



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 THE MONTHLY MEETING HELD ON WEDNESDAY 1ST MARCH 2023 AT THE HAMDON YOUTH & FAMILY CENTRE

| <u>23/041/a</u> <u>PRESENT:</u> | <u>ACTION</u> |
|---|----------------------|
| <p>Members: Mr. Mike Phillips (Vice Chairman), Ms. Denise Burton, Miss Helen Essex, Mr. Paul Goulder, Mr. Richard Holder, Mrs. Moira Hulett, Mrs. Rebecca Merrick, Mr. Graham Middleton, and Mrs. Suzanne Nelms.</p> <p>Others: Mrs. Sarah Moore (Clerk), Mr. Mike Hewitson (District Councillor), Mr. John Bailey (County Councillor) and Miss Emily Pearlstone (County Councillor) and 5 members of the public.</p> <p><u>23/041/b</u> <u>APOLOGIES:</u> Mrs. Lyn Foley (Chairman).</p> <p>The Clerk asked for a resolution for Cllr Phillips to be Acting Chair as Cllr Foley was absent. It was RESOLVED for Cllr Phillips to act as Chair for the meeting.</p> | |
| <p><u>23/042</u> <u>DECLARATION OF INTERESTS</u> Cllr Burton declared an interest in the Charity Shop and the Sports & Recreation Trust Cllr Goulder declared an interest in the Hamdon Youth Group Cllr Holder declared an interest in the Hamdon Youth Group Cllr Hulett declared an interest in the Community Shop, the Hamdon Youth Group and the Sports and Recreation Trust Cllr Merrick declared an interest in the Sports and Recreation Trust and the Memorial Hall Cllr Nelms declared an interest in the Friends of Ham Hill</p> | |
| <p><u>23/043</u> <u>PUBLIC SESSION</u> Cllr Bailey asked whether councillors had considered the grant put forward in November for the Hamdon Youth Group. Cllr Philips said provision had been put in the budget. The Clerk pointed out that a resolution had not yet been made. It was RESOLVED to approve the grant of £6,480 for 2023/24.</p> | |
| <p><u>23/044</u> <u>MINUTES OF THE PREVIOUS MEETING</u> It was agreed to amend <i>Minute ref: 23/036</i> to add in 'Cllr Burton declared an interest in the Charity Shop and the Sports and Recreation Trust'. It was RESOLVED to approve and sign the Minutes of the February Parish Council meeting and the Confidential section, and the Extraordinary Meeting.</p> | |
| <p><u>23/045</u> <u>MATTERS ARISING FROM MINUTES</u></p> <ul style="list-style-type: none"> • <u>IT Services</u> - Cllr Phillips said two other quotes had been received but it was recommended to accept the CloudyIT quotation. The Clerk | |

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| 23/048/b | Crime & Anti-Social Behaviour: There has been some graffiti on the S.I.D., the bus shelter. Some windows have been broken in various places around the village. It was advised that any incident should be reported to the police via 101. | |
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| 23/049/d <u>Ground Maintenance:</u> The Clerk said that if parishes are in different LCN areas there will not be an issue for combined contracts. | |
| 23/049/e <u>Highways and Transport:</u> i. <u>SID Report and Speedwatch:</u> Cllr Phillips circulated a graph on maximum speeds during a 12-hour period for the area of Stanchester. Cllr Middleton has contacted the Community Speedwatch team who have asked for locations where volunteers can carry out Speedwatch sessions. Cllr Phillips had circulated the SID reports and commented on the speed and volume of traffic during the period when the A3088 was closed. He also mentioned the number of arctic lorries trying to go through the village. This was due an error with the diversionary route signage. Cllr Goulder said that Bonnies Lane was also closed and there was some confusion regarding the diversionary signs with the traffic from the A3088 trying to get down Castle Street. ii. <u>Potholes:</u> The Clerk said she has received a complaint regarding a pothole which was recently filled at the end of The Pound. Due to the poor quality of work the tarmac is already coming out. Cllr Hewitson asked for the photographs to be sent to him. | Clerk |
| 23/049/f <u>Street Lighting:</u> A streetlight in North Street has been reported. (Cllr Merrick left the meeting) | |
| 23/049/g <u>Defibrillators:</u> No report received. | |
| 23/049/h <u>Any Other Issues:</u> (Cllr Merrick re-joined the meeting) Cllr Phillips reported on potential office and workspace for the council. (Cllrs Hewitson, Bailey and Pearlstone left the meeting) Some councillors met with the Duchy Land Agent to view a unit at the North Street Workshops. The Duchy have offered a unit for two years at a peppercorn rent with the parish council paying the utility bills. Cllr Merrick asked what the commitment was after the two years and what the running costs were. Cllr Phillips said there would be no commitment. The Clerk asked if the council continue to use the building after the two years what would the rental cost be based on the current commercial rent. Cllr Phillips said it was in the region of £7,500 per year. There were other questions such as how it would be manned and whether it was large enough to hold parish council meetings. Cllr Middleton said that the council would have a legal obligation to use its own building rather than occupy another space which incurs extra spend of public money. Cllr Phillips said that the Youth Centre can only be used for youth activities. It was stated that the Methodist Trustees allowed the Parish Council to use the building for eleven parish council meetings a year. Further discussion was held on whether to contact the Methodist Circuit about using the Youth Centre and whether it was prudent to incur extra cost especially in the current economic climate. It was agreed for this matter to be discussed further and to explore all possibilities. | |
| 23/050 <u>FINANCE</u> 23/050/a <u>Matters for Report</u> | |

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| <p>i. <u>Monthly Bank Reconciliation</u> The Clerk gave the monthly bank reconciliation report as of 28th February 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">£</td> <td></td> </tr> <tr> <td>Current Account</td> <td style="text-align: right;">25,534.74</td> <td></td> </tr> <tr> <td>Lloyds Reserve</td> <td style="text-align: right;">43,894.90</td> <td></td> </tr> <tr> <td>Melton Building Society</td> <td style="text-align: right;">33,428.98</td> <td></td> </tr> <tr> <td>Cambridge & Counties</td> <td style="text-align: right;"><u>23,026.17</u></td> <td></td> </tr> <tr> <td>Sub Total</td> <td style="text-align: right;">125,884.79</td> <td></td> </tr> <tr> <td>Outstanding Payments</td> <td style="text-align: right;">3,283.82</td> <td></td> </tr> <tr> <td>Total as Cash Book</td> <td style="text-align: right;"><u>122,600.97</u></td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Less Ring-Fenced Amounts</td> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Pavilion Reserve Account</td> <td style="text-align: right;">29,930.67</td> <td></td> </tr> <tr> <td>Asset Management Reserve Account</td> <td style="text-align: right;">25,271.05</td> <td></td> </tr> <tr> <td>Allotment Deposits</td> <td style="text-align: right;">1,038.67</td> <td></td> </tr> <tr> <td>Bequest – Plants</td> <td style="text-align: right;">100.00</td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>56,340.39</u></td> <td></td> </tr> <tr> <td>Budget Working Capital</td> <td style="text-align: right;">66,260.58</td> <td></td> </tr> </table> | | | £ | | Current Account | 25,534.74 | | Lloyds Reserve | 43,894.90 | | Melton Building Society | 33,428.98 | | Cambridge & Counties | <u>23,026.17</u> | | Sub Total | 125,884.79 | | Outstanding Payments | 3,283.82 | | Total as Cash Book | <u>122,600.97</u> | | | | | Less Ring-Fenced Amounts | | £ | Pavilion Reserve Account | 29,930.67 | | Asset Management Reserve Account | 25,271.05 | | Allotment Deposits | 1,038.67 | | Bequest – Plants | 100.00 | | Total | <u>56,340.39</u> | | Budget Working Capital | 66,260.58 | | |
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| <p><u>23/050/b</u> <u>Matters for Resolution</u></p> <p>i. <u>Invoices Payable</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Sarah Moore</td> <td style="width: 40%;">Expenses for February</td> <td style="width: 10%;">£</td> <td style="width: 10%;">63.65</td> <td style="width: 10%;">BACS</td> </tr> <tr> <td>Duchy of Cornwall</td> <td>½ Yearly Rent for Recreation Ground for the period March 2023- Sept 2023</td> <td>£</td> <td>720.00</td> <td>BACS</td> </tr> <tr> <td></td> <td>Total</td> <td>£</td> <td><u>783.65</u></td> <td></td> </tr> </table> <p>The Clerk asked if the late invoice for the March newsletters could be paid with this month's invoices. This was agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Stable Print</td> <td style="width: 40%;">March Newsletters</td> <td style="width: 10%;">£</td> <td style="width: 10%;">210.00</td> <td style="width: 10%;">BACS</td> </tr> <tr> <td></td> <td>Total</td> <td>£</td> <td><u>210.00</u></td> <td></td> </tr> </table> <p>It was RESOLVED to approve the payments.</p> <p>ii. <u>Other</u> Cllr Merrick raised concerns about the number of signatories for the accounts. The Clerk confirmed that Cllr Foley was a signatory and she had signed Cllr Foley's form for access to the internet banking but needed Cllrs Middleton & Merrick to also sign it. The Clerk said that at the last meeting it was approved for Cllrs Burton and Phillips to be added as signatories but she needed some information from them. Cllr Phillips said he has decided not to be a signatory. It was RESOLVED to also add Cllrs Holder and Essex. It was RESOLVED to remove Barbara Brooks and Hugh Donovan from the building society accounts. It was also RESOLVED to add Cllrs Foley, Merrick, Middleton, Burton, Holder and Essex to the building society accounts.</p> | | Sarah Moore | Expenses for February | £ | 63.65 | BACS | Duchy of Cornwall | ½ Yearly Rent for Recreation Ground for the period March 2023- Sept 2023 | £ | 720.00 | BACS | | Total | £ | <u>783.65</u> | | Stable Print | March Newsletters | £ | 210.00 | BACS | | Total | £ | <u>210.00</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>23/051 PLANNING</p> <p>23/051/a Planning Information: None declared.</p> <p>23/051/b Parish Planning Working Party Feedback on Applications: 23/00389/HOU & 23/00390/LBC – proposed rear single storey extension – 15 North Street, Stoke sub Hamdon TA14 6QQ – no observations or objections.</p> <p>23/051/c Planning Decisions and Reports:</p> <p>i. <u>Reports</u></p> <p>23/00119/TCA – notification of intent to carry out tree surgery works and fell various trees within a Conservation Area – Land off Greatfield Lane, Stoke sub Hamdon TA14 6PB – awaiting decision.</p> <p>23/00055/TCA – notification of intent to carry out tree surgery works to no. 1 group of trees and fell no. 1 tree within a Conservation Area – awaiting decision.</p> <p>22/02866/FUL – addition of a new roof to an unroofed dovecote in Stoke sub Hamdon Priory – The Priory, North Street, Stoke sub Hamdon – awaiting decision.</p> <p>22/02420/DOC1 – discharge of Condition 3 (Materials) for Planning Permission 20/01622/FUL – Land rear of Suntreat, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – awaiting decision.</p> <p>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.</p> <p>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.</p> <p>ii. <u>Decisions</u> None.</p> <p>It was RESOLVED to ratify the Planning Working Groups recommendations.</p> | |
| <p>23/052 GOVERNANCE</p> <p>Cllr Phillips said at the extraordinary meeting, it was agreed to look at the Parish Council’s Standing Orders, Financial Regulations and Internal Control Policy. These along with the NALC model documents were sent out to all councillors. Cllr Phillips asked for councillors to adopt the NALC model documents. The Clerk asked if everyone had read all the documents and said that any changes/costings needed to be relevant to the parish council. It was RESOLVED to adopt the model documents and make the changes at a later date.</p> <p>The Clerk said following on from the SALC training on the new Somerset Code of Conduct, the Parish Council will need to adopt this new Somerset Code of Conduct. The Clerk said she will make a comparison with the current adopted 2020 addition of the Code of Conduct and then send it out to councillors.</p> <p>Cllr Phillips said it was approved at the extraordinary meeting to change HR and Finance from a working party to a committee. Cllr Phillips proposed to set up two new committees for Governance and Parish Council Assets. Cllr Hulett pointed out that with a committee everything has to be minuted and is open to the public. It was RESOLVED to set up these committees.</p> <p>Cllr Phillips said that three councillors were needed as a minimum for the HR committee. It was RESOLVED for Cllrs Foley, Burton and Goulder would be on the HR committee.</p> | <p>Clerk</p> |

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| <p>It was RESOLVED for Cllrs Middleton, Merrick, Foley, Goulder, Essex and Phillips and the Clerk to be on the Finance Committee.</p> <p>Cllr Phillips said a few extraordinary meetings to discuss Terms of Reference for the new committees.</p> <p>The Clerk asked if councillors would approve for her to attend a SALC training session on external and internal audit at a cost of £20. It was RESOLVED to pay for the training.</p> | |
| <p><u>23/053</u> <u>CORRESPONDENCE</u></p> <p>None declared</p> | |
| <p><u>23/054</u> <u>MEMBERS' & CLERK'S REPORTS</u></p> <p>None declared</p> | |
| <p><u>23/055</u> <u>ITEMS FOR FUTURE AGENDAS</u></p> <p>None declared.</p> | |
| <p><u>23/056</u> <u>DATE OF NEXT PARISH COUNCIL MEETING</u></p> <p>There being no further business the Meeting closed at 9.03pm. It was agreed to hold the next meeting on Wednesday 5th April 2023 at 7pm.</p> | |



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| missed out a section. Cllr Holder agreed to send the Clerk the exact location so that it can be forwarded onto Highways. | Cllr Holder |
| 23/049/d <u>Ground Maintenance:</u> The Clerk said that if parishes are in different LCN areas there will not be an issue for combined contracts. | |
| 23/049/e <u>Highways and Transport:</u> i. <u>SID Report and Speedwatch:</u> Cllr Phillips circulated a graph on maximum speeds during a 12-hour period for the area of Stanchester. Cllr Middleton has contacted the Community Speedwatch team who have asked for locations where volunteers can carry out Speedwatch sessions. Cllr Phillips had circulated the SID reports and commented on the speed and volume of traffic during the period when the A3088 was closed. He also mentioned the number of arctic lorries trying to go through the village. This was due an error with the diversionary route signage. Cllr Goulder said that Bonnies Lane was also closed and there was some confusion regarding the diversionary signs with the traffic from the A3088 trying to get down Castle Street. ii. <u>Potholes:</u> The Clerk said she has received a complaint regarding a pothole which was recently filled at the end of The Pound. Due to the poor quality of work the tarmac is already coming out. Cllr Hewitson asked for the photographs to be sent to him. | Clerk |
| 23/049/f <u>Street Lighting:</u> A streetlight in North Street has been reported. (Cllr Merrick left the meeting) | |
| 23/049/g <u>Defibrillators:</u> No report received. | |
| 23/049/h <u>Any Other Issues:</u> (Cllr Merrick re-joined the meeting) Cllr Phillips reported on potential office and workspace for the council. (Cllrs Hewitson, Bailey and Pearlstone left the meeting) Some councillors met with the Duchy Land Agent to view a unit at the North Street Workshops. The Duchy have offered a unit for two years at a peppercorn rent with the parish council paying the utility bills. Cllr Merrick asked what the commitment was after the two years and what the running costs were. Cllr Phillips said there would be no commitment. The Clerk asked if the council continue to use the building after the two years what would the rental cost be based on the current commercial rent. Cllr Phillips said it was in the region of £7,500 per year. There were other questions such as how it would be manned and whether it was large enough to hold parish council meetings. Cllr Middleton said that the council would have a legal obligation to use its own building rather than occupy another space which incurs extra spend of public money. Cllr Phillips said that the Youth Centre can only be used for youth activities. It was stated that the Methodist Trustees allowed the Parish Council to use the building for eleven parish council meetings a year. Further discussion was held on whether to contact the Methodist Circuit about using the Youth Centre and whether it was prudent to incur extra cost especially in the current economic climate. It was agreed for this matter to be discussed further and to explore all possibilities. | |
| 23/050 <u>FINANCE</u> 23/050/a <u>Matters for Report</u> | |

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|--|---|------------------|-----------------------|------|-----------------|-----------|-------------------|---|-----------|--------|-------------------------|-----------|-------|----------------------|------------------|--|--------------|-------------------|---|----------------------|----------|--|--------------------|-------------------|---------------|--|--|--|--------------------------|--|---|--------------------------|--|-----------|----------------------------------|--|-----------|--------------------|--|----------|------------------|--|--------|-------|--|------------------|------------------------|--|-----------|--|
| <p>i. <u>Monthly Bank Reconciliation</u> The Clerk gave the monthly bank reconciliation report as of 28th February 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">£</td> <td></td> </tr> <tr> <td>Current Account</td> <td style="text-align: right;">25,534.74</td> <td></td> </tr> <tr> <td>Lloyds Reserve</td> <td style="text-align: right;">43,894.90</td> <td></td> </tr> <tr> <td>Melton Building Society</td> <td style="text-align: right;">33,428.98</td> <td></td> </tr> <tr> <td>Cambridge & Counties</td> <td style="text-align: right;"><u>23,026.17</u></td> <td></td> </tr> <tr> <td>Sub Total</td> <td style="text-align: right;">125,884.79</td> <td></td> </tr> <tr> <td>Outstanding Payments</td> <td style="text-align: right;">3,283.82</td> <td></td> </tr> <tr> <td>Total as Cash Book</td> <td style="text-align: right;"><u>122,600.97</u></td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Less Ring-Fenced Amounts</td> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Pavilion Reserve Account</td> <td></td> <td style="text-align: right;">29,930.67</td> </tr> <tr> <td>Asset Management Reserve Account</td> <td></td> <td style="text-align: right;">25,271.05</td> </tr> <tr> <td>Allotment Deposits</td> <td></td> <td style="text-align: right;">1,038.67</td> </tr> <tr> <td>Bequest – Plants</td> <td></td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;"><u>56,340.39</u></td> </tr> <tr> <td>Budget Working Capital</td> <td></td> <td style="text-align: right;">66,260.58</td> </tr> </table> | | | £ | | Current Account | 25,534.74 | | Lloyds Reserve | 43,894.90 | | Melton Building Society | 33,428.98 | | Cambridge & Counties | <u>23,026.17</u> | | Sub Total | 125,884.79 | | Outstanding Payments | 3,283.82 | | Total as Cash Book | <u>122,600.97</u> | | | | | Less Ring-Fenced Amounts | | £ | Pavilion Reserve Account | | 29,930.67 | Asset Management Reserve Account | | 25,271.05 | Allotment Deposits | | 1,038.67 | Bequest – Plants | | 100.00 | Total | | <u>56,340.39</u> | Budget Working Capital | | 66,260.58 | |
| | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Account | 25,534.74 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lloyds Reserve | 43,894.90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Melton Building Society | 33,428.98 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cambridge & Counties | <u>23,026.17</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Less Ring-Fenced Amounts | | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pavilion Reserve Account | | 29,930.67 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Asset Management Reserve Account | | 25,271.05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allotment Deposits | | 1,038.67 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bequest – Plants | | 100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | <u>56,340.39</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Budget Working Capital | | 66,260.58 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><u>23/050/b</u> <u>Matters for Resolution</u></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>i. <u>Invoices Payable</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Sarah Moore</td> <td style="width: 40%;">Expenses for February</td> <td style="width: 10%;">£</td> <td style="width: 10%;">63.65</td> <td style="width: 10%;">BACS</td> </tr> <tr> <td>Duchy of Cornwall</td> <td>½ Yearly Rent for Recreation Ground for the period March 2023- Sept 2023</td> <td>£</td> <td>720.00</td> <td>BACS</td> </tr> <tr> <td></td> <td>Total</td> <td>£</td> <td><u>783.65</u></td> <td></td> </tr> </table> <p>The Clerk asked if the late invoice for the March newsletters could be paid with this month's invoices. This was agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Stable Print</td> <td style="width: 40%;">March Newsletters</td> <td style="width: 10%;">£</td> <td style="width: 10%;">210.00</td> <td style="width: 10%;">BACS</td> </tr> <tr> <td></td> <td>Total</td> <td>£</td> <td><u>210.00</u></td> <td></td> </tr> </table> | | Sarah Moore | Expenses for February | £ | 63.65 | BACS | Duchy of Cornwall | ½ Yearly Rent for Recreation Ground for the period March 2023- Sept 2023 | £ | 720.00 | BACS | | Total | £ | <u>783.65</u> | | Stable Print | March Newsletters | £ | 210.00 | BACS | | Total | £ | <u>210.00</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sarah Moore | Expenses for February | £ | 63.65 | BACS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Total | £ | <u>783.65</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stable Print | March Newsletters | £ | 210.00 | BACS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Total | £ | <u>210.00</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>It was RESOLVED to approve the payments.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>ii. <u>Other</u> Cllr Merrick raised concerns about the number of signatories for the accounts. The Clerk confirmed that Cllr Foley was a signatory and she had signed Cllr Foley's form for access to the internet banking but needed Cllrs Middleton & Merrick to also sign it. The Clerk said that at the last meeting it was approved for Cllrs Burton and Phillips to be added as signatories but she needed some information from them. Cllr Phillips said he has decided not to be a signatory. It was RESOLVED to also add Cllrs Holder and Essex. It was RESOLVED to remove Barbara Brooks and Hugh Donovan from the building society accounts. It was also RESOLVED to add Cllrs Foley, Merrick, Middleton, Burton, Holder and Essex to the building society accounts.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>23/051 PLANNING</p> <p>23/051/a Planning Information: None declared.</p> <p>23/051/b Parish Planning Working Party Feedback on Applications: 23/00389/HOU & 23/00390/LBC – proposed rear single storey extension – 15 North Street, Stoke sub Hamdon TA14 6QQ – no observations or objections.</p> <p>23/051/c Planning Decisions and Reports:</p> <p>i. <u>Reports</u></p> <p>23/00119/TCA – notification of intent to carry out tree surgery works and fell various trees within a Conservation Area – Land off Greatfield Lane, Stoke sub Hamdon TA14 6PB – awaiting decision.</p> <p>23/00055/TCA – notification of intent to carry out tree surgery works to no. 1 group of trees and fell no. 1 tree within a Conservation Area – awaiting decision.</p> <p>22/02866/FUL – addition of a new roof to an unroofed dovecote in Stoke sub Hamdon Priory – The Priory, North Street, Stoke sub Hamdon – awaiting decision.</p> <p>22/02420/DOC1 – discharge of Condition 3 (Materials) for Planning Permission 20/01622/FUL – Land rear of Suntreat, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – awaiting decision.</p> <p>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.</p> <p>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.</p> <p>ii. <u>Decisions</u> None.</p> <p>It was RESOLVED to ratify the Planning Working Groups recommendations.</p> | |
| <p>23/052 GOVERNANCE</p> <p>Cllr Phillips said at the extraordinary meeting, it was agreed to look at the Parish Council’s Standing Orders, Financial Regulations and Internal Control Policy. These along with the NALC model documents were sent out to all councillors. Cllr Phillips asked for councillors to adopt the NALC model documents. The Clerk asked if everyone had read all the documents and said that any changes/costings needed to be relevant to the parish council. It was RESOLVED to adopt the model documents and make the changes at a later date.</p> <p>The Clerk said following on from the SALC training on the new Somerset Code of Conduct, the Parish Council will need to adopt this new Somerset Code of Conduct. The Clerk said she will make a comparison with the current adopted 2020 addition of the Code of Conduct and then send it out to councillors.</p> <p>Cllr Phillips said it was approved at the extraordinary meeting to change HR and Finance from a working party to a committee. Cllr Phillips proposed to set up two new committees for Governance and Parish Council Assets. Cllr Hulett pointed out that with a committee everything has to be minuted and is open to the public. It was RESOLVED to set up these committees.</p> <p>Cllr Phillips said that three councillors were needed as a minimum for the HR committee. It was RESOLVED for Cllrs Foley, Burton and Goulder would be on the HR committee.</p> | <p>Clerk</p> |

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| <p>It was RESOLVED for Cllrs Middleton, Merrick, Foley, Goulder, Essex and Phillips and the Clerk to be on the Finance Committee.</p> <p>Cllr Phillips said a few extraordinary meetings to discuss Terms of Reference for the new committees.</p> <p>The Clerk asked if councillors would approve for her to attend a SALC training session on external and internal audit at a cost of £20. It was RESOLVED to pay for the training.</p> | |
| <p><u>23/053</u> <u>CORRESPONDENCE</u></p> <p>None declared</p> | |
| <p><u>23/054</u> <u>MEMBERS' & CLERK'S REPORTS</u></p> <p>None declared</p> | |
| <p><u>23/055</u> <u>ITEMS FOR FUTURE AGENDAS</u></p> <p>None declared.</p> | |
| <p><u>23/056</u> <u>DATE OF NEXT PARISH COUNCIL MEETING</u></p> <p>There being no further business the Meeting closed at 9.03pm. It was agreed to hold the next meeting on Wednesday 5th April 2023 at 7pm.</p> | |