

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 MONTHLY MEETING HELD ON WEDNESDAY 1ST JULY 2020 VIA ZOOM REMOTE MEETING APP

20/055/a PRESENT:

Members: Mrs Barbara Brooks, Mr Hugh Donovan, Mrs Lyn Foley, Mrs Rebecca Merrick, Mr Graham Middleton, Mrs Suzanne Nelms and Mr Bill Southcombe

Others: Mrs Sarah Moore (Clerk), Mr Mike Hewitson (District Councillor), and 1 members of the public

20/055/b APOLOGIES:

Mr Andy Dawe

Cllr Brooks said Cllr Uhlhorn had decided to resign for personal reasons

20/056 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 Merrick declared an interest in the Sports & Recreation Trust and the Memorial Hall

Cllr Nelms declared an interest in Friends of Ham Hill

Cllr Southcombe declared an interest in the Hamdon Community Arts Project

20/057 PUBLIC SESSION:

Cllr Brooks introduced Mrs Alex Schellenberg who is interested in joining the parish council and was joining the meeting to find out how business is conducted.

20/058 MINUTES OF PREVIOUS MEETING:

(Cllr Middleton joined the meeting)

It was RESOLVED to approve and sign the Minutes of the March meeting, the Confidential minutes, and the Extraordinary meeting minutes.

20/059 MATTERS ARISING FROM MINUTES:

20/059/a Review of Action List

The Clerk reviewed the items on the Action List:

- i. Overhanging trees between Co-Op and Loder's Corner: Cllr Bloomfield will chase this issue. **Action Cllr Bloomfield**
- ii. Stone clad litter bins (Stanchester) – It was agreed to put this on the list of jobs for the new lengthsman. Cllr Brooks said that she would contact Cllr Uhlhorn to find out what he had decided to plant and then contact the Brownie leader to find out whether the Brownies would like to do the planting. **Action Clerk & Cllr Brooks**
- iii. Refurbishment of telephone kiosk (West Street) – Cllr Southcombe said he will do the refurbishment once the lockdown period has finished. **Action Cllr Southcombe**
- iv. Lengthsman – The Clerk confirmed that Streetscene has allocated the parish a lengthsman for 8 hours a month. It was agreed to set up a Zoom meeting with Streetscene to go through the list of jobs. **Action Clerk**
- v. Litter Bin at the top of Windsor Lane - The bin has been ordered but there has been a delay due to the lockdown. The Clerk said she would continue to chase this. **Action Clerk**

- vi. Provision of Bus Shelter – It was agreed to put this on the agenda for discussion at the September meeting. **Action Clerk**
- vii. County Lines – Cllr Brooks said she is still waiting for further information.
- viii. Speed Indicator Device – The Clerk confirmed she had received the approval from the Traffic Management Team at Somerset County Council and asked Cllr Bloomfield whether it was still possible to hire the S.I.D. equipment from Martock Parish Council for a trial period. Cllr Bloomfield confirmed that it was and agreed to carry out the installation. Cllr Brooks said she would update the location survey and for the Clerk to email the requirements to Cllr Bloomfield. Cllr Brooks said that the parish council will eventually purchase a S.I.D from the CIL payment. **Action Clerk & Cllr Brooks**
- ix. Grit Bin for Orchid Acre Close – The bin has been ordered but there has been a delay due to the lockdown. The Clerk said she would continue to chase this. **Action Clerk**
- x. Jubilee Woods – Cllr Brooks updated councillors on Jubilee Woods at the bottom of North Street, which is owned by the Duchy of Cornwall. Whilst the Duchy had been most appreciative of unofficial work done in the past by villagers, a decision has now been made that only Duchy contractors would be allowed to do any grass cutting and maintenance in the future as the land is the Duchy's responsibility and there was concern about potential public liability and risk assessment issues.
(Cllr Hewitson joined the meeting)
- xi. Parking on the pavement in East Stoke – there is still a problem regarding the parking. Cllr Nelms agreed to take some photographs and the Clerk agreed to write to the residents again. **Action Clerk & Cllr Nelms**
- xii. Drains in North Street – A couple of drains had been cleared by a resident but still needed to be cleared properly. The Clerk said she would report these again. Cllr Bloomfield asked to be copied in on any emails. **Action Clerk**

20/060 DISTRICT & COUNTY COUNCILLORS:

20/060/a Mike Hewitson – District Councillor

Cllr Hewitson reported that the District Council were still operational despite the lockdown. Cllr Hewitson said he has been liaising with the planning department on the Mason Lane application and stated that the application will go to Area North Committee and not Area East. He discussed securing possible s106 funding for projects in the village should the planning be approved.

Cllr Hewitson said that village business and organisations had each been given Covid-19 support grants of £10,000.

Cllr Hewitson said SSDC have now opened the recycling centres.

Cllr Brooks thanked Cllr Hewitson for his support through the lockdown period and mentioned that the parish council supporting the village by signposting other grants for village organisations, business, and schools.

20/060/b Neil Bloomfield – County Councillor:

Cllr Bloomfield reported on the possibility of a unitary council and asked councillors to forward their views as soon as possible.

(Cllr Bloomfield left the meeting)

20/061 SPORTS & LEISURE:

20/061/a Hamdon Youth Centre:

Cllr Brooks reported the building was closed on Monday 23rd March in line with COVID regulations and for security maintenance and insurance purposes, Cllr Donovan is carrying out weekly checks on the building.

The Centre has been successful in applying for a £10,000 SSDC Hospitality and Leisure Grant which will help to offset the loss of hire income and ongoing costs of re-opening under the COVID hygiene requirements. When confirmation has been received regarding the re-opening the Centre will need to be able to prove that it is "COVID compliant" for public health reasons.

Despite not being able to meet face-to-face, the user groups have been keeping in touch via their Facebook groups and Zoom.

The progress with the renovation work is still ongoing; new and additional plans have been drawn up for the Listed Building Consent application as requested by SSDC Planning Department.

It was RESOLVED to give the £1,000 Operating Grant and the £1,000 Maintenance Grant to the Centre for both the 2019/20 financial year and 2020/21 financial year. These grants are in recognition of its community activities and facilities for the young people in our village. Both Cllrs Brooks and Donovan declared an interest and the vote was chaired by Cllr Merrick.

20/061/b Hamdon Youth Group:

No report given.

20/061/c Memorial Hall and Grounds:

Cllr Brooks reported the Hall closed on Monday 23 March in line with COVID regulations and for security and maintenance purposes, the caretaker is carrying out weekly inspections and the results are kept in a logbook for insurance purposes. Once the Hall can re-open a deep clean will be arranged and hand sanitizing equipment installed.

The Hall was successful in applying for a £10,000 SSDC Hospitality and Leisure Grant which will help to offset the loss of hire income.

Planned improvements to the Hall can now take place: a new CCTV system together with new signage was installed on 11th June which should provide a much improved coverage of the car park as well as most of the Hall grounds and this should help to deter anti-social behaviour and be a benefit to the village as a whole. New signage over the front door and a new signboard next to the parish noticeboard will soon be put up and, there are plans to replace the front doors. The Hall is also planning to install new ladies and men's toilets.

It was RESOLVED to give the £1,000 Operating Grant in recognition of its community activities and facilities for villagers. Cllr Brooks declared an interest in the Memorial Hall and the vote was chaired by Cllr Donovan.

20/061/d Play Areas:

The Clerk reported that the Government had announced that outdoor play areas and outdoor gyms can officially reopen from 4th July. It was AGREED for a visual inspection to be carried out of the equipment and grounds prior to opening. It was also AGREED the equipment should be thoroughly cleaned and any moving parts need to be checked. The official announcement states that "Anyone using playgrounds should take particular care to wash their hands after use and avoid touching their face. Children should be supervised carefully to maintain good hygiene and should not use playgrounds if they have any signs or symptoms of coronavirus".

The Clerk said that the spinner in the Stonehill play area had been vandalised again and asked whether councillors consider whether it should be replaced or not. It was AGREED to obtain a quote for the repair and to email councillors with the cost should it arrive before the next meeting. It was also AGREED to mention the vandalism in the newsletter.

Action Clerk & Cllr Brooks

The Clerk also reported that she had booked the play area inspection with the Play Inspection Company and that the price remains the same as last year at £55 per play area. The inspection should be carried out some time in July.

20/061/e Sports and Recreation Trust:

The recreation ground inspection report and risk assessment had been circulated to councillors. The annual management grant of £4,000 was paid to the Sports and Recreation Trust at the beginning of April. It was RESOLVED to ratify the payment.

20/061/f Any Other Issues:

None declared.

20/062 **VILLAGE ENVIRONMENT:**

20/062/a Allotments

The Clerk reported there had been an increased interest in allotments since the lockdown and had let 1 plot at the North Street site, 2 plots at Furlands and 3 plots at Stonehill and, had received requests for plots at Stonehill.

The Clerk said there had been a few disagreements at Stonehill which had been dealt with. The main issues related to access over the trackway and the allotments that had been laid down to grass. There has been an ongoing issue with an allotment holder who had his allotments laid down to grass. The allotment holder was given an ultimatum of having his tenancy terminated or to cultivate the plots and, as they had made an attempt to cultivate some of the plots it was agreed to only terminate the tenancy on two of the plots. A new tenancy agreement has been sent with a revised rent agreement letter. It was RESOLVED to ratify this decision.

20/062/b Crime and Anti-Social Behaviour:

The Clerk said there had been a report of someone trying to break into the Priory grounds via the Memorial Hall car park and this had been reported to the house manager at Montacute House. The Trust have investigated the matter but there appears to be no evidence of a break-in.

The travellers who recently camped at Shores opposite Holy Tree left a considerable amount of fly-tipping. This has been reported to Streetscene and the District Councillor.

20/062/c Footpaths:

The Clerk said she had reported on the SCC website that a tree had come down on the footpath which leads to the garage on the A303 and this has now been removed.

20/062/d Ground Maintenance:

The Clerk reported the previous contractor had not responded to the letter sent out at the end of March regarding the work they had not completed on the West Street layby and the High Street bank. The Clerk said the outstanding work has been independently priced and to get the West Street layby back to a satisfactory condition it would cost in the region of £900 and the High Street bank would cost about £600. A discussion was held on whether to pay part of the outstanding invoice or not at all. It was RESOLVED not to pay the invoice. **Action Clerk**
The Clerk gave a report on the new contactor and mentioned that overall, he had been doing very well; communication is much improved, and he has been prompt with weed spraying and strimming vacant allotment plots.

20/062/e Highways and Transport:

i. Speed Indicator Device

This item was discussed under *Minute ref: 20/059/a*

ii. Line Marking/Parking Restrictions

A lining marking works order has gone up in Hamdon Close and a resident has contacted SCC to find out whether this could be extended to encompass the turning space within Hamdon Close. SCC have directed the resident to us for approval in the first instance. Cllr Middleton thought that the TRO is only carried out once a year and additions cannot be just added on, they must go through the proper procedures. It was agreed for the Clerk to explain this to the resident. **Action Clerk**

iii. Potholes have reported in Castle Street and The Avenue on the SCC website.

20/062/f Street Lighting

Nothing to report.

20/062/g Defibrillator Report

No report received.

20/062/h Befriending Scheme

No report given.

20/062/i Any Other Issues:

i. Community Shop

Cllr Foley said that the helpline has discontinued in its original format as those volunteers who had been furloughed are now returning to work. The community shop has now taken up this service. The shop is doing well but there has been a significant fall in the number of people using the shop with people going back to work.

The shop has held a Zoom meeting to ratify decisions regarding its committee and an internal auditor.

On VE Day, the shop was handing out ration cards which entitled residents to have a free tea and cake at the Priory Café.

Cllr Hewitson formally thanked Cllr Foley and the team of volunteers at the shop. This was reiterated by councillors.

ii. HCAP

Cllr Southcombe reported that HCAP are still in negotiations with the Synod and have almost enough money to pay for the church. Once HCAP have received confirmation of some details from their tenants they will be in a position to approach the Bishop to purchase the church. Cllr Southcombe said they are in negotiation with the Synod regarding some repairs that need completing before purchase.

Cllr Brooks asked Cllr Southcombe to send a report to all councillors.

Action Cllr Southcombe

(Cllr Hewitson left the meeting)

20/063 FINANCE:

20/063/a Matters for Report

i. Year End Reports

a. Year End Bank Reconciliation

The Clerk gave the monthly bank reconciliation report as of 31st March 2020

	£
Lloyds Current Account	152,311.35
Outstanding Payments	0.00
Total as Cash Book	152,311.35

Ring-Fenced Amounts:

	£
Pavilion Reserve Account	20,042.12
Cemetery Project	12,316.47
Asset Management Reserve Account	33,382.50
Bequest – Plants	150.00
Hamdon Youth Centre	37,115.76
Total	103,006.85

Budget Working Capital **49,304.50**

b. Budget Comparison Report 31.03.2020

The End of Year Comparison of Budget report to 31st March 2020 had been circulated to all members. The report shows the annual budget for 2019/20 and the actual spend to date. The Clerk reported that at the overall expenditure was under budget.

ii. Update on the Annual Governance & Audit Regulations for 2019/20

The Secretary of State has extended the statutory audit deadlines for 2019/20 because of the pandemic. The publication date for final, audited accounts will move from 30th September to 30th November 2020 and to give local authorities more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead this must commence on or before the first working day of September 2020.

Also, in relation to the meetings needed to approve draft and final accounts, separate regulations have been made to enable meetings to be held remotely, and to hold and alter the frequency and occurrence of meetings without the need for further notice.

iii. Monthly Bank Reconciliations for April, May, and June

The Clerk gave the monthly bank reconciliation report as of 30th April 2020

Lloyds Current Account	£ 219,280.21
Outstanding Payments	0.00
Total as Cash Book	219,280.21

The Clerk gave the monthly bank reconciliation report as of 31st May 2020

Lloyds Current Account	£ 212,860.55
Outstanding Payments	0.00
Total as Cash Book	212,860.55

The Clerk gave the monthly bank reconciliation report as of 30th June 2020

Lloyds Current Account	£ 128,666.54
Lloyds Business Reserve	82,814.84
Outstanding Payments	(55,641.09)
Total as Cash Book	155,840.29

Ring-Fenced Amounts:

Pavilion Reserve Account	£ 22,442.12
Cemetery Project	12,316.47
Asset Management Reserve Account	35,782.50
Bequest – Plants	150.00
Hamdon Youth Centre	37,115.76
Total	107,806.85

Budget Working Capital **48,033.44**

iv. First Quarter Budget Comparison

The Comparison of Budget report as of 30th June 2020 had been circulated to all councillors. The report shows the annual budget for 2020/21 and the actual spend to date. The Clerk reported that the 1st quarter of the financial year the parish council's expenditure was slightly under budget.

v. Receipt of Precept Payment from SSDC

The Clerk confirmed receipt of the precept for 2020/21 of £68,471

vi. Receipt of CIL Payment from SSDC

The Clerk confirmed receipt of the second Community Infrastructure Levy payment of £3,132.96

vii. Receipt of VAT Refund

The Clerk confirmed receipt of the VAT refund for 2019/20 of £3,714.68

20/063/b Matters for Resolution

i. Invoices Payable:

31st March 2020

Sarah Moore	Expenses for March	£ 35.00	<i>BACS</i>
Stable Print	April Newsletters	195.00	<i>BACS</i>
Evis Ground Maintenance	March Ground Maintenance	666.66	<i>BACS</i>
Barbara Brooks	Covid-19 Flyers & ID Badges	376.78	<i>BACS</i>
	Total	1,273.44	

April 2020

		£	
Dale Redwood	Test Holes for Cemetery Rep	432.00	BACS
Sports & Recreation Trust	Annual Maintenance Grant	4,000.00	BACS
Barbara Brooks	Grants Online Subscription	118.80	BACS
	Total	<u>4,550.80</u>	

May 2020

		£	
Sarah Moore	Expenses for April	137.25	BACS
Stable Print	May Newsletters	195.00	BACS
Evis Ground Maintenance	April Ground Maintenance	716.66	BACS
Barbara Brooks	Flyers	43.65	BACS
HMRC	PAYE	80.40	BACS
	Total	<u>1,172.96</u>	

June 2020

		£	
Sarah Moore	½ Cost Towards a Printer	74.00	BACS
Came & Company	PC Insurance	3,628.38	BACS
Stable Print	June Newsletters	195.00	BACS
Evis Ground Maintenance	May Ground Maintenance	666.66	BACS
Cambridge & Counties Bank	Investment A/C for Pavilion Reserve Fund	22,442.12	Chq 004
The Melton Building Society	Investment A/C for Asset Reserve & Cemetery Reserve	33,198.97	Chq 005
	Total	<u>60,205.13</u>	

July 2020

		£	
Sarah Moore	Expenses for June	187.98	BACS
Stable Print	July Newsletters	195.00	BACS
Evis Ground Maintenance	March Ground Maintenance	766.66	BACS
Hamdon Youth & Family Centre	Annual Management Grants for 2019/20 & 2020/21	4,000.00	BACS
Stoke sub Hamdon Memorial Hall	Annual Management Grant for 2020/21	1,000.00	BACS
	Total	<u>5,954.64</u>	

It was RESOLVED to pay the invoices
(Cllr Hewitson re-joined the meeting)

ii. Other:

a. Business Savings Accounts for Reserves

The ring-fenced reserves have been moved from the current account into three separate interest-bearing accounts so that the medium to long-term reserves can earn some interest.

It was agreed to move the Pavilion reserve into a 5-year Fixed Interest Charity Bond with the Cambridge & Counties Bank. The amount invested is £22,442.12. It was agreed to move the Cemetery reserve and the Asset Management reserve less the

HCAP funding of £12,500 into the Melton Building Society 100-day notice account. The amount invested is £33,198.97. It was agreed to move the Hamdon Youth Centre Reserve, the HCAP funding and the Bequest given for plants into a Lloyds Bank instant access business savings account. The amount invested is £49,765.76 It was RESOLVED to ratify the recommendations.

20/064 PLANNING:

20/064/a Planning Information:

SSDC have two new procedures in place. These are an updated Planning Application Validation Guide and the Planning Enforcement Protocol.

20/064/b Parish Planning Working Party Feedback on Applications:

20/01622/FUL – Building of ‘lifetime’ home (disabled access) – Land at rear of Suntreat, Montacute Road, East Stoke – A discussion was held and there were concerns on highway grounds due to the difficulty of a narrow road that serves the Co-Op and Orchid Acre Close and the amount of traffic in that area. Cllr Brooks agreed to draft a suitable objection for the planning department. **Action Cllr Brooks**

20/01054/HOU – Rear extension in place of existing conservatory – No observations or objections

20/064/c Planning Decisions and Reports:

Reports

20/00991/OUT – Application for up to 30 houses and access onto Link Road – Land at Masons Lane, Montacute - To date 51 objections including ourselves, Montacute PC. National Trust made a strong technical objection on planning grounds. SSDC are awaiting a response from English Heritage.

County Highways have responded and their figures for car movements are significantly higher than the developers. Highways require further road drawings from the developer, but have no objections providing that their 4 issues are settled by Conditions and an agreement is entered into with the developer (lighting to be installed, pedestrian crossing at access, give way signs, over-hanging trees and hedges to be cut back (as well as cut down for the new visibility splays). Some comments about pavement edging but no requirement to put new pavement on opposite side of the road. Please note that the latter trees referred to are the trees /hedges which the Ecologists consider to be protected and at risk. No concern at all over speed issues even though it is a 60-mph road with an average 50 mph speed recorded at the site entrance.

Decisions

19/03484/LBC – Listed Building Consent for internal and external alterations – Scramble Cottage, 57 Ham Hill, Stoke sub Hamdon TA14 6RW - Permitted with Conditions

19/02973/HOU – Alterations and erection of first floor extension to side of house – 76 Ham Hill, Stoke sub Hamdon TA14 6RW – Permitted with Conditions

19/02893/HOU – Replacement windows – Woodcroft, East Stoke, Stoke sub Hamdon TA14 6UF – Application permitted.

20/00217/HOU – Rear two storey extension and loft conversion with internal alterations – 17 Ham Hill, Stoke sub Hamdon TA14 6RL – Permitted

20/00324/HOU – Part demolish of rear stores, rear single-storey extension, and conversion of outbuilding into car port and store – Greenway House, West Street, Stoke sub Hamdon TA14 6QG – Permitted

20/00432/TCA – Application to carry out tree work within a conservation area – 11 North Street, Stoke sub Hamdon TA14 6QQ – Permitted.

20/00920/HOU – Erection of two storey extension to rear – 30 Norton Road, Stoke sub Hamdon, TA14 6QW – Permitted

20/00919/HOU – Erection of two storey extension to rear – 32 Norton Road, Stoke sub Hamdon, TA14 6QW – Permitted

It was RESOLVED to ratify the planning working party’s recommendations

20/065 GOVERNANCE:

Councillors had been asked to review the following council policies as part of ongoing governance:

- Recording of meetings 2015
- Equality policy 2016
- Employers Statement of Intent 2017
- Grievance policy and procedures 2017
- Disciplinary policy and procedures 2017
- Data protection policy 2017
- Privacy Notice 2018
- HR Working Group Terms of Reference 2018
- Planning Working Group Terms of Reference 2018

No changes were made to these policies.

The Planning Working Group Terms of Reference needs some small changes to reflect the new procedures that SSDC now carry out in the planning process.

(Cllr Merrick left the meeting)

It was RESOLVED to ratify the existing policies and the changes to the Planning Working Group Terms of Reference.

(Cllr Merrick re-joined the meeting)

Changes have been made to the Standing Orders to take into account remote meetings under Section 2, Disorderly Conduct at Meetings (a) & (b) and, Section 3, Meetings Generally (added 2 new points) y & z.

Changes have been made to the Financial Regulations, Sections 5 and 8 to reflect:

- delegation of powers to the Clerk in conjunction with the Chairman and Vice Chairman during the lockdown period and;
- for making investments (moving reserve funds into short/long/fixed rate accounts) to banks/building societies other than the bank where the current account is held.

A new Virtual Meetings Protocol has been set up to define how the council operates under a virtual platform. Its contents are set out in accordance with NALC advice.

It was RESOLVED to ratify the Virtual Meetings Protocol and the changes made to the Standing Orders and Financial Regulations

It was agreed for the Finance Working Group to review the following policies during July/August by Zoom and bring their recommendations to the September council meeting:

- Risk Management Register & Management Plan
- Finance Working Group Terms of Reference
- Internal Control Policy
- Procurement policy

20/065 CORRESPONDENCE:

The Clerk has received a request for an article to go in the August newsletter from Castle Farm as they need help to grade the potatoes. Due to the current situation some residents maybe looking for work as they may have either lost their jobs or been furloughed. As the parish newsletter does not normally advertise businesses the Clerk asked for permission to put this article in the newsletter.

It was also suggested that Castle Farm ask the Community Shop to put the advert on their Facebook page.

It was agreed for the article to go into the newsletter.

20/066 MEMBERS' & CLERK'S REPORTS:

Cllr Brooks asked for councillors to assist with quotes for the Hamdon Youth Centre.

20/067 ITEMS FOR FUTURE AGENDAS:

None declared.

20/068 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 8.56pm. Cllr Middleton suggested having a provisional date for a meeting in August, It was agreed that it would be 5th August. If no meeting is held in August, the next parish council meeting will be held on Wednesday, 2nd September 2020 at 7.00pm.