

# STOKE - SUB - HAMDON PARISH COUNCIL

Clerk. Mr Neil Bloomfield, Tel: **07545 951 917**  
email [clerk@stoke-sub-hamdon-pc.gov.uk](mailto:clerk@stoke-sub-hamdon-pc.gov.uk)

To: All Members of Stoke sub Hamdon Parish Council 1st September 2023(published)

Dear Councillor,

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

**Wednesday 6<sup>th</sup> September 2023 at 7.00pm**

at the Hamdon Youth & Family Centre, West Street, to transact the business set out below.

*Neil Bloomfield*  
Parish Clerk

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 respects 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)

## AGENDA

### 23/153 Recording of meetings

Attention is drawn to the Councils policy on recording meetings. Those wishing to record meetings are asked to notify prior to or at the commencement of the meeting if they intend to audio/video record public proceedings. The council will record the meeting.

### 23/154 Apologies For Absence.

Apologies for absence to be accepted by council.

### 23/155 Declarations of Interest

Members to declare any interests they may have in agenda items that accord with the requirements of the Council's Code of Conduct. To note declared interests and any dispensations granted. Councillors with a disclosable pecuniary interest (DPI) for any agenda item must request in writing, or immediately prior to the commencement of the meeting an interest to the proper officer who may grant a dispensation.

**23/156 Public Questions**

Members of the public may raise relevant issues with council which may be included on future agenda. Cllrs cannot make instant decisions on items not included on the agenda. Detailed responses will be in writing where appropriate.

**23/157 Minutes Of Last Meeting.**

To consider acceptance of minutes of full council meeting 15th August 2023

**23/158 Asset of community Value**

Council to consider making an application to register the Fleur de Lis Public House as an asset of community value. Report from the Chair of council.

**23/159 Financial accounting software package**

To consider a report from the finance Officer that council should agree to purchase a dedicated software package specifically designed to manage the council's budget and financial matter (enc23/159)

**23/160 Play ground inspections**

Council to note annual inspections of Stonehill and Memorial Hall children's play area and consider a request from Memorial Hall Committee for remedial works to pedestrian gates. Also to consider obtaining quotes for remedial works at Stonehill.

Self closing gates to play areas should open outward and have a good colour contrast to surrounds for the visually impaired. The link shows a typical gate. The price of £875 ex VAT doesn't include fitting.

**[Playground Gate](#)**

**23/161 Document storage**

Council to note the purchase of a fireproof storage unit for legal documents when transferred to new premises is required. Current storage arrangements are unacceptable. A budget of up to £300 should suffice. The link below is an example of a suitable product.

**[Fire safe](#)**

**23/162 20mph zones**

Council to consider expression of interest in creating a 20mph zone for the parish area. There is no cost to the council for expression of interest.

**23/163 Finance**

- a. Council to note monthly bank reconciliation
- b. Council to consider schedule of payments
- c. To agree signatories to bank accounts

**23/164 New Council Office**

Update from the chair regards project progress

**23/165 To note date of next meeting Wednesday 4<sup>th</sup> October 2023**

**23/166 Resolve to exclude press and public.**

Owing to the nature of the agenda item that follows council to consider the press and public be excluded as public discussion of the items would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Namely discussion likely to include outside bodies and individuals. Section 1 of the public Bodies (admission to meetings) Act 1960

**23/167 Independent review of project spend 2019-2022**

The Finance Officer will introduce a report commissioned by council into major project spend covering the years 2019-2022. Council is asked to consider this report and its conclusions.

**23/168 Training**

Consider the clerks attendance at the following:

1. Essential Clerk1,2,3  
3 x 2hr sessions covering recent changes to legislation
2. Local Council Admin (iLca)  
(circa 10hrs online-own time)

**23/169 Staffing**

Salary/contractual arrangements Report from Chair