



# STOKE SUB HAMDON PARISH COUNCIL

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## MINUTES OF THE MONTHLY MEETING HELD ON WEDNESDAY 18<sup>TH</sup> MAY 2022 AT THE HAMDON YOUTH & FAMILY CENTRE

### 22/063/a PRESENT:

**Members:** Mrs. Barbara Brooks, Mrs. Denise Burton, Mr. Hugh Donovan, Mrs. Lyn Foley, Mr. Paul Goulder, Mrs. Moira Hulett, Mrs. Rebecca Merrick, Mrs. Suzanne Nelms and Mr. Owen Setter

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

### 22/063/b APOLOGIES:

Mr. Paul Jeffery and Mr. Graham Middleton

### 22/064 DECLARATION OF INTERESTS

Cllr Foley declared an interest in the Community Shop

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

Cllr Burton declared an interest in the Sports & Recreation Trust and the Charity Shop

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

Cllr Goulder declared an interest in the Hamdon Youth Group

Cllr Hulett declared an interest in the Community Shop and the Sports & Recreation Trust

Cllr Merrick declared an interest in the Sports & Recreation Trust

Cllr Nelms declared an interest in the Friends of Ham Hill

### 22/065 PUBLIC SESSION

There were no public in attendance.

### 22/066 MINUTES OF THE PREVIOUS MEETING

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

### 22/067 MATTERS ARISING FROM MINUTES

The Clerk reviewed the items on the Action List:

- i. Overhanging trees between Co-Op and Loder's Corner: The Clerk said she has not heard back from the Highways Superintendent regarding his site visit 6<sup>th</sup> April so is assuming that Highways do not regard this area to be a safety issue. The Clerk agreed to provide Cllr Bailey with the information. **Action Clerk**
- ii. Community Shop Award: Cllr Foley confirmed that she has now received the details and agreed to forward the information onto the Clerk for the website. **Action Cllr Foley**
- iii. Stonehill Allotments: The Clerk and Cllr Donovan met with an allotment holder to discuss the possibility of planting Sunflowers in the vacant areas but it was decided that this would not be feasible but there is another low-lying plant that is easy to rake up and could act as a fertilizer. A couple of allotment holders agreed to take responsibility for managing some

of the vacant plots which would alleviate some of the pressures on the council to maintain them. However, there is an area of damaged plots which needs levelling out and the Clerk said she has tried to contact a digger driver but is waiting to hear back from him. Cllr Nelms asked if the contractor could notify her when the work was going to be done as she needs to check for hedgehogs.

Cllr Nelms suggested asking a couple of the allotment holders to level the ground if the council hire the digger. It was RESOLVED for the Clerk to hire a digger if the cost is under £200. **Action Clerk**

- iv. Freedom of Information request to the police for the number of accidents in the village: Cllr Brooks said the chair of the Transport Strategy Group is dealing with this.

## **22/068 DISTRICT & COUNTY COUNCILLORS**

### **22/068/a Mike Hewitson – District Councillor**

Cllr Hewitson said he will continue to be Stoke's District Councillor until vesting day in April 2023 so he will be there to support the parish council in any District matters.

Cllr Hewitson talked about potential s106 contributions under planning application 20/00991/OUT and said he has suggested that a proportion of the funding goes towards the Hamdon Youth and Family Centre. This funding is dependent on whether the development gets planning permission. Cllr Hewitson explained about the current phosphates issue, and the national shortage of planners, all of which is having an effect on planning applications being processed and approved.

Cllr Hewitson said there has been some feedback regarding the National Lottery bid for Ham Hill and on the 9<sup>th</sup> June, there will be 'walk through' of the site to go through what is planned and to address any concerns.

Cllr Hewitson formally thanked Cllrs Brooks and Donovan as Chair and Vice Chair respectively of the previous parish council for their support and hard work over the last few years and, for everything that they have achieved. Cllr Hewitson wished Cllrs Foley and Setter all the best in their new roles as Chair and Vice Chair respectively.

*(Cllr Hewitson left the meeting)*

### **22/068/b John Bailey – County Councillor**

Cllr Bailey commented that it is an honour and privilege to be elected as one of the Unitary Authority Councillors. He said Stoke sub Hamdon Parish Council is a very proactive council and has to be applauded for the work carried out on the youth centre. It has also been noted at Somerset County Council that Stoke sub Hamdon Parish Council is a 'jewel in the crown' because of all the work they do.

Cllr Bailey mentioned that the coming year will be a difficult year with all the changes that need to take place and with a tier of local government being removed, it could mean more pressures being put on parish council. Cllr Bailey said he will rely on the parish council to raise any matters with him in which he can offer support. Cllr Bailey also declared an interest in the Hamdon Youth Group and the Hamdon Youth and Family Centre.

## **22/069 SPORTS & LEISURE**

### **22/069/a Hamdon Youth Centre**

Cllr Brooks said that the contractors have completed the work on the Centre except for the covers on the windows in the main hall and the cupboards in the main hall and the back hall. Cllr Brooks said that she will be contacting Building Control to get the work signed off.

### **22/069/b Hamdon Youth Group**

The Clerk reported that she had received a letter requesting the annual Youth Worker grant of £6,352.90. This had already been approved under *Minute ref: 21/145/b* and the payment is included with this month's payments.

Cllr Goulder expressed his concern about the amount of building materials around the outside of the building which could potential hurt the children. Cllr Donovan said there the pieces of timber

need to be taken dump and a piece of roof sheeting which needs to go on the shed roof. Cllr Goulder said he would be happy to remove the rubbish. **Action Cllr Goulder**

**22/069/c** **Memorial Hall & Grounds**

Cllr Foley said that she has asked the groundsman to cut and collect the grass before the Jubilee celebrations. The Clerk said the collection of grass is outside the scope of the contract and the groundsman has sent in an estimate for this work and it will cost £580. It was agreed that this was too much, and councillors decided to rake the games area themselves.

The Clerk said she had been asked that the grass is not cut between the 4<sup>th</sup> and the 12<sup>th</sup> June as the Castle School circus is being held. The Clerk said she would ask the groundsman to do a double cut prior to the Jubilee. **Action Clerk**

**22/069/d** **Play Areas**

**Inspection Reports**

Cllr Nelms reported that there were no issues with Stonehill play area. Cllr Nelms said she has the wet pour to fix the holes in the surfacing by the swings, but this needs to be done when the weather is dry, and no one is using the play area.

The Clerk reported on the Memorial Hall play area. The basketball tarmac circle needs repainting and there is no net in the hoop. She said she has asked the groundsman to clear the brambles and nettles in between the chain link fence and the play area fence and the chain link fence has come away from the posts at the top. New signage is needed on the large gate and the rear pedestrian gate does not automatically close. There are some minor issues on a couple of the pieces of play equipment and some surfacing which needs monitoring.

**22/069/e** **Sports & Recreation Trust**

The Inspection reports for April and May were circulated to councillors for information along with the Facilities Maintenance Plan for the 1st Quarter. A child has fallen off the spinner and broken their collar bone; the Sports and Recreation Trust will monitor this piece of equipment. It has been reported that someone has been digging holes in the recreation ground which are quite large and a trip hazard. These have been filled in. A resident at Oak Tree House has raised a concern about the broken netting as the balls were hitting their window. The netting has come away from the posts at the top and a contractor has been instructed to repair it. There is a fault on the alarm system for the pavilion and a safety check has been carried out. The Clerk said she has passed an email onto the Sports and Recreation Trust from a resident who has asked when the skate park project will be completed.

A letter requesting the annual maintenance grant of £4,000 has been received. The Clerk said as this had already been approved in the budget, she had added this to this month's payments.

**22/069/f** **Any Other Issues**

Cllr Foley gave an update on the Jubilee celebrations. Around about 900 tickets have been given away, and a lot of people are volunteering on the day. Cllr Merrick said that depending on insurance requirements, it may not be possible to get a bouncy castle.

**22/070** **VILLAGE ENVIRONMENT**

**22/070/a** **Allotments:**

The allotment rents are still coming in and for those who haven't paid the reminders have been sent out. Total rent received is £555.40 and plot deposits £50.

**22/070/b** **Crime & Anti-Social Behaviour:**

The Avon & Somerset Police newsletter for the Somerton and Wincanton area had been circulated to councillors.

The Clerk mentioned there was a report on an assault at Odcombe village hall car park.

**22/070/c** **Footpaths:**

No report

**22/070/d** **Ground Maintenance:**

The Clerk said she has spoken to the groundsman about the footpath leading up to Bowey as it has not been cut back, the large bank at the top of the High Street and the verge on Ham Hill Road needs cutting back.

The Clerk said any grass areas under the remit of Abri are not being cut during May to help the bees and other pollinating insects.

The Clerk reported that the lengthsman weed sprayed the village on his last visit and he only has the rest of West Street from The Avenue going westwards, Norton Road and Morley Road to do. Cllr Burton said she had received a complaint that the groundsman had sprayed some small daisies outside their property.

**Action Clerk**

The Clerk said she would speak to the lengthsman. The Clerk said depending on the weather, the lengthsman will refurbish the noticeboards on his next visit. The Clerk said she is unable to open the noticeboard at Co-Op as the lock has seized. Cllr Donovan said he would have a look at it.

**Action Cllr Donovan**

Cllr Donovan asked about the ownership of Cole Lane. The Clerk explained that it is an adopted road, and it is the responsibility of the District Council to clear the road. A resident has complained that the leaves that are put up onto the bank just fall into the drains and blocks them.

Cllr Foley said that the steps going up to the houses in Cole Lane are slippery. The Clerk said this is the responsibility of the management company, but she has asked the lengthsman to clear them.

**22/070/e Highways & Transport:**

Cllr Goulder mentioned that the access cover in the pavement outside the Priory has been repaired. The Clerk mentioned that she needs to contact BT because the access cover by the bus stop in the High Street is damaged.

**Action Clerk**

Cllr Merrick said there are a few signs in North Street that are not visible due to overgrown vegetation. The Clerk said she would ask the lengthsman to clear around these areas.

**Action Clerk**

*(Cllr Bailey left the meeting)*

**22/070/f Street Lighting:**

Nothing to report

**22/070/g Defibrillators:**

Cllr Foley said there were no issues with the defibrillators and the reports have been sent off.

**22/070/h Community Shop:**

This item was discussed under *Minute ref: 22/067*

**22/070/i Any Other Issues:**

None declared

**22/071 FINANCE**

**22/071/a Matters for Report**

i. **Monthly Bank Reconciliation**

The Clerk gave the monthly bank reconciliation report as of 30<sup>th</sup> April 2022

	£
Current Account	80,236.18
Lloyds Reserve	43,832.83
Melton Building Society	33,326.03
Cambridge & Counties	<u>22,730.67</u>
Sub Total	180,125.71
Outstanding Payments	<u>0.00</u>
Total as Cash Book	180,125.71

Less Ring-Fenced Amounts

	£
Pavilion Reserve Account	29,530.67
Asset Management Reserve Account	22,574.70
Allotment Deposits	1,013.67
Bequest – Plants	150.00
Hamdon Youth Centre	<u>4,537.44</u>
Total	57,806.48

**Budget Working Capital**

**122,319.23**

ii. PWLB Direct Debit Payment

The Clerk reported that the half yearly payment of £4,774.85 to the Public Works Loan Board will be paid by direct debit on 19<sup>th</sup> May.

iii. SSDC Remittance Advice for Parish Precept

The Clerk reported that the annual precept for 2022/23 of £71,412.00 had been received from SSDC.

iv. Transfer of Annual Amounts into the Reserve Funds

The Clerk reported that she has transferred the amounts agreed in the budget for 2022/23 into the Reserve Funds as follows:

Asset Management Reserve	£3,700.00
Pavilion Reserve	£2,400.00
Hamdon Youth & Family Centre Reserve	<u>£1,500.00</u>
Total	£7,600.00

**22/071/b** Matters for Resolution

i. Invoices Payable

**Invoices paid 06.05.22**

Stoke sub Hamdon Sports & Recreation Trust	Grant for the Queen's Platinum Jubilee Event	£ 3,000.00	<i>BACS</i>
SSDC	Lengthsman Scheme for February	<u>£ 346.32</u>	<i>BACS</i>
	<b>Total</b>	<b>£ 3,346.32</b>	

**Invoices to be paid**

Sarah Moore	Expenses for April & Back Pay to April 2021	£ 1,277.77	<i>BACS</i>
Stable Print	May Newsletters	£ 205.00	<i>BACS</i>
Evis Ground Maintenance	Ground Maintenance for April	£ 666.66	<i>BACS</i>
Hamdon Youth Group	Youth Worker Grant for 2022/23	£ 6,352.90	<i>BACS</i>
DR Jones Ltd	HYFC Refurbishment Valuation no. 3	£21,455.09	<i>BACS</i>
SES (Yeovil) Ltd	HYFC Fire Alarm & CCTV Installation	£ 1,786.80	<i>BACS</i>
SSDC	Lengthsman Scheme for March & ½ day April	£ 442.36	<i>BACS</i>
Stoke sub Hamdon Sports & Recreation Trust	Annual Maintenance Grant for 2022/23	£ 4,000.00	<i>BACS</i>
Gallagher Insurance	Parish Council Insurance 2022/23	<u>£ 4,116.70</u>	<i>BACS</i>
	<b>Total</b>	<b>£40,303.28</b>	

It was RESOLVED to approve the payments

ii. Other

The Clerk asked that her standing order be amended to take into account the recent increase in pay. It was RESOLVED to adjust the Clerk's standing order.

Cllr Merrick suggested have some more signatories for the bank account. It was RESOLVED to add Cllrs Foley and Setter to the account.

**22/072 PLANNING**

**22/072/a Planning Information:**

The Clerk reported that the Strategic Planning Department has contacted both Stoke and Montacute Parish Councils regarding the potential leisure planning obligations under application 20/00991/OUT. This is for the s106 contributions under this development should it get approved by planning. It was suggested that some of the funds augment an evening/Sunday bus service. However, this does not come under s106 but under the Community Infrastructure Levy (CIL). The Strategic Planning Department have noted this point

**22/072/b Parish Planning Working Party Feedback on Applications:**

None declared

**22/072/c Planning Decisions and Reports:**

i. Reports

**22/00640/HOU & 22/00907/LBC** – erection of single storey extension to dwelling – 15 North Street, Stoke sub Hamdon TA14 6QQ – awaiting feedback from the Planning Working Group

**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. - Historic England have said they still have concerns about this application on heritage grounds and the urbanising effects this development could have on the area. They have asked Planning to consider whether this site is an appropriate and sustainable location for development given the particular sensitivities in historic environment terms and, think an alternative site should be considered

**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 – no further update

ii. Decisions

**22/00562/HOU** – erection of two storey extension with associated internal alterations – 2 Police House, East Stoke, Stoke sub Hamdon TA14 6RQ – approved with conditions

**22/00275/HOU** – new window to the second-floor northeast elevation – 36 West Street, Stoke sub Hamdon TA14 6UE – approved with conditions

**21/03834/HOU** – retrospective application for single story extension – 15 Castle Street, Stoke sub Hamdon TA14 6RE – approved with conditions

**22/00179/FUL** – installation of 5no. EV bays, associated infrastructure and 4no. new parking bays. Relocation of existing amazon locker and bin store– Cartgate Garage, A303, Stoke sub Hamdon – application permitted with conditions

**22/073 GOVERNANCE**

The Clerk said new councillors are now required to have training. The training sessions are carried out by the Somerset Association of Local Councils (SALC) via Zoom. The Clerk explained what the training entailed and said each session would cost £25 per person. The Clerk said she would email councillors with the dates. **Action Clerk**

It was RESOLVED for councillors to carry out the training.

**22/074 CORRESPONDENCE**

None declared.

**22/075 MEMBERS' & CLERK'S REPORTS**

Cllr Donovan gave his report on the SID. Cllr Donovan said he reversed the SID device in West Street, so it was facing outgoing traffic. The fastest traffic coming into the village was 78mph and the outgoing traffic was 68mph.

Cllr Foley asked whether it was possible to get the SID down by Walscombe Close. Cllr Donovan said a post would need to be installed and the Clerk mentioned a post would cost in the region of £200 and Highways would need to give their permission. Cllr Donovan said it would be ideal to put a post on the High Street as well.

Cllr Foley said thank you to Cllrs Brooks and Donovan for all their hard work.

**22/076 ITEMS FOR FUTURE AGENDAS**

None declared.

**22/077 DATE OF NEXT PARISH COUNCIL MEETING**

There being no further business the Meeting closed at 9.30pm. It was agreed to hold the next meeting on 8<sup>th</sup> June