

# STOKE SUB HAMDON PARISH COUNCIL

MRS. SARAH MOORE, PARISH CLERK. 24 High Street, Stoke sub Hamdon, Somerset TA14 6PS  
Tel: 01935 822455 E-mail: clerksshpc@hotmail.co.uk



## MINUTES OF MONTHLY MEETING HELD ON WEDNESDAY 4<sup>TH</sup> NOVEMBER 2020 VIA ZOOM REMOTE MEETING APP

### 20/105/a **PRESENT:**

**Members:** Mrs Barbara Brooks, Mr Hugh Donovan, Mr Andy Dawe, Mrs Lyn Foley, Mrs Rebecca Merrick, Mr Graham Middleton, Mrs Alex Schellenberg and Mr Bill Southcombe

**Others:** Mrs Sarah Moore (Clerk), Mr John Bailey (Hamdon Youth Group) and no members of the public

### 20/105/b **APOLOGIES:**

Mrs Suzanne Nelms, Mr Mike Hewitson (District Councillor), and Mr Neil Bloomfield (County Councillor)

### 20/106 **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 Merrick declared an interest in the Sports and Recreation Trust and the Memorial Hall

Cllr Nelms declared an interest in Friends of Ham Hill

Cllr Southcombe declared an interest in the Hamdon Community Arts Project

### 20/107 **PUBLIC SESSION:**

Cllr Brooks invited Mr Bailey to give his presentation for the Hamdon Youth Group (HYG). Cllr Brooks declared an interest and asked Cllr Donovan to chair the meeting whilst the presentation was being given.

The HYG reports on the presentation, accounts and AGM had been circulated to councillors. Mr Bailey formally thanked the parish council for their continuing support and said without the council's support the group would not be able to operate. Mr Bailey said HYG are struggling to get volunteers to help out at the sessions after losing two volunteers. Mr Bailey asked if the council would consider continuing the grant with an inflationary 1% increase for 2021/22. A discussion was held, and it was RESOLVED to continue the grant and increase the grant by £62.90 for 2021/22.

### 20/108 **MINUTES OF PREVIOUS MEETING:**

It was RESOLVED to approve and sign the Minutes of the September meeting.

### 20/109 **MATTERS ARISING FROM MINUTES:**

#### 20/109/a **Review of Action List**

The Clerk reviewed the items on the Action List:

- i. Overhanging trees between Co-Op and Loder's Corner: It was agreed for the Clerk to chase Cllr Bloomfield **Action Cllr Bloomfield**
- ii. Parish Council Website – The Clerk said she has prepared some information for each section and will let councillors see it before uploading it to the website; has taken some photographs of the village and; has most of the council documents in the correct format ready to be uploaded on to the site. Cllr Brooks agreed to give the domain name to the Clerk. **Action Clerk & Cllr Brooks**
- iii. Refurbishment of telephone kiosk (West Street) – Cllr Southcombe said he will do the refurbishment once the lockdown period has finished. **Action Cllr Southcombe**

- iv. Provision of Bus Shelter – This item is still ongoing. The Clerk said she had received some information on wooden bus shelters. **Action Clerk**
- v. Grit Bin for Orchid Acre Close - This item is still ongoing. **Action Clerk**
- vi. Damaged Swing Seats at the Memorial Hall Play Area – The Clerk said both cradle swing seats have been damaged and replacement seats have been ordered. The lengthsman will install them once they have arrived.
- vii. West Street Layby and High Street Bank – The Clerk said she has asked the groundsman to get these areas cut back. The trees at the West Street layby will also be cut back to a more appropriate height. The Clerk mentioned that she had also reminded the groundsman to cut back around the 30mph sign at the bottom of North Street and will ask him to cut around some other warning signs further up North Street. **Action Clerk**
- viii. Speed Indicator Device – The Clerk reported that she had not received the SID reports from the owner of the device. Cllr Middleton agreed to chase this. It was agreed for Cllr Brooks and the Clerk to order a device for the village. **Action Clerk & Cllr Brooks**

**20/110 DISTRICT & COUNTY COUNCILLORS:**

**20/110/a** Mike Hewitson – District Councillor

No report received.

**20/110/b** Neil Bloomfield – County Councillor:

No report received.

**20/111 SPORTS & LEISURE:**

**20/111/a** Hamdon Youth Centre:

A report had been circulated to councillors giving an update on the progress of the modifications to the building. The changes to the building would be divided into two phases: firstly, the digging up of the sub-floor in the church hall area together with the laying of good quality hardwood flooring; and secondly the creation of the service area – new toilets, kitchen, office and disabled toilet. Cllr Brooks said that due to the COVID-19 pandemic situation, it has proved impossible to get any contractors to commit to a tender process and many firms were unwilling or not able to quote.

i. Church Hall Flooring.

The floor work in the church hall involves the removal of existing flooring and concrete walkways, a layer of earth to be dug out and removed, a new sub-floor created consisting of hard core damp proof membrane, insulation and finished with concrete screed, and a good quality hardwood flooring to be laid on top and lacquered. 3 quotes were obtained, two of which were for the sub-floor only and one included the wooden flooring as well. All the quotes were excluding VAT and were from:

- G A Doble - £18,640 excluding new wooden flooring
- Hamdon Construction - £11,645 excluding new wooden flooring
- Jones Building Group - £20,378 including new wooden flooring

It was RESOLVED to accept the quote from Jones Building Group.

ii. New Heating

Cllr Brooks explained that the existing night storage heaters nor a central heating system would be economically suitable for the type of building. Therefore, following advice and research, the best solution appears to be to heat the two halls from the top down via infrared/halogen heaters fixed just below the wall plates of each hall which would provide instant heat towards people rather than heating the building space. There would be eight heaters in the church hall and six in the smaller back hall. Two quotes have been obtained from:

- N. Morgan-Gianni contact £9,841.20

- P A Higgins Electrical Ltd £9,490

It was RESOLVED to accept the quote from P A Higgins Electrical Ltd.

iii. CCTV and Fire Alarm System

Cllr Brooks explained that it is proposed to install an external CCTV system to provide security for the building and to deter any anti-social behaviour. There will be five cameras round the perimeter the Centre which will have privacy masking to ensure they do not overlook neighbouring properties. The Centre will also require a mains Fire Alarm system in line with public space regulations. The Conservation Officer has advised that both these installations will require formal planning permission. An application for this has now been submitted.

Cllr Brooks confirmed that two quotes have been received and these are from:

- Security & Electrical Services (SES) CCTV - £1,749 excl. VAT; and £2,540 excl. VAT for Fire Alarm.  
Both the CCTV and Fire Alarm will require a maintenance contract at £80 excl. VAT and £120 excl. VAT respectively, but this cost will be borne by the Hamdon Youth & Family Centre Trust as part of their management of the building.
- PG Fire & Security – surveyed but declined several weeks later to provide a quote.

It was RESOLVED to accept the SES quotes for both CCTV and the Fire Alarm.

Cllr Brooks reported that the pews had now been removed and thanked Cllr Donovan for all his hard work. The parish council are asking if people would like them to give a small donation towards the refurbishment fund.

The urgent roof repairs have now been completed. However, as the cost proved more than originally envisaged so the Finance Working Group had discussed that the cost could be vired from the Asset Management Fund.

The Finance Group had also recommended re-starting the £2,400 annual reserve grant to the Youth Centre from the next financial year as this is intended to pay for any ongoing building maintenance for which the parish council as freeholder is responsible.

It was RESOLVED to approve the Finance Working Group recommendations

**20/111/b** Hamdon Youth Group:

This item was discussed under *Minute ref: 20/107*.

**20/111/c** Memorial Hall and Grounds:

The Clerk reported that dogs and other animals have been taken into the Memorial Hall grounds and play area and, people have been verbally abused when it has been pointed out that dogs etc are not allowed in the grounds. It has been suggested moving the 'No Dog Signs' and this would need to be discussed with the Memorial Hall Trustees. It was also agreed to remind residents of this in the newsletter. **Action Cllr Brooks**

**20/111/d** Play Areas:

Nothing to report

**20/111/e** Sports and Recreation Trust:

The reports from the Sports and Recreation Trust had been circulated to councillors. Cllr Merrick said the Sports and Recreation Trust are looking at their budget for next year and considering whether there will be a May Fayre next year. The Sports and Recreation Trust have used the lockdown period to carry out maintenance work on the pitches

**20/111/f** Any Other Issues:

None declared.

**20/112** **VILLAGE ENVIRONMENT:**

**20/112/a** Allotments

The Clerk said that it was discussed at the Finance meeting to increase the allotment rent for inflationary purposes at the next renewal by £5 on a full plot, making the annual rent £17 and

smaller plots costs will beat a pro-rata rate. Also, as the council are having to carry out more maintenance to vacant plots the Finance Group are recommending charging a £25 deposit for existing and new plot holders. This amount will be refunded when a tenant leaves if the plot is left in good condition. Otherwise this amount will go towards bringing the plot up to a suitable standard for the next tenant. It was RESOLVED to increase the allotment rent by £5 per full plot.

It was proposed to charge a £50 refundable deposit. However, it was thought that this was too much. It was RESOLVED to charge a £25 refundable deposit per person. It was agreed for the Clerk to write to allotment holders explaining the changes. **Action Clerk**

The Clerk reported that the lady who was offered a plot at Furlands has had to decline due to work commitments.

**20/112/b** Crime and Anti-Social Behaviour:

Cllr Donovan said some unscrupulous characters are targeting people who have caravans/camper vans, and this has been reported to the police. There have also been a lot of fireworks being let off on Ham Hill. Despite there being a lot of complaints, this has not been reported to the police. These incidents need to be reported. Cllr Foley said some planters had been stolen from Walscombe Close in the early hours of the morning.

**20/112/c** Footpaths:

Nothing to report.

**20/112/d** Ground Maintenance:

i. Groundsman

No report given.

ii. Parish Lengthsman

The Clerk said the lengthsman has cleared some of the drains in Ham Hill Road and North Street. However, Highways will need to clear some of the drains as they are too blocked for the lengthsman to do. **Action Clerk**

The smaller post caps for the Memorial Hall play area fences/gates have been sourced and also a new dog bin. There may, however, be an additional cost for the dog bin and the Clerk said she is waiting for confirmation on this.

The litter bin at the top of Windsor Lane has not yet been installed so the Clerk agreed to chase this. **Action Clerk**

**20/112/e** Highways and Transport:

The Clerk reported that a resident is concerned about the parking in Bonnies Lane. Vehicles are being parked on both sides of the road at the narrowest point which causing an obstruction to larger vehicles such as emergency vehicles. The resident has suggested asking for double yellow lines to be painted in this area. It was agreed to contact Highways. **Action Clerk**

The Clerk reported that Ham Hill Road will be closed between 2<sup>nd</sup> November and 5<sup>th</sup> November in order for Wales & West Utilities to install a new gas connection. The alternative route is via Hollow Lane, Montacute.

**20/112/f** Street Lighting

Nothing to report.

**20/112/g** Defibrillator Report

The Clerk reported that both defibrillators at the Memorial Hall and at the Prince of Wales have been checked and are in good order. The boxes have been cleaned and the machines tested.

**20/112/h** Befriending Scheme

No report given.

**20/112/h** Community Shop

Cllr Foley said the community shop was doing very well and a spooky walk was held for Halloween in conjunction with Priory Coffee and the Fleur de Lis. The Community Hub is being resurrected to help residents during the next 'lockdown' period with food deliveries and prescriptions.

**20/112/i** Any Other Issues:

Cllr Schellenberg asked whether Cole Lane could be cleared of leaves and debris. The Clerk agreed to contact Cllr Hewitson. **Action Clerk**

**20/113 FINANCE:**  
**20/113/a Matters for Report**

i. The Clerk gave the monthly bank reconciliation report as of 31<sup>st</sup> October 2020

	£
Lloyds Current Account	52,110.84
Lloyds Reserve Account	82,822.50
Melton Building Society	<u>33,198.97</u>
Cambridge & Counties	<u>22,442.12</u>
Outstanding Payments	<u>0.00</u>
<b>Total as Cash Book</b>	<b>190,574.43</b>

Ring-Fenced Amounts:

	£
Pavilion Reserve Account	22,442.12
Cemetery Project	12,316.47
Asset Management Reserve Account	35,782.50
Bequest – Plants	150.00
Hamdon Youth Centre	<u>34,615.76</u>
<b>Total</b>	<b>105,306.85</b>

**Budget Working Capital 85,267.58**

ii. Quarterly Budget Comparison

The Comparison of Budget report as at 30<sup>th</sup> September 2020 had been circulated to all councillors. The report shows the annual budget for 2020/21 and the actual spend to date. The Clerk reported that the 2<sup>nd</sup> quarter of the financial year the parish council's expenditure is under budget.

**20/113/b Matters for Resolution**

i. Invoices Payable:

		£	
Sarah Moore	Back pay to April & Expenses for October	397.75	BACS
Stable Print	November Newsletters	195.00	BACS
Evis Ground Maintenance	October Ground Maintenance	816.66	BACS
Glasdon UK Ltd	Litter Bin	332.63	BACS
Yeovil Roofing	Labour for HYFC Roof Repair	2,060.00	BACS
Roofing Gear Ltd	Materials for HYFC Roof Repair	1,201.26	BACS
<i>Local Government Act 1972 s.137</i>			
The Royal British Legion	Donation towards the Poppy Appeal	75.00	Chq 6
	Total	<u>5,078.30</u>	

An additional payment was made by BACS to the Planning Portal for £128 for the HYFC application.

It was RESOLVED to pay the invoices.

The Clerk said she will be amending her standing order for next month to take into account the increase in her salary.

ii. Other:

The draft budget for 2021/22 and Finance Working Group minutes had been circulated to councillors. The Clerk confirmed that she should receive the Tax Base figures from SSDC by mid-December so the precept could then be calculated.

It is recommended that the Cemetery Project Fund is moved into the Asset Management Reserve.

It was RESOLVED to approve the budget for 2021/22 and the Finance Group minutes.

**20/114 PLANNING:**

**20/114/a Planning Information:**

Nothing to report.

**20/114/b Parish Planning Working Party Feedback on Applications:**

**20/02713/HOU** – erection of a single storey extension to rear of dwelling – 9 High Street, Stoke sub Hamdon TA14 6PP – No observations or objections

**20/114/c Planning Decisions and Reports:**

**Reports**

**20/02449/S73A** – application to vary conditions 2 (approved plans) and 4 (materials) of planning approval 18/01571/FUL - Whitegates, West Street, Stoke sub Hamdon TA14 6QG – awaiting decision

**20/02359/HOU** – erection of a single storey extension to rear of dwelling - 39 High Street, Stoke sub Hamdon TA14 6PR - awaiting decision

**20/02274/DPO** – application for the modification of section 106 agreement between South Somerset District Council, Abbey Manor Developments Ltd and Blue Cedar Houses Ltd attached to planning approval 16/03872/FUL dated 22 December 2016 and approval 17/00186/FUL dated 24<sup>th</sup> February 2017 to remove the age restriction attached to the approvals. – Land and Buildings, Greatfield Lane, Stoke sub Hamdon – awaiting decision

**20/00991/OUT** – outline application with all matters reserved save for access for the residential development of land for up to 30 no. dwellings - Land at Masons Lane, Montacute – awaiting decision

**20/01831/FUL** – the erection of a detached chalet style dwelling and associated access and parking - Land rear of Princes Close Car Park, Stoke Sub Hamdon – awaiting decision.

**Decisions**

No decisions to report.

It was RESOLVED to ratify the Planning Working Party's recommendations

**20/115 GOVERNANCE:**

Nothing to report.

**20/116 CORRESPONDENCE:**

The Clerk said she has received two thank you letters; one from Stoke Band and, the other from Hamdon Youth Group.

**20/117 MEMBERS' & CLERK'S REPORTS:**

The Clerk said the resident who expressed an interest in joining the parish council has decided not to join at the moment due to other commitments.

Cllr Southcombe queried who is responsible for the maintenance of the former URC's clock.

The Clerk said that this had been raised at the parish council meeting in March 2019 (see *Minute ref: 19/041/g*) and through historical records it was found that the clock was not owned by the parish council and the maintenance was the responsibility of the owners of the building.

The Clerk agreed to forward the information onto Cllr Southcombe.

**Action Clerk**

**20/118 ITEMS FOR FUTURE AGENDAS:**

None declared.

**20/119 DATE OF NEXT PARISH COUNCIL MEETING:**

There being no further business the meeting was closed at 8.47pm. The next parish council meeting will be held on Wednesday, 2<sup>nd</sup> December 2020 at 7.00pm.