



**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

**7pm WEDNESDAY 7<sup>th</sup> AUGUST 2024**

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

*Terry Heath*

Interim Parish Clerk

31<sup>ST</sup> July 2024

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). As per Standing order 3(f) the public question comment time is limited to 5 minutes each, and the session should not exceed 30 minutes (unless directed by 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**

**24/165**

### **RECORDING OF MEETING**

Attention is drawn to the Councils 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

**24/166**

### **APOLOGIES FOR ABSENCE**

**24/167**

### **DECLARATIONS OF INTEREST IN AGENDA ITEMS**

**24/168**

### **APPROVAL OF MINUTES**

Council are requested to **RESOLVE TO APPROVE** the minutes of the full council meeting, held on 3rd July 2024

**24/169**

### **PUBLIC SESSION**

**24/170**

### **SOMERSET COUNCIL REPORT**

- 24/171 MATTERS ARISING FROM PREVIOUS MEETINGS**  
(a) **UPDATE** from the speed watch task and finish group  
(b) **UPDATE** from the defibrillator working party  
(c) **UPDATE** from the allotment working party  
(d) **UPDATE** from the dog waste bin working party
- 24/172 MEMBERSHIP TO SALC AND NALC**  
Members are asked to **APPROVE** continued membership to Somerset Association of Local Councils and the National Association of Local Councils at a cost of £595.20.
- 24/173 FINANCE**  
(a) Members to **APPROVE** a list of payments, circulated to Members ahead of the meeting  
(b) Members are asked to **APPROVE** the bank reconciliation statement as of 31<sup>st</sup> July 2024  
(c) Members are to **NOTE** an increase in charges for the monthly Lloyds current account to £8.50 per month
- 24/174 BANKING**  
(a) Members to **NOTE** the position of the Lloyds bank mandate changes  
(b) Council are requested to **APPROVE** changes to the Melton Building Society account mandate, removing all existing signatories and replacing with the Interim Clerk and Cllrs. Hullet and Merrick  
(c) Council are requested to **APPROVE** changes to the Cambridge and Counties Building Society account mandate, removing all existing signatories and replacing with the Interim Clerk and Cllrs. Hullet and Merrick
- 24/175 GROUNDS MAINTENANCE CONTRACT**  
Council are requested to **CONFIRM** its decision to award EVIS the grounds maintenance contract up to 31st January 2026 as detailed in min. 23/149 so a formal contract can be placed
- 24/176 PARISH RANGER**  
Council are asked to **APPROVE** the Clerk obtaining three quotations for a Parish Ranger service, based on three days per calendar month, 8 hours per day. Quotes to be presented to Council at the September 2024 meeting for their consideration
- 24/177 TRAINING**  
(a) Council are requested to **APPROVE** voluntary SALC Code of Conduct training for Councillors at a cost of £25.00 per Councillor. Cost based upon membership approval to SALC, agenda item 24/172 refers  
(b) Council are requested to **APPROVE** voluntary SALC 'Chairperson' training for Cllr. Gould at a cost of £35.00. Cost based upon membership approval to SALC, agenda item 24/172 refers

- 24/178 PLANNING**
- (a) Members are asked to **COMMENT, SUPPORT OR OBJECT** on planning application 24/01508/HOU, demolish outbuildings and erect a two-storey extension to the front of the dwelling, 37 Ham Hill, Stoke Sub Hamdon, Somerset, TA14 6RW
- (b) Members are asked to **COMMENT, SUPPORT OR OBJECT** on planning application amendment 24/00935/S73, application to vary condition 02 (Approved Plans), condition 03 (Materials) and condition 04 (Obscure Glazing) in relation to planning approval 22/02760/HOU. Rear first floor extension over existing single storey extension, and new two storey rear extension. Change of external materials, new windows and doors, new roof covering to all roofs. Change to front door canopy. Replacement garage door to match windows and doors. PV panels to rear roof elevation and a balcony to rear elevation.
- (c) Other planning matters requiring a Council decision
- 24/179 STAFFING COMMITTEE**
- (a) Council are requested to **APPROVE** the Staffing Committee terms of reference, distributed to Members ahead of the meeting
- (b) Update on recruitment process for Clerk and RFO
- 24/180 APPOINTMENT OF INTERNAL AUDITOR**
- Council are requested to **APPROVE** appointment of Parish and Town Council Auditing Services as its Internal auditor for the forthcoming year at a cost of £265.00
- 24/181 NOMINATIONS FOR TRUSTEES TO HYFC TRUST**
- In accordance with para 4(a) of the HYFC Trust constitution, Council to **APPOINT** a Councillor to go forward as a trustee of HYFC Trust and **APPROVE** the Interim Clerk as a trustee also.
- 24/182 CLERKS PHONE**
- Members are asked to **AUTHORISE** a Parish Council owned; Clerks phone with associated costs of up to £10 per month for a sim only contract. A phone is available to Council as 'free issue'
- 24/183 MANAGEMENT ARRANGEMENTS FOR PLAY AREAS**
- Council to **CONFIRM** its management arrangements and inspection criteria associated with the play areas at East Stoke and the Memorial Hall
- 24/184 EAST STOKE NOTICE BOARD**
- Council to **OUTLINE** its plans and the responsibility for procurement and placement of a notice board at East Stoke
- 24/185 HIGHWAYS MATTERS**
- (a) Council to **CONSIDER** future management arrangements and associated cost impacts for maintenance of highway footpaths throughout the village.
- (b) Council to **CONFIRM** the process for administration of public footpaths within the Parish
- (c) To raise any concerns or issues within the Parish that require action
- 24/186 CRIME, DISORDER AND COMMUNITY SAFETY**
- To raise any concerns or issues within the Parish

**24/187**

**CORRESPONDANCE**

(a)

Council to **NOTE** a letter from Somerset Council regarding potential future costs associated with emptying of bins throughout the village and the initial response

(b)

Members are asked to **CONSIDER** any correspondence that requires a decision

**24/188**

**AGAR**

The Interim Clerk to provide Council with an update on the 2023/2024 external AGAR submission

**24/189**

**ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT MEETING**

**24/190**

**DATE OF NEXT MEETING**

Wednesday 4<sup>th</sup> September 2024, starting at 7:00pm