



No.7 North Street Workshops, North Street, Stoke sub Hamdon TA14 6QR

You are summonsed to a meeting of Stoke sub Hamdon Parish Council on

WEDNESDAY 5th NOVEMBER 2025 at 7pm

at the Parish Council Offices, No.7, North Street Workshops

Gilly Lowe

Parish Clerk

30th OCTOBER 2025

Councillors are reminded that as holders of public Office they are expected to comply with the Nolan Principles, and the Councils Code of Conduct as well as showing respect for others in accordance with the law.

As per Councils Standing Order 3(e) there will be an opportunity for members of the public to comment on Agenda items (at the discretion of the chairman of the meeting).

If a person behaves in an offensive or improper manner which disrupts the meeting and refuses to moderate their behaviour they will, by motion, be excluded from the remainder of the meeting.

AGENDA

25/218

RECORDING OF MEETING

Attention is drawn to the Council's policy on recording meetings. Those wishing to record meetings are asked to notify the Chair prior to or at the commencement of the meeting if they intend to audio/video record public proceedings

25/219

APOLOGIES FOR ABSENCE

25/220

DECLARATIONS OF INTEREST IN AGENDA ITEMS

25/221

APPROVAL OF MINUTES

Council are requested to **RESOLVE TO APPROVE** the minutes of the full council meeting, held on 8th OCTOBER.

25/222

SOMERSET COUNCIL REPORT

A report from Somerset Council representatives.

25/223

COUNCILLOR VACANCY

Following the resignation of Cllr Russell, to update members on the process and current status of the councillor vacancy.

25/224

CHRISTMAS LIGHTS

To update council on the latest plans for festive lights and trees in the village.

25/225

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS (NOT COVERED BY AGENDA ITEMS)

- (a) Memorial Hall play area - boules court re-surfacing will take place one weekend towards the end of October/early November.
- (b) Bollards at the Memorial Hall – the bleed kit provided by the Police and Crime Commissioner is now in place next to the defib.
- (c) Emergency Plan – to update a previous draft and combine with Cllr Dullaghan's proposed draft document for approval.
- (d) Defib Risk Assessment and Agreement drafts with Castle School and the Memorial Hall.

25/226

PLANNING

- (a) Members are asked to provide comments on the following planning application:
 - (i) 25/02474/HOU – 24, Norton Road, Stoke-sub-Hamdon, TA14 6QW
Proposal: First floor extension and associated internal alterations.
 - (j) 25/02537/TCA – 56, High Street, Stoke-sub-Hamdon TA14 6PS
Notification of intent to carry out tree surgery works to No.2 trees and fell No.1 tree within a Conservation Area. No.1 – American Black Walnut – carry out crown reduction of up to 2.5m; No.2 – English Walnut – crown reduction of up to 2.5m; Holly Tree – fell due to shading and root damage to existing stone retaining wall.
This is for **notification** only.
- (b) To report any decision notices received not previously circulated.

25/227

WORKING GROUP UPDATES

Progress Reports from the following Working Groups:

- (a) Castle School 150th Anniversary WG
- (b) Speedwatch WG
- (c) Allotments WG
- (d) Dog and Waste Bins WG

25/228

HYFC

To receive an update from the working group.

25/229

FINANCE

- (a) Members to **APPROVE** a list of payments circulated ahead of the meeting as part of the Responsible Financial Officers report.
- (b) Members are asked to **APPROVE** the bank reconciliation statement as of 31st October 2025.
- (c) Members to **NOTE** the content of the Responsible Financial Officer's finance report.
- (d) Members to **NOTE** the Q2 Accounting Statement.
- (e) Members to **NOTE** the budget planning process for the 2026/'27 budget.
- (f) Members to **APPROVE** the following training:
GDPR 3 Session – 5th December – Cllr Dullaghan £40

- 25/230 COUNCIL POLICY REVIEW**
To review the following policies for approval and adoption:
i. Equality & Diversity Policy (new draft)
ii. Data Protection Policy (updated in line with latest GDPR)
iii. Grievance Policy (updated in line with latest ACAS Guidance)
- 25/231 FORMAL PERMISSIONS**
(a) Santa Claus Helicopter Visit to Castle School
Members, as leaseholders, to consider the request from the Sports and Recreation Trust to allow the helicopter to land for Castle Primary School's annual visit from Santa.

(b) Openreach Pole
To place a new pole on the Memorial Hall grounds opposite an existing electrical pole located in Langlands.
- 25/232 WAR MEMORIAL SURVEY**
Members to consider carrying out a condition survey on the War Memorial at Ham Hill by Humphries & Jones, Sculpture and Architectural Consultants (quote circulated with supporting papers).
- 25/233 YOUTH PROVISION**
To receive an update on recent sessions and plans for the future.
- 25/234 RANGER TASKS**
(a) Update to be provided on progress during October 2025.
(b) Council to **CONFIRM** a prioritised list of tasks for the Parish Ranger
- 25/235 HIGHWAYS MATTERS**
To raise any new highways concerns or issues within the Parish that require action.
- 25/236 CRIME, DISORDER AND COMMUNITY SAFETY**
To raise any concerns or issues within the Parish
- 25/237 CORRESPONDENCE**
Members are asked to consider any correspondence that requires a decision.
- 25/238 ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT MEETING**
- 25/239 DATE OF NEXT MEETING**
Wednesday 10th DECEMBER 2025, starting at 7:00pm.

END OF AGENDA