



The Council Office, North Street Workshops, Stoke sub Hamdon, TA14 6QR

**MINUTES OF THE MEETING OF STOKE SUB HAMDON PARISH COUNCIL HELD ON  
WEDNESDAY 7th AUGUST 2024 AT THE COUNCIL OFFICE, NORTH STREET WORKSHOPS,  
STOKE SUB HAMDON, TA14 6QR**

**Present**

Cllr. P Gould (Chairperson)  
Cllr. S Nelms  
Cllr. R Lewis  
Cllr. R Merrick  
Cllr. M Hulett  
Cllr. M Foley  
Cllr. T Fryer  
Cllr. Middleton  
County Councillor Pearlstone (part time)  
County Councillor Bailey (part time)  
Two members of public (part time)  
Mr T Heath (Interim Clerk)

**24/165**

**RECORDING OF THE MEETING**

Cllr. Hulett stated she would be recording the meeting using a personal device.

**24/166**

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. M Dullaghan.

**24/167**

**DECLARATIONS OF INTEREST IN AGENDA ITEMS**

No declarations of interest were made.

**24/168**

**APPROVAL OF MINUTES**

It was **RESOLVED to APPROVE** the minutes of the meeting held on the 3<sup>rd</sup> July 2024, which were duly signed by the Chair.

**24/169**

**PUBLIC SESSION**

A member of the public asked the Council if the previous Clerk had returned all Council owned items and had left his role on amicable terms. The Chair stated the Council are now moving forward in a positive way but could not go into specific details relating to the previous Clerk due to confidentiality matters.

A member of the public asked Council a series of questions relating to Hamdon Youth Group. The Chair agreed to set up a face-to-face meeting to agree how both parties could move forward in a positive way.

**24/170**

**SOMERSET COUNCIL REPORT**

County Councillor Pearlstone provided Council with a verbal report, re-emphasising the ongoing financial difficulties and re-structuring of Somerset Council. On behalf of Council, the Clerk expressed concerns with the lack of communication coming from the Asset and Service Devolution team.

County Councillor Bailey reported that he has forwarded to Council, for information, a document titled "Highways Department Structural Maintenance Project 2024/2025". The Clerk to distribute to members.

**24/171**

**MATTERS ARISING FROM PREVIOUS MEETINGS**

- (a) Cllr. Dullaghan provided a written progress report relating to the speedwatch project. Meetings are planned for the coming month that will formulate a series of recommendations for presentation to Council at its October 2024 meeting.
- (b) Cllr. Burton stated the defibrillator protocols document is complete and ready to be distributed to members. It was **AGREED** to close the defibrillator working party with immediate effect.
- (c) Cllr. Hulett reported a meeting was held last week to discuss appointment of representatives for each allotment area, potential amendments to tenancy agreements and updates to maps. It is planned to bring a set of revised tenancy agreements for Council's consideration at the September 2024 meeting.
- (d) Cllr. Hulett stated an updated map of waste and dog bins had been sent, as requested, to Somerset Council. A recommendation of new bin locations and associated costs will be presented at the September 2024 meeting for Council's attention.

**24/172**

**MEMBERSHIP OF SALC AND NALC**

Members **APPROVED** continued membership of the Somerset Association of Local Councils and the National Association of Local Councils at a cost of £633.45 for the year 2024/2025. Council also **NOTED** the outstanding balance for year 2023/2024 of £595.20, which is scheduled to be paid in the coming days.

**24/173****FINANCE**

(a)

Council **APPROVED** payments as detailed below

Kate Egan	£276.00	Democratic Services
SALC	£595.20	Affiliation Fees
SALC	£180.00	SALC Training
Heartstart	£290.00	Defib Battery and Pads
Do The Numbers	£614.00	Internal Audit
Resident	£25.00	Allotment Deposit Return
Resident	£25.00	Allotment Deposit Return
Resident	£25.00	Allotment Deposit Return
EDF Energy	£343.05	Electricity
Evis	£750.00	Grounds Maintenance - June
Evis	£750.00	Grounds Maintenance – July
Hugo fox	£244.68	Website
Terry Heath	£349.00	Council Laptop
Terry Heath	£873.91	Democratic Services
Neil Bloomfield	£XXXX	Democratic Services
Duchy	£600.00	Rent – Rec Ground
Duchy	£360.00	Rent – Allotment
Hamdon YG	£2196.15	Grant
HYFC	£846.00	Grant
Sports & Rec Trust	£500.00	Grant
Ionos	£21.00	Wi-Fi
Stable Print	£210.00	Newsletter – June invoice
Stable Print	£210.00	Newsletter – July invoice
Cloudy IT	£71.16	IT support - July
Cloudy IT	£71.16	IT support - August

(b)

Members **APPROVED** the bank reconciliation statement as of 31<sup>st</sup> July

(c)

Council **NOTED** an increase in charges for the Lloyds current bank account to £8.50 per month.**24/174****BANKING**

(a)

Members **NOTED** the position of the Lloyds bank mandate changes as detailed in min. 24/154 with all signatories, except for the Interim Clerk able to access the account and process transactions.

(b)

Council unanimously **APPROVED** changes to the Melton Building society account mandate (A/C No: ILN3382054STO), thus removing all current signatories, ex Councillors Barbara Brooks and Hugh Donovan plus the ex-Clerk Mrs Sarah Moore and replacing with the Interim Clerk Mr T M Heath, Cllr. M Hulett, and Cllr. R Merrick.

(c)

Council unanimously **APPROVED** changes to the Cambridge and Counties Building society account mandate, thus removing all current signatories and replacing with the Interim Clerk, Cllr Hulett, and Cllr. Merrick.**24/175****GROUND'S MAINTENANCE CONTRACT**Council **CONFIRMED** its decision to award EVIS the grounds maintenance contract up to 31<sup>st</sup> January 2026 as detailed in min. 23/149. Placement of a formal contract to be arranged by the Clerk.

- 24/176**      **PARISH RANGER**  
The Council **REQUESTED** the Clerk to obtain four quotations for a Parish Ranger/lengthmans service, based on up to 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)      Members **APPROVED** voluntary SALC Code of Conduct training for Councillors at a cost of £25.00 per Councillor.  
(a)      Council **APPROVED** voluntary SALC 'Chairperson' training for Cllr. Gould at a cost of £35.00.
- 24/178**      **PLANNING**  
(a)      Members **AGREED** to **SUPPORT** 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)      Following a review of 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, Council **CONFIRMED** its original comments associated with this application stand.  
(c)      No other planning matters were discussed.
- 24/179**      **STAFFING COMMITTEE**  
(a)      Council unanimously **APPROVED** the presented terms of reference for the Staffing Committee which were duly signed by the Chair.  
(b)      Cllr. Burton, on behalf of the staffing Committee provided a progress statement on the recruitment of a permanent Clerk and RFO. Job descriptions, person specifications and contracts of employment have been prepared with a job advertisement being placed with Indeed. Links to the advertisement are also available on Council's website and Facebook page. The Clerk has written to SALC requesting them to promote the positions. The closing date for applications is the 23<sup>rd</sup> August 2024.
- 24/180**      **APPOINTMENT OF INTERNAL AUDITOR**  
Council **APPROVED** the 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**  
Following a proposal from Cllr. Merrick, seconded by Cllr. Lewis, it was overwhelmingly **AGREED** to **APPOINT** Cllr. Nelms and the Interim Clerk as trustees of HYFC Trust. These appointments align with para 4(a) of the HYFC Trust constitution.

- 24/182 CLERKS PHONE**  
All Members **AGREED** to a dedicated Clerks phone at a monthly cost not exceeding £10.00. The Interim Clerk reported he will donate, at no cost, a smart phone to the Council.
- 24/183 MANAGEMENT ARRANGEMENTS FOR PLAY AREAS**  
Council **AGREED** to set up a short term 'task and finish' group with the objective to make recommendations to Council on management arrangements and inspection criteria for the play areas at East Stoke and the Memorial Hall. Members of the group to include Cllr. Nelms, Cllr. Burton and the Interim Clerk.
- 24/184 EAST STOKE NOTICE BOARD**  
Members **AGREED** not to procure a notice board at East Stoke.
- 24/185 HIGHWAYS MATTERS**  
(a) Members **AGREED** that Cllr. Gould would function as the lead Councillor on matters relating to pavements throughout the village. It was recognised that the condition of pavements, in particular, over laying vegetation, was not ideal and that, when contracted, the Ranger could assist in making improvements.
- (b) Council **CONFIRMED** that Cllr. Dullaghan should remain the lead for matters associated with public footpaths. The Clerk reported he had written to the Duchy asking for them to 'nudge' tenants to maintain paths that run through their managed land.
- (c) Several pothole related concerns were raised. County Councillor Bailey kindly offered to help resolve. Cllr. Burton to provide details with photographs.
- 24/186 CRIME, DISORDER AND COMMUNITY SAFETY**  
No matters were discussed that required a Council decision.
- 24/187 CORRESPONDANCE**  
Cllr. Gould acknowledged the receipt of a correspondence which detailed the resignations of three trustees of Hamdon Youth and Family Centre.
- 24/188 AGAR**  
The Clerk reported to Council on the position of the 2024 Annual Governance and Accountability Review. All associated documents have been submitted to the external auditor as well as being placed on Council's website.

**24/189**

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

Approval of allotment tenancy Agreements

Continuation of Scribe funding

Council decision on recording observations (staffing matter, closed session)

Grant application from Stoke sub Hamdon Memorial Hall and Recreation Ground

Assessment of Ranger Quotes

**24/190**

**DATE OF NEXT MEETING**

The next full Council meeting is scheduled for Wednesday 4<sup>th</sup> September, commencing at 7:00pm.

Approved by.....

Date.....