



## STOKE SUB HAMDON PARISH COUNCIL

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### MINUTES OF THE MONTHLY MEETING HELD ON WEDNESDAY 6<sup>TH</sup> JULY 2022 AT THE HAMDON YOUTH & FAMILY CENTRE

#### 22/093/a PRESENT:

**Members:** Mrs. Lyn Foley (Chairman), Mr. Owen Setter (Vice Chairman), Mrs. Barbara Brooks, Mrs. Denise Burton, Mr. Paul Goulder, Mrs. Moira Hulett, Mrs. Rebecca Merrick, Mr. Graham Middleton and Mrs. Suzanne Nelms,

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

#### 22/093/b APOLOGIES:

Mr. Hugh Donovan, Mr. John Bailey (County Councillor) and Ms. Emily Pearlstone (County Councillor)

#### 22/094 DECLARATION OF INTERESTS

Cllr Foley declared an interest in the Community Shop

Cllr Burton declared an interest in the Sports & Recreation Trust and the Charity Shop

Cllr Goulder declared an interest in the Hamdon Youth Group

Cllr Hulett declared an interest in the Community Shop and the Sports & Recreation Trust

Cllr Merrick declared an interest in the Sports & Recreation Trust

Cllr Nelms declared an interest in the Friends of Ham Hill

#### 22/095 PUBLIC SESSION

There were no public in attendance.

Cllr Brooks said that she had decided to resign from the Parish Council after 8 ½ year. She said that she had been proud to have played an active part in bringing permanent benefits to the village; the Hamdon Youth Centre, improving the existing village hall facilities, ensured that six affordable houses were built and £106,000 grant money for Stoke was received through a successful planning appeal against developers at Tayberry Close. As a result, Stoke has been recognised by higher local authorities as one of the high-achieving parish councils in South Somerset. Cllr Brooks said she was very grateful to those residents who voted for her.

#### 22/096 MINUTES OF THE PREVIOUS MEETING

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

#### 22/097 MATTERS ARISING FROM MINUTES

The Clerk reviewed the items on the Action List:

- i. Overhanging trees between Co-Op and Loder's Corner: The Highways Inspector has concluded that there is no safety issue. However, this area will be included on their annual hedge cutting programme which is carried out at the end of the year.
- ii. Freedom of Information request to the police for the number of accidents in the village: No update has been received on whether the Chair of the Transport Strategy Group has requested this information.

- iii. Hamdon Youth and Family Centre: Some of the rubbish has been cleared from the site.  
**Action Cllr Goulder**
- iv. Volunteers for the Hamdon Youth Group: Cllr Goulder said he would discuss with the Hamdon Youth Group about putting an advert in the newsletter and on Facebook.  
**Action Cllr Goulder**
- v. Newsletter Contacts: Cllr Hulett said she was still updating the list. Cllr Hulett said there was no contact information for the Hamdon Youth Centre and Cllr Foley's telephone number is incorrect.
- vi. Funding for Skatepark: The Clerk confirmed that at the Parish Council meeting in January 2022, the Sports and Recreation Trust asked for a letter of commitment to be provided. The Parish Council agreed in principle but did not agree to a specific amount. Cllr Donovan wrote to the Chairman of the Sports and Recreation Trust explaining that the Parish Council was not in a position to provide match funding and that this request of £20,000 constitutes a third of the Council's precept which is a considerable sum to go towards one specific project.  
Cllr Hulett said the Sports and Recreation Trust have asked if the funding of £12,500 which had previously been ring-fenced for the HCAP project could go towards the skatepark. The Clerk advised councillors that the Finance Committee would need to review the Council's finances before committing to such a large grant. Cllr Foley agreed that a decision could not be made until after the Finance Committee has met.  
*(Cllr Hewitson entered the meeting).*

## **22/098 DISTRICT & COUNTY COUNCILLORS**

### **22/098/a Mike Hewitson – District Councillor**

Cllr Hewitson said there is no update on planning because of the issue regarding phosphates. Cllr Hewitson reported that the new administration is in the process of appointing a new chief executive for the new council. This should be resolved at the next full council meeting in July. There is a budget deficit at Somerset County Council which is mainly due to inflationary pressures. The Government is introducing reforms to adult social care which means that council taxpayers will be paying more towards care.

*(Cllr Hewitson left the meeting).*

### **22/098/b John Bailey – County Councillor**

Cllr Bailey's report had been circulated to councillors.

## **22/099 SPORTS & LEISURE**

### **22/099/a Hamdon Youth Centre**

The Clerk reported that the Centre's AGM is on 21<sup>st</sup> July. Cllr Hulett asked where the AGM has been advertised and the Clerk said she would find out.

The Clerk said a Community Grant of £17,245 has been awarded by SSDC towards the refurbishment of the Centre, and this can be claimed once all the certification has been received from the contractors. The receipt of this will mean that the total amount of grants and donations received from various sources towards the purchase and refurbishment will amount to £44,241.

Cllr Foley said she has been asked what the total cost of purchase and refurbishment was. The Clerk said she could not give an exact figure yet as there was still some work to be carried out.

### **22/099/b Hamdon Youth Group**

Cllr Goulder said there was nothing to report.

### **22/099/c Memorial Hall & Grounds**

The Clerk said the Trustees of the hall have resolved to convert to a Charitable Incorporated Organisation from the original simple Trust to reduce financial responsibility on the Trustees. The Parish Council is the Custodian Trustee of the Hall and is responsible for holding the Trust legal documents and is required to have a councillor on its management committee to ensure that the Hall carries out its activities according to charity law.

Cllr Merrick said she would be willing to be the Parish Council's representative and attend monthly meeting but was not able to take on a more active role on the committee.

**22/099/d Play Areas**

**Inspection Reports**

- i. Memorial Hall: Cllr Burton said outside the play area, the sign for the boules court is dirty and one of the legs is damaged. The surfacing needs to be weeded and replaced, and the surrounding edging needs repairing and then treated. Cllr Foley asked how much this would cost to resurface. Cllr Burton said she would get a price. **Action Cllr Burton**  
The Clerk said she would ask the lengthsman if he would replace the wooden leg on the sign. **Action Clerk**  
Cllr Burton said there is crack concrete under one of the picnic tables which needs repairing and some moss that needs removing. There is some graffiti on the picnic tables. One of the young trees requires a new stake as this is broken. The sign on the large gate needs to be replaced; one of the pedestrian gates does not close completely; there is no net in basketball hoop; the weeds have not been cleared between the chain link fence and the play area fence; the basketball area needs re-lining; the letters on the dedication sign needs repainting. Inside the play area, the lichen on the picnic tables needs cleaning off; some of the equipment needs cleaning; and some of the rocks on the multiplay unit needs tightening
- ii. Stonehill: Cllr Nelms said there are no issues with the play area. Cllr Nelms said as the play area is in constant use, she has not been able to repair the surfacing by the swings. Cllr Nelms said as the surfacing takes a few hours to dry, she will need to close the play area. Cllr Nelms said she has received complaints about the nettles coming through from the allotments and asked whether these could be cut down.

**22/099/e Sports & Recreation Trust**

The Inspection report for May had been circulated to councillors

**22/099/f Any Other Issues**

None declared.

**22/100 VILLAGE ENVIRONMENT**

**22/100/a Allotments:**

Cllr Foley said a letter had been sent out to Stonehill allotment holders and meetings are being held to discuss the condition of the vacant plots. The Clerk said she has let the three vacant plots facing the trackway.

Cllr Nelms mentioned that some hedgehogs had been poisoned by eating slug pellets and pointed out that it was now illegal to use slug pellets as they have been banned since April 2022. Cllr Hulett said she would put this information on Facebook **Action Cllr Hulett**

**22/100/b Crime & Anti-Social Behaviour:**

Nothing to report.

**22/100/c Footpaths:**

The Clerk said she had contacted Rights of Way about the role of PPLO for Cllr Hulett. Rights of Way are waiting for a replacement Volunteer & Trails Officer, so the volunteer induction programme has been put on hold. The Clerk said she would forward the handbook to Cllr Hulett. **Action Clerk**

Cllr Hulett asked where she could report issues. The Clerk said this could be done via the Rights of Way map on the County Council's website and to mention them at parish council meetings.

Cllr Foley moved the agenda item of Governance forward. This is reported under *Minute ref: 22/103*.

Cllr Merrick proposed purchasing a bouquet of flowers for Cllr Brooks. It was RESOLVED to spend £50. **Action Clerk**

*(Cllr Merrick left the meeting)*

**22/100/d Ground Maintenance:**

The Clerk reported that she has reminded the groundsman to cut the verge back in Ham Hill Road opposite Princes Close and has asked him to cut the small verge outside of North Street allotments.

The lengthsman has repainted the railings at the top of Windsor Lane and the bench at Stonehill. The Clerk said she will ask him to weed spray various areas of the village. Cllr Foley said there is an issue with the wall surrounding the allotments in Whirligig Lane which needs investigating.

**22/100/e Highways & Transport:**

The Clerk said a resident in Princes Close has reported that there are no dropped kerbs at the top and bottom of Princes Close which is proving difficult for those who use mobility scooters or walking frames. It was RESOLVED to put a request into Highways. **Action Clerk**

Cllr Hulett said she has received reports from residents that they are finding it difficult to travel up North Street on mobility scooters due to the poor condition of the pavement. The pavements are so bad in certain places that it has become a safety issue. Also, residents with mobility issues are finding it difficult to get along the pavements in Castle Street due to cars parking on the pavements. Cllr Hulett said the authority who clears the road in Cole Lane is just throwing the leaves etc. back up onto the bank. This then falls back down and blocks the drains.

i. **Road Closures:**

- a. Ham Hill Road from the junction with Cherry Lane, Odcombe, north westwards, in order for Openreach to carry out poling works on 12<sup>th</sup> July between 9.30 – 15.30 for a total of 6 hours
- b. Marsh Lane, Tintinhull and Mulberry Lane, Stoke sub Hamdon in order for Wessex Water to carry out CCTV surveying and cleaning of sewer assets between 27<sup>th</sup> and 28<sup>th</sup> July between the hours of 00.00 – 23.59 for a total of 2 days

ii. **SID Report**

No report received.

iii. **Transport Strategy Group**

The Clerk said all key roads have been surveyed and the Transport Strategy Group are complying a report which should be available for the next meeting. Also, a couple of the members have indicated that they will be stepping down from the Group.

**22/100/f Street Lighting:**

The Clerk said the streetlight opposite the Memorial Hall is not working.

**22/100/g Defibrillators:**

Cllr Foley said there were no issues with the defibrillators and the reports have been sent off.

**22/100/h Community Shop:**

Cllr Foley said the shop has now received their award. Cllr Middleton said this needs to be announced in the newsletter.

**22/100/i Any Other Issues:**

The Clerk said SSDC has produced a directory of internet service providers in the area. SSDC want to offer communities and individuals the opportunity to be aware of the different types of broadband providers and how to take advantage of national programmes of support. This could be advertised in the newsletter and on the website. **Action Clerk**

The Clerk said the parish has a new contact for the Duchy of Cornwall.

**22/101 FINANCE**

**22/101/a Matters for Report**

i. **Monthly Bank Reconciliation**

The Clerk gave the monthly bank reconciliation report as of 30<sup>th</sup> June 2022

Current Account

£  
30,669.17

Lloyds Reserve	43,833.54
Melton Building Society	33,428.98
Cambridge & Counties	<u>22,730.67</u>
Sub Total	130,662.29
Outstanding Payments	<u>4,273.91</u>
Total as Cash Book	126,388.38

Less Ring-Fenced Amounts

	£
Pavilion Reserve Account	29,574.70
Asset Management Reserve Account	22,574.70
Allotment Deposits	1,013.67
Bequest – Plants	150.00
Hamdon Youth Centre	<u>-25,992.53</u>
Total	27,516.51

**Budget Working Capital 98,871.87**

ii. Quarterly Budget Comparison Report

The Quarterly Comparison report had been circulated to councillors. This compares actual spend against budget and at the first quarter expenditure is 76% against budget.

**22/101/b Matters for Resolution**

i. Invoices Payable

Sarah Moore	Expenses for June	£ 78.01	BACS
Stable Print	July Newsletters	£ 205.00	BACS
Somerset Association of Local Councils	Councillor Training	<u>£ 75.00</u>	BACS
	<b>Total</b>	<b>£ 358.01</b>	

The Clerk said she had received two further invoices and asked if they could be paid with this month's payments.

Evis	Ground	Ground Maintenance for June	£ 666.66	BACS
Maintenance				
Somerset Association of Local Councils		Councillor Training- Planning	<u>£ 75.00</u>	BACS
		<b>Total</b>	<b>£ 741.66</b>	

It was RESOLVED to approve the payments

ii. Other

**22/102 PLANNING**

**22/102/a Planning Information:**

None declared.

**22/102/b Parish Planning Working Party Feedback on Applications:**

**22/01614/S73A – S73A application to vary Condition 02 (approved plans) for minor design amendments comprising a porch, amended fenestration and extension to hall of planning application ref. 18/00425/FUL (alterations and conversion of barn into a church (Use Class D1 and associated access and parking) – Buildings at St Michaels Nursery, Mason Lane, Montacute – this application is the Planning Working Group**

**22/01767/TCA** – notification of intent to fell no. 1 tree and to carry out tree surgery work on no.2 tree within a conservation area – The Granary, East Stoke, Stoke sub Hamdon TA14 6LF – the Parish Council are not required to comment on a TCA application

**22/102/c** Planning Decisions and Reports:

i. Reports

**22/01308/HOU & 22/01309/LBC** – removal of existing conservatory and erection of a garden room to side of dwelling – The Well House, 17 Windsor Lane, Stoke sub Hamdon TA14 6UE – awaiting decision

**22/01326/COU** – change of use of existing two storey barn from 2 holiday units to a beauty salon on the ground floor and an unrestricted flat on the first floor (retrospective) – West End Farm, West Street, 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 17 no. dwellings (amended) - Land at Masons Lane, Montacute. – awaiting decision. No update since last month

Cllr Setter mentioned that the person who is fronting this application is a former client of Cllr Setter's. Cllr Setter is not involved with this application but would like to declare a potential interest.

**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 – no further update

ii. Decisions

**22/00640/HOU & 22/00907/LBC** – erection of single storey extension to dwelling – 15 North Street, Stoke sub Hamdon TA14 6QQ – approved

**22/103** **GOVERNANCE**

*(Cllr Nelms left the meeting)*

Cllr Foley said the Working Parties needed to be re-worked. This can be discussed and brought to the next meeting.

Cllr Foley said a Parish meeting will be held on 25<sup>th</sup> July to ask residents what they would like the council to do over the next five years. A working strategy could then be formulated, so the Finance Working Group prepare the annual budgets.

Cllr Foley said that even though councillors will be members of the public at the Parish meeting could councillors assist at the meeting. A discussion was held, and the Clerk explained the format of a Parish Meeting.

**22/104** **CORRESPONDENCE**

The Chairman of the HCAP project has formally notified the Parish Council that HCAP no longer required the £12,500 grant.

The Clerk said she had received a letter from Hamdon Playgroup stating that the playgroup will close at the end of the summer term on Friday, 22<sup>nd</sup> July after 48 years at the church. This is due to the Synod putting the building up for sale and issuing the playgroup with a new tenancy agreement which is not financially viable for them as they now have to pay towards the utilities, building insurance and take into consideration the upkeep of the premises. The playgroup has projected low numbers for September so their projected income considerably less than their outgoings.

**22/105** **MEMBERS' & CLERK'S REPORTS**

Cllr Goulder asked who set the number of representatives for the working groups. The Clerk said it is down to the Parish Council to determine the number of councillors in each group. As far as village organisations are concerned, the parish council normally have one representative who reports back to the Council.

Cllr Foley asked whether Working Groups could have WhatsApp communication. The Clerk said that this possible, but any recommendations made at a Working Group meeting have to be emailed for traceability.

Cllr Hulett said that she has received a quote to set up individual emails which is linked to the Parish Council website. The Clerk said this can be done through the website and provider anyway.

Cllr Foley asked if councillors could have Zoom meetings due to difficulties in meeting. The Clerk said the groups could, but the Parish Council are not allowed to hold full Council meetings by Zoom.

*(Cllr Nelms left the meeting)*

The Clerk said she has set up a draft Emergency Plan which could go under the five-year plan, and this had already been set to councillors for input. **Action Whole Council**

Cllr Middleton said that Martock Parish Council have a specific Emergency Plan and suggested talking to the Parish Clerk.

#### **22/106 ITEMS FOR FUTURE AGENDAS**

None declared.

#### **22/107 DATE OF NEXT PARISH COUNCIL MEETING**

There being no further business the Meeting closed at 9.28pm. There is no meeting in August, and it was agreed to hold the next meeting on 7<sup>th</sup> September 2022 at 7pm

#### **22/108 EXCLUSION OF PRESS AND PUBLIC**

It was RESOLVED to exclude the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Administration to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted. To discuss and consider the SSDC online questionnaire and associated information pack