewal was due on 13th March at a cost of £40. She said that if the renewal was paid by direct debit there was a £5 discount. A new direct debit mandate was signed.

20/026/b Matters for Resolution

i. Invoices Payable:

		£	
Sarah Moore	Expenses/Reimbursements	22.05	BACS
	January		
Stable Print & Design Ltd	February Newsletters	195.00	BACS
<u>Local Government</u>	<u>Act 1972 s.137</u>		
Stoke sub Hamdon Community Shop	Grant	3,900.00	BACS
	Total	<u>4,117.05</u>	

It was RESOLVED to pay the invoices

The Clerk said she had received the January invoice from Countrywide Ground Maintenance for £655.20 and asked for councillors for a resolution so it could be paid once they had completed the outstanding work to a satisfactory condition. It was RESOLVED to pay this invoice on satisfactory completion of the work.

ii. Other:

The Clerk asked if the council would consider supporting her membership to SLCC again as this was due for renewal on 1st March. The cost for this is £161.00. The Clerk said she would ask Montacute Parish Council if they would pay half the cost. It was RESOLVED to pay for the Clerk's membership.

Cllr Brooks asked if the council would pay for the Grants Online membership of £99 excl. VAT again.

It was RESOLVED to for the Grants Online membership

20/027 **PLANNING:**

20/027/a Planning Information:

No report given.

20/027/b Parish Planning Working Party Feedback on Applications:

19/03470/HOU – Erection of wooden cabin with raised decking (retrospective) – 23 Ham Hill, Stoke sub Hamdon TA14 6RL – no observations or objections

19/02893/HOU – Replacement of windows – Woodcroft, East Stoke, Stoke sub Hamdon TA14 6UF – no observations or objections

20/027/c Planning Decisions and Reports:

Reports

19/02973/HOU – Alterations and the erection of a first-floor extension to side of dwellinghouse – 76 Ham Hill, Stoke sub Hamdon TA14 6RW – awaiting decision

Decisions

None published

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

20/028 GOVERNANCE:

No report given

20/029 CORRESPONDENCE:

The Clerk said she has received information from NHS Somerset regarding a consultation on health and care services in Somerset to gather feedback about providing care closer to home. Health and Care Services aim to support people to live independent, healthier lives by having the appropriate services in place for individuals' needs. The consultation will run until 12th April. NHS Somerset have asked if the information could go in the newsletter and on the village website.

A letter was circulated to councillors from SSSC regarding a possible Unitary Authority.

20/030 MEMBERS' & CLERK'S REPORTS:

A discussion was held about the VE Day celebrations. Cllr Brooks said the band has been booked and the hall has been booked but there is a potential problem with the marquee. The Memorial Hall committee will not be holding a tea dance due to lack of resources. The Clerk said she has received a quote for a hog roast which seemed quite expensive. The Clerk agreed to check how many people were catered for at the Jubilee 2012 picnic and obtain further quotes.

Action Clerk

Cllr Brooks and the Clerk will liaise to arrange another meeting. **Action Cllr Brooks & Clerk**

20/031 ITEMS FOR FUTURE AGENDAS:

None declared.

20/032 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'.

20/033 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 9.55pm. The next parish council meeting will be held on Wednesday, 4th March 2020 at 7.15pm.