

STOKE SUB HAMDON PARISH COUNCIL

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MINUTES OF MONTHLY MEETING HELD ON WEDNESDAY 1ST SEPTEMBER 2021 AT THE HAMDON YOUTH & FAMILY CENTRE

21/109/a **PRESENT:**

Members: Mrs Barbara Brooks, Mr Hugh Donovan, Mrs Lyn Foley, Mr Paul Jeffery, Mr Graham Middleton and Mrs Suzanne Nelms

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

21/109/b **APOLOGIES:**

Mr Andy Dawe, Mrs Rebecca Merrick, Mrs Alex Schellenberg, Mr Bill Southcombe and Mr Neil Bloomfield (County Councillor)

21/110 **DECLARATION OF INTEREST:**

Cllr Brooks declared an interest in the Hamdon Youth Group, the Hamdon Youth & Family Centre, and the Memorial Hall

Cllr Donovan declared an interest in the Hamdon Youth & Family Centre.

Cllr Foley declared an interest in the Community Shop.

Cllr Jeffery declared an interest in the Sports & Recreation Trust

Cllr Nelms declared an interest in the Friends of Ham Hill

21/111 **PUBLIC SESSION:**

No members of the public were in attendance.

21/112 **MINUTES OF PREVIOUS MEETING:**

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

21/113 **MATTERS ARISING FROM MINUTES:**

The Clerk reviewed the items on the Action List:

- i. Overhanging trees between Co-Op and Loder's Corner: A letter has been sent to SCC complaining about this issue. No reply has been received. The Clerk said she has passed this issue onto the County Councillor again along with the issue regarding the blocked drains. **Action Clerk**

(Cllr Hewitson entered the meeting)

- ii. Wall in Cole Lane – Cllr Nelms said that the wall belongs to the management company, but the management company went into liquidation some time ago. Cllr Brooks suggested getting in touch with a local solicitor to find out what the legal position would be. It was also agreed to ask Cllr Merrick in the first instance as residents had to sort out the issue of the streetlights. **Action Cllr Merrick**

A discussion was held on Cole Lane, and it was confirmed that it is still an adopted road which is maintained by SSDC. Cllr Jeffery asked whether SSDC maintained the bank and trees. The Clerk could not confirm this but thought the trees were maintained by the management company.

- iii. Dog Bin in West Street – The Clerk explained SSDC carried out a survey of the area and initially refused permission for a new dog bin to be installed in Morley Road, and they had suggested moving one of the dog bins from the recreation ground. When it was pointed out that these bins did not belong to the Parish Council and the area stated was incorrect SSDC agreed that one could be installed but not at this time due to their

collection rota constraints. As it was possible that this area could be added to SSDC's rota in the very near future, it was RESOLVED to purchase a new dog bin. **Action Clerk**

21/114 DISTRICT & COUNTY COUNCILLORS:

21/114/a Mike Hewitson – District Councillor

Cllr Hewitson's report had been circulated to councillors.

Cllr Hewitson discussed the structural change for the unitary process which will be go before Parliament early next year. This sets out how many councillors will be elected and what type of authority they will be elected to. Cllr Hewitson said the big issue is how many councillors there will be, and the Secretary of State has indicated there will be between 70-90 councillors for the whole of Somerset.

Cllr Hewitson said the recycling problems seem to have now been resolved.

Cllr Middleton asked what would happen with the SSDC reserves once the unitary authority comes into force as this effectively belongs to the residents of South Somerset. Cllr Hewitson said that he would contact the s.151 officer but South Somerset's assets would be amalgamated with the other authorities.

21/114/b Neil Bloomfield – County Councillor:

The Clerk said Cllr Bloomfield's report also commented on the number of councillors expected under the new authority. His report mentioned the Small Improvement Schemes available again in the autumn but there are a few still quite a few schemes to be completed from the last round of SIS. These schemes are available for safety improvements or renewable methods of transport such as cycling.

Cllr Bloomfield's report also commented on the recycling problems and has been in touch with Somerset Waste Partnership.

21/115 SPORTS & LEISURE:

21/115/a Hamdon Youth Centre:

Cllr Brooks reported that Phase 1 is now complete and will be signed off shortly. Cllr Brooks when through Phase 2 and 3 of the project and asked councillors to approve the quotation of £2,916 from Phillip Higgins Electrical for the installation of self-testing emergency lighting throughout the building to meeting with Building Control requirements. It was RESOLVED to accept this quotation.

Also, as it has not been possible to a new flat roof installed this year despite contacting several contractors including the one originally accepted, and as the roof needs to be watertight before work on Phase 2 begins it is suggested to have the roof just repaired and to look at having a new roof done at a later stage. Cllr Brooks asked councillors to approve the quotation from Studley Roofing in the sum of £850 plus VAT. It was RESOLVED to accept this quotation.

Cllr Brooks said a new planning application has been submitted for the fire alarm system and the CCTV.

Cllr Brooks reported that the SSDC Executive Committee has formally approved a Community grant of £17,245 towards Phase 2 and 3 of the project. Councillors expressed their thanks to Cllr Hewitson. Cllr Hewitson asked whether the parish council had sufficient funding.

Cllr Brooks said the quotation from Jones Building Group has increased due to an increase in the cost of materials. The price is going up by £1,716. It was RESOLVED to accept this increase.

Cllr Brooks said the main hall will remain open whilst the building work is going on so the user groups can continue to meet. This will mean that quotes will be needed for a portaloo.

The Clerk asked councillors to approve one of the quotes received to remove the Holly tree at the front of the youth centre:

- Somerset Tree Surgeons - £480 + VAT. Grind down stump - £160 + VAT – Total £640 VAT
- Fern Garden & Tree Services - £390 + VAT (does not mention grinding down the stump)
- JK Tree Services Ltd - £580 includes grinding down the stump

It was agreed that the stump did not need grinding down and RESOLVED to accept the Fern Garden & Tree Services quote. **Action Clerk**

21/115/b Hamdon Youth Group:

No report received.

21/115/c Memorial Hall and Grounds:

No report received.

21/115/d Play Areas:

The monthly inspection reports had been circulated to councillors.

The Clerk said the annual play inspections for the Memorial Hall and Stonehill play areas had been carried out by The Play Inspection Company and the reports had been circulated to councillors. Both reports show that all areas were 'very low risk' or 'low risk'. The only item not assessed were the gates at Stonehill as these were locked due to the play area being closed.

The Clerk reported that the new liner had been put in the bin at Stonehill.

The Clerk said she was concerned that the repair to the wetpour around the swings at Stonehill would not be carried out until October at the earliest. It was agreed to seek an alternative quote to see whether it could be done earlier.

Action Clerk

The Clerk said the insurance company would not cover a claim for the damage to the wetpour as it is classed as malicious damage and it was not reported to the police at the time of the incident.

Cllr Hewitson said the village has a new PCSO and agreed to pass on the information to the Clerk.

Action Cllr Hewitson

The Clerk said she had checked prices of a multigoal unit from various suppliers but did not obtain formal quotations. This would be done once permission to use this piece of land had been received from the Duchy of Cornwall. The price of the equipment range between £3,000 and £4,500. A discussion was held about the ground level, surfacing and fencing. It was suggested making this one of the council's major projects and to get the residents at Stonehill involved. It was agreed to raise these points with the Duchy of Cornwall and to see whether permission would be granted.

Action Clerk

21/115/e Sports and Recreation Trust:

The Inspection report for July and the Quarterly Facilities Management report had been circulated to councillors.

Cllr Brooks asked Cllr Jeffery whether the dog fouling issues had improved. Cllr Jeffery said there had been no meetings, so he did not have an update on this.

21/115/f Any Other Issues:

None reported.

21/116 **VILLAGE ENVIRONMENT:**

21/116/a Allotments

The Clerk said she had met with Evis Ground Maintenance and K M Dike Nurseries to obtain quotes to clear the allotments at Stonehill. Unfortunately, K M Dike's are inundated with work and are unable to take on such a large job so have declined to quote. Evis Ground Maintenance has quoted £2,050.80.

(Cllr Hewitson left the meeting)

The Clerk said she had also spoken with the lengthsman and asked if Streetscene have a team who could do the work and have asked them to quote.

A discussion was held on the size of the job and whether it was, at this moment in time, something the groundsman would be able to do. The Clerk said the work had been made more difficult as an allotment holder had been driving a mini digger over one of the plots to move rubbish onto what appeared to be a communal bonfire area. Cllr Jeffery said that he could obtain an alternative quote from the contractor who cuts the hedge in the recreation ground.

A discussion was held on the way forward once these plots had been cleared and the future management of the area. It was suggested encouraging the allotment holders to set up an allotment association so that they can manage the area themselves.

Cllr Donovan suggested formally inviting the allotment holder to the next meeting so that they could suggest how the issue can be resolved.

Cllr Nelms said that care would need to be taken when clearing the allotments as there are hedgehogs nesting in the overgrown area so any clearance would need to be put on hold as hedgehogs are on the wildlife endangered list. Cllr Nelms agreed to speak to the allotment holder.

Action Cllr Nelms

21/116/b **Crime and Anti-Social Behaviour:**

No report.

21/116/c **Footpaths:**

Cllr Jeffery asked whose responsibility was it to maintain the trackway behind The Avenue. The Clerk said that the trackway belonged to the farmer.

Cllr Nelms said the public footpath in East Stoke by Stonehill and opposite the church has brambles growing over the low wall and is causing minor injuries to small children. The Clerk said that this would be the responsibility of the landowner to clear the brambles. The Clerk also mentioned other areas in the village where brambles and other vegetation is obstructing public footpaths. It was agreed for the Clerk to write to the residents asking them to clear these areas.

Action Clerk

21/116/d **Ground Maintenance:**

i. **Groundsman**

Cllr Brooks said that the Youth Centre grass has not been cut for some time. The Clerk said there was no problem with majority of the grounds maintenance but there had been issues with the grass cutting in the play area at Stonehill and the bank at Loder's Corner and, the quality of the grass cutting at the Memorial Hall grounds has not been as good as should be at this time of the year. It was agreed to monitor the situation.

ii. **Parish Lengthsman**

The Monthly Action report had been circulated to councillors. The Clerk the lengthsman had started to trim the vacant plots at Stonehill and cutting back overhanging vegetation along the pavement by Stonehill. The Clerk said the lengthsman is now catching up with the weed spraying.

Cllr Donovan said that due to the unusual weather pattern it has been a very tricky year for ground maintenance. The Clerk said there are some residents that are not looking after their own boundaries, and it would help the council if they did. It was agreed to put an article in the newsletter asking for residents help.

Action Cllr Brooks

The Clerk said she has received a quotation from Streetscene of £1,099.56 plus VAT to clear the area and leave a small hedge opposite the seating area at 'Sea Wall' in Highway. It was RESOLVED to accept the quote.

Action Clerk

21/116/e **Highways and Transport:**

i. **Speed Indicator Device**

Cllr Donovan gave an update on the speed indicator device.

Cllr Foley asked whether the Parish Council keep a record of any accidents that occur in the village. Cllr Brooks said there is a challenge collating this data as it would need residents to pass on the data to the council.

ii. **Highway Reports**

The Clerk said she has experienced problems reporting issues on the Somerset County Council's website, so the reports have been given over the phone and any photographs have been forwarded by email. Highways will inspect the sunken drains in the speed bumps in North Street, but these are the responsibility of Wessex Water.

21/116/f **Street Lighting**

Nothing to report.

21/116/g **Defibrillator Report**

Cllr Foley gave an update on the defibrillators. The cabinets have been checked and reported online. Cllr Foley said that the batteries were now alright.

21/116/h **Community Shop**

Cllr Foley said there had been to purchase a new freezer and chillers. The shop is in the process of employing a second person.

21/116/i **Any Other Issues:**

i. **Bus Shelter**

The Clerk said she had found an old licence that was issued by Somerset County Council for a bus shelter which dates back to 2002 but the site for the shelter was in front of the

parish noticeboard in the layby. The Clerk said she contacted SCC to find out whether this licence was still applicable and, if so, whether the position could be moved down the road slightly. SCC said they do not keep any records that were more than 3 years old and said the council would have to go through to SSDC Planning Dept.

The Clerk said she had emailed SSDC's Planning Department with the details of the bus shelter asking if the parish council needed planning permission to install a bus shelter. A map has been sent back to the Planning Department with the exact location and the Clerk said she was waiting for a reply.

ii. Website

The Clerk provided an update on the new website and the tasks left to do before it can go live.

21/117 FINANCE:

21/117/a Matters for Report

i. The Clerk gave the monthly bank reconciliation report as of 31st July 2021.

	£
Lloyds Current Account	59,582.67
Lloyds Reserve Account	67,828.33
Melton Building Society	<u>33,326.03</u>
Cambridge & Counties	<u>22,730.67</u>
Total as Cash Book	183,467.70

The Clerk gave the monthly bank reconciliation report as of 31st August 2021.

	£
Lloyds Current Account	54,378.04
Lloyds Reserve Account	67,828.91
Melton Building Society	<u>33,326.03</u>
Cambridge & Counties	<u>22,730.67</u>
Total as Cash Book	178,263.65

Less Ring-Fenced Amounts:

	£
Pavilion Reserve Account	24,842.12
Asset Management Reserve Account	38,310.56
Allotment Deposits	938.67
Bequest – Plants	150.00
Hamdon Youth Centre	<u>12,322.60</u>
Total	76,563.95

Budget Working Capital 101,669.70

ii. Cambridge & Counties Bank Interest

The Clerk said the annual interest of £238.55 had been received from the Cambridge & Counties Bank.

21/101/b Matters for Resolution.

i. Invoices Payable:

August

		£	
H S Donovan	HYFC Panelling Work	2,938.55	BACS
Property Services			
Stable Print	August Newsletters	195.00	BACS

Evis Ground Maintenance	July Ground Maintenance	666.66	BACS
Hugh Donovan	Reimbursement – Paint & Jubilee Clips	56.61	BACS
The Play Inspection Company	Annual Playground Inspections	132.00	BACS
Barbara Brooks	Reimbursement – Litter Picking Equipment	200.16	BACS
Glasdons	Litter Bin Liner – Stonehill	63.06	BACS
SALC	Affiliation Fees 2021-22	556.61	BACS
	Total	<u>4,808.65</u>	

September

		£	
Sarah Moore	Expenses for July & August	69.56	BACS
Stable Print	September Newsletters	195.00	BACS
Evis Ground Maintenance	August Ground Maintenance	666.66	BACS
Barbara Brooks	Reimbursement – HYFC Plans	36.00	BACS
Studley Roofing	HYFC – Flat Roof Repair	1,020.00	BACS
Duchy of Cornwall	½ Yearly Rent for Recreation Ground and Allotments	876.00	BACS
The Planning Portal	Additional Planning Fee for HYFC Application	14.00	BACS
SSDC	Parish Lengthsman for July & August	692.64	BACS
	Total	<u>3,569.86</u>	

The Clerk said she had received the invoice from SSDC for the Parish Lengthsman for August for £346.32 and asked if this could be included in the September payments. This was agreed. It was RESOLVED to ratify the August payments and to pay the invoices for September.

- ii. Other
None declared

21/118 PLANNING:

21/118/a Planning Information:

Cllr Brooks explained there could be a potential development behind Stanchester Academy for 55 eco homes. The developers would like to liaise with both Stoke sub Hamdon and Montacute Parish Councils before starting the planning process and have suggested a meeting just before the next parish council meeting. It was felt that there would not be sufficient time to discuss the proposal, so it was agreed to contact the developers and suggest an alternative date.

Action Clerk

21/118/b Parish Planning Working Party Feedback on Applications:

No applications received.

21/118/c Planning Decisions and Reports:

Reports

20/00991/OUT – outline application with all matters reserved save for access for the residential development of land for up to 30 no. dwellings - Land at Masons Lane, Montacute – No published progress from last month. Being delayed by the Phosphates issue. However, the NHS Commissioning Group have now lodged a formal request for potential s.106 funding to provide more staffing support at Hamdon Medical Centre as they are currently over capacity.

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 – No published progress. Being delayed by the Phosphates issue.

20/02274/DPO – application for the modification of section 106 agreement between South Somerset District Council, Abbey Manor Developments Ltd and Blue Cedar Houses Ltd attached to planning approval 16/03872/FUL dated 22 December 2016 and approval 17/00186/FUL dated 24th February 2017 to remove the age restriction attached to the approvals. – Land and Buildings, Greatfield Lane, Stoke sub Hamdon TA14 – Permitted but revised s.106 Agreement not yet published online.

Decisions

21/01684/PAPV – notification for prior approval for the installation of a solar photovoltaic system on the roof of premises – Rangers Office, Ham Hill Country Park, Stoke sub Hamdon – permitted with Conditions

21/01657/HOU – demolition of existing single storey, single skin kitchen and conservatory and erection of a new single storey extension – 7 Windsor Lane, Stoke sub Hamdon TA14 6UE – permitted with Conditions

21/01807/HOU – demolish existing utility room and erect a single storey rear garden room – The Old Butchery, West Street, Stoke sub Hamdon TA14 6PZ – permitted with Conditions
(Cllr Foley left the meeting)

21/119 GOVERNANCE:

Nothing to report.

21/120 CORRESPONDENCE:

No correspondence had been received.

21/121 MEMBERS' & CLERK'S REPORTS:

No reports received

21/122 ITEMS FOR FUTURE AGENDAS:

Cllr Middleton asked councillors to consider holding monthly Parish Council meetings in August.

21/123 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 21.23pm. The next Parish Council meeting will be held on Wednesday, 6th October 2021 at 7.00pm in the Hamdon Youth and Family Centre. Cllr Brooks gave her apologies for the October meeting. Cllr Donovan will be Chairing the meeting.