

**MINUTES OF STOKE SUB HAMDON PARISH COUNCIL**  
**MONTHLY MEETING**  
**HELD ON WEDNESDAY 9<sup>TH</sup> JANUARY 2019**  
**IN THE MEMORIAL HALL**

**19/001/a PRESENT:**

**Members:** Mrs Barbara Brooks (Chairman), Mr Hugh Donovan (Vice Chairman), Mr Andy Dawe, Mrs Rebecca Merrick, Mrs Suzanne Nelms and Mr Malcolm Uhlhorn

**Others:**

Mrs Sarah Moore (Clerk), Mrs Sylvia Seal (District Councillor) and no members of the public

**19/001/b APOLOGIES:**

Mr Graham Middleton, Mr Bill Southcombe and 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.

**19/002 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 Nelms declared an interest in the Hamdon Community Arts Project

Cllr Uhlhorn declared an interest in the Memorial Hall

**19/003 PUBLIC SESSION:**

There were no members of the public in attendance.

**19/004 MINUTES OF PREVIOUS MEETING:**

The Clerk said that she had amended *Minute ref: 18/158/a* – ‘Cllr Merrick asked...’  
The Minutes of the November meeting were signed and approved.

Proposed: Cllr Merrick      Seconded: Cllr Donovan      2 agreed, 2 abstained

**19/005 MATTERS ARISING FROM MINUTES:**

**19/005/a Review of Action List**

The Clerk reviewed the items on the Action List:

- i) The various highway issues are still ongoing
- ii) Refurbishment of picnic tables – As there has been no interest from contractors Cllr Uhlhorn suggested volunteers refurbish the tables. Cllrs Donovan and Uhlhorn said that they would deal with this. Action Cllrs Donovan & Uhlhorn
- iii) It was reported the new litter bins had just been installed. The Clerk agreed to contact Streetscene regarding the compost and plants Action Clerk
- iv) Insurance Claim Recreation Ground – This is being discussed under the Finance Section
- v) Online Banking – The forms have been sent to Lloyds Bank.
- vi) Bramble covered footpath – Cllr Seal was going to check with Ham Hill Rangers Action Cllr Seal

- vii) Damage to wall at the top of the High Street – The Clerk said she still needed to liaise with Cllr Bloomfield Action Clerk
- viii) Tree Works in Memorial Hall Grounds – This is now in progress. The trees have been removed and the new trees will be planted shortly.
- ix) Legal Position of the URC Clock – The Clerk is waiting to hear from the Legal Officer at SSDC. Cllr Seal suggested speaking to the Synod and she agreed to speak to the legal department. Action Cllr Seal

**19/006 DISTRICT & COUNTY COUNCILLORS:**

**19/006/a Sylvia Seal – District Councillor**

Cllr Seal said the independent auditors, Grant Thornton, have reported that SSDC has put in proper arrangements to secure economy, efficiency and effectiveness of resources and, that the council will need to deliver savings of £6m per year between 2018 and 2022. This is in addition to cuts they have had since 2010 which have amounted to £12m. The auditors have stated that SSDC have managed to achieve these savings without cutting services.

Cllr Seal said that Stanchester Leisure Centre will no longer be open for community use after 31<sup>st</sup> January as County Council has cut funding to leisure and the management company are unable to continue to run the facility. Cllr Seal suggested that the parish council should write to the county council expressing its disappointment. Cllr Seal said that Wadham leisure facility is also closing and; both these closures are due to budget cuts.

Cllr Seal said the café at the Yeovil Country Park is doing very well and has now applied for planning permission for an extension to the building for educational classes.

**19/006//b Neil Bloomfield – County Councillor:**

No report has been received.

**19/007 SPORTS AND RECREATION TRUST REPORT:**

**19/007/a Inspection Report:**

The inspection reports for November and December had been circulated to all councillors. Cllr Brooks said that she would put an article in the newsletter about the amount of dog mess on the recreation ground. Cllr Nelms asked if Stonehill and especially the footpath next to the play area could be included in that report. The Clerk mentioned that full poo bags are being left inside the gateway to Shelves and, Cllr Southcombe had sent in a report regarding the number of bags being dumped in the farmers crate at the entrance to the blackcurrant field. Cllr Donovan stated that dumping bags in fields was a danger livestock and said a sign should be erected to deter dog owners from doing this. Cllr Donovan said that he would ask the farmer if the parish council could put up signs. Action Cllrs Brooks & Donovan

Cllr Donovan suggested erecting a gate at beginning of Matts Lane. The Clerk said that this had already been explored a few years ago and because it is Highway land and there are utilities part way along the lane it would not be feasible.

Cllr Dawe asked whether dogs could be banned from the recreation ground. The Clerk said this was up to the Sports and Recreation Trust and they would need to apply to SSDC for a Dog Control Order. Cllr Nelms suggested that dogs needed to be kept on leads if going on the recreation ground and it was agreed that this would need formal permission.

Cllr Nelms asked for a notice to go on the fence of Stonehill play area. It was agreed for the Clerk to draft the wording for the signs. Action Clerk

**19/008 SPORTS & LEISURE:**

**19/008/a Hamdon Youth Centre:**

A report had been circulated to all councillors giving an update on the completion of the purchase, details of the working group, responsibilities for the building's maintenance, a refurbishment update and a grounds update. Cllr Brooks said that the electricity will be checked on 17<sup>th</sup> January and assuming that everything is safe then the user groups will like to move into the centre within a month or so. Cllr Brooks asked for a resolution for the purchase of some tables and chairs ready for the Youth Group and Brownies and Guides. Cllr Brooks said she had obtained quotations from the following suppliers. These prices are net of VAT and all suppliers offer free delivery.

10 x Folding Tables	Gopak	£1,071.45
	Mogodirect.co.uk	£1,069.50
	For Schools Direct Ltd	£1,159.50
40 x plastic stackable chairs	Gopak	£ 572.00
	Mogodirect.co.uk	£ 630.00
	Furniture Work	£ 670.00
Table Trolley (takes up to 14 tables)	Gopak	£ 290.21
	Mogodirect.co.uk	£ 289.95

It was agreed to accept the quotations from Gopak at a total net cost of £1,933.66

Proposed: Cllr Merrick      Seconded: Cllr Nelms      agreed unanimously

The Clerk passed onto Cllr Brooks a letter from EDF Energy in respect of the Methodist Church. The Clerk said the insurance company have asked for confirmation of when the building will be occupied.

**19/008/b Hamdon Youth Group:**

Cllr Brooks said she will give a report at the next meeting.

**19/008/c Memorial Hall and Grounds:**

Cllr Brooks said she will give a report at the next meeting.

**19/008/d Play Areas:**

The Playground Inspection and Corrosion reports had been circulated to all councillors. Cllr Uhlhorn asked the Clerk to arrange a meeting with some play equipment providers to provide quotes on some of the maintenance issues. **Action Clerk**

**19/008/e Any Other Issues:**

None declared.

**19/009 VILLAGE ENVIRONMENT:**

**19/009/a Allotments**

The Clerk said she has sent the rent renewal letters out.

**19/009/b Crime and Anti-Social Behaviour:**

The Clerk has received an email from Beat Manager stating that as the police have review their neighbourhood policing and as shift patterns have been changed it makes it difficult for the PCSOs to attend parish council meetings. Therefore, they are asking the parish council to change their meeting date to the third week of each month. It was agreed that this was not practically possible.

The Clerk reported there had been an incident in the Fleur de Lis public house on Boxing Day where the landlord of the pub had been assaulted. The case is now going to County Court.

**19/009/c**      Footpaths:

No report given.

**19/009/d**      Ground Maintenance:

Cllr Uhlhorn said that the tree work in the Memorial Hall grounds has nearly been completed and that he will be meeting the contractor on 11<sup>th</sup> January to sign off the project.

Cllr Uhlhorn mentioned the grounds maintenance contract will be coming to an end in December 2019 and that he will be liaising with the Sports and Recreation Trust shortly. Cllr Brooks said that grass around the youth centre needs to be included in the new contract. Cllr Uhlhorn asked whether the Jubilee Wood needed to be included in the contract. It was confirmed this belong to the Duchy. A discussion was held regarding the possible new contract and it was agreed that a meeting would be arranged in the spring.

**19/009/e**      Highways and Transport:

The Clerk reported that North Street will be closed between Cole Lane and Castle Street on the 4<sup>th</sup> February to enable SCC to complete existing traffic calming on North Street, resurface the junction at Cole Lane and install a new speed hump and dropped kerb crossing points and associated signs, lines and lighting Road Closure. It is expected that this work will last for two weeks. Cllr Southcombe had sent an email asking if something could be done about the waste collection during this period. The Clerk said she would contact Streetscene to find out whether this service is being disrupted and what arrangements are being put in place.

Action Clerk

**19/009/f**      Street Lighting

No report given.

**19/009/g**      Any Other Issues:

The Clerk said Somerset County Council is carrying out a school admissions arrangements 2020/21 consultation and details have been put on the parish noticeboard.

The Clerk gave an update on the proposed cemetery. As this information is currently 'commercial in confidence' details are restricted in a separate attachment for councillors.

**19/010**                      **FINANCE:**

**19/010/a**      Matters for Report

i) Monthly Bank Reconciliation

The Clerk gave the monthly bank reconciliation report as at 31<sup>st</sup> December 2018

	<b>£</b>
Current Account	100.00
Business Reserve Account	123,422.84
Sports & Recreation Trust Reserve Account	16,825.54
Asset Management Reserve Account	30,952.01
<b>Total</b>	<b>171,300.39</b>
Outstanding Transfers	-789.95
Outstanding Cheques	-5,892.17
<b>Total as Cash Book</b>	<b>164,618.27</b>

Ring-Fenced Amounts:

£

Sports & Recreation Trust Reserve Account	16,825.54
Cemetery Project	9,916.47
Asset Management Reserve Account	30,952.01
Bequest – Plants	150.00
Hamdon Youth Centre	42,462.30
<b>Total</b>	<b>100,306.32</b>

**Unallocated Money 64,311.95**

ii) Quarterly Budget Comparison

iii) The Comparison of Budget report as at 30<sup>th</sup> September 2018 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 2<sup>nd</sup> quarter of the financial year the parish council's expenditure is slightly over budget. The areas which show an overspend are Grants – an increase in the grants given for the Youth Worker and Sports & Recreation Trust Management Fee and; the HYC Fees – the deposit for the purchase of the church came out of the budget and will be refunded from the PWLB loan

iv) Insurance Claim – Recreation Ground

The Clerk reported the insurers have settled the claim for the gates on the recreation ground for a sum of £490.23 less the excess of £250. As the Sports and Recreation Trust has already paid the bill it was agreed to raise a cheque at the next meeting for the full invoice amount.

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

**19/010/b      Matters for Resolution**

i) Cheques Payable:

			£	
Sarah Moore	Expenses/Reimbursements		218.41	Chq 2211
	December			
Stable Print & Design	January Newsletters		195.00	Chq 2212
Countrywide Ground Maintenance	Ground Maintenance for November		655.20	Chq 2213
PKF Littlejohn LLP	Annual Governance & Accountability Return		360	Chq 2214
HMRC	PAYE		147.20	Chq 2215
Total			<u>1,575.81</u>	

Proposed: Cllr Uhlhorn    Seconded: Cllr Donovan    agreed unanimously

(Cllr Seal left the meeting)

ii) Other:

Cllr Donovan said that he had explained the budget at the last meeting and the discussions of the finance working party. Since the last meeting Cllr Donovan said he has clarified the information by separated the annual transfer amounts into reserves away from the main part of the budget and has looked at the cash flow for the reserve accounts with the information passed to him from the Clerk.

Cllr Brooks mentioned that it was important to support older residents and suggested a potential befriending scheme in conjunction with Age UK which could cost between £500 - £1,000. It was agreed to budget for this.

Cllr Donovan explained that the Tax Base information has been received from SSDC and as there has been an increase in taxable properties the Tax Base has increase from 697.56 to 722.38. He also explained that the parish council's costs will increase by £10,000 which is 20% on the current precept plus the council will have to utilise some of the parish asset funds to purchase the land for an additional cemetery and recommended that the precept is increased. The Clerk mentioned that the council will no longer be getting the Council Tax Support Grant from SSDC and councillors also need to take into consideration the cost of inflation. Cllr Donovan proposed to increase the precept by 8%. Cllr Brooks said that even though there is the justification to increase it further she did not think it was the right time. This was concurred by Cllr Merrick who proposed to increase the budget by 7% to £61,135. This was agreed

Proposed: Cllr Merrick      Seconded: Cllr Brooks      agreed unanimously

Cllr Donovan agreed to write an article for the newsletter.      **Action Cllr Donovan**

### **19/011                      PLANNING:**

#### **19/011/a      Planning Information:**

The Draft Rural Housing Plan 2019-21 and feedback report by Cllr Brooks had been circulated to all councillors. A discussion was held, and it was agreed to give a precis of the summary in the feedback report.

#### **19/011/b      Parish Planning Working Party Feedback on Applications:**

None to report

#### **19/011/c      Planning Decisions and Reports:**

##### **i.      Reports**

**18/03548/HOU** – Demolition of existing single storey side extension and the erection of a replacement single storey side extension – 25 Castle Street, Stoke sub Hamdon TA14 6RF. This application is ongoing. Highways have no objection and Rights of Way had lodged a demand that any work does not compromise the ROW noted next to the property

**18/0234/REM** – Reserved matters for the erection of 27 dwellings, formation of new access and associated landscaping – Land OS 8000 South of West Street, Stoke sub Hamdon. This application is ongoing

##### **ii.      Decisions**

**18/02683/FUL** – Conversion and extension of existing barn to form a building – The Old Forge, 8 High Street, Stoke sub Hamdon. This application has been permitted with conditions

**18/02011/FUL** – The erection of a single storey rear extension to replace existing conservatory/extension – 23 East Stoke, Stoke sub Hamdon TA14 6RQ. Application permitted on grounds that the amended plans provided for a wall only 0.2 metres higher than existing but because of sloping roof it would not have an undue impact on right to light and would conform to policies.

### **19/012                      GOVERNANCE:**

No report given

### **19/013                      CORRESPONDENCE:**

Cllr Brooks said that she had received a letter from the proprietors of the Shop at the Cross which she has circulated to all councillors. The letter states that it is merely to inform that the shop has been on the market for 12 months but has received no interest and suggest that it becomes a community shop. Cllr Merrick suggested going back to

the owners asking whether they would like the parish council to advertise the sale in the newsletter and to ask if anyone in the community would like to run it. The Clerk said that she would check the legalities.

Action Clerk

**19/014 MEMBERS' & CLERK'S REPORTS:**

No reports given.

**19/015 ITEMS FOR FUTURE AGENDAS:**

None declared.

**19/016 DATE OF NEXT PARISH COUNCIL MEETING:**

There being no further business the meeting was closed at 9.40pm. The next parish council meeting will be held on Wednesday, 6<sup>th</sup> February 2019.