

STOKE SUB HAMDON PARISH COUNCIL

MRS. SARAH MOORE, PARISH CLERK. 24 High Street, Stoke sub Hamdon, Somerset TA14 6PS
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MINUTES OF MONTHLY MEETING HELD ON WEDNESDAY 7TH OCTOBER 2020 VIA ZOOM REMOTE MEETING APP

20/090/a PRESENT:

Members: Mrs Barbara Brooks, Mr Hugh Donovan, Mr Andy Dawe, Mrs Rebecca Merrick, Mr Graham Middleton, Mrs Suzanne Nelms, Mrs Alex Schellenberg and Mr Bill Southcombe

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

20/090/b APOLOGIES:

Mrs Lyn Foley and Mr Neil Bloomfield (County Councillor)

20/091 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 and 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

20/092 PUBLIC SESSION:

Cllr Brooks introduced Mr S Collins who has expressed an interested in joining the parish council. Mr Collins had joined the meeting to see how the council conducted their business.

20/093 MINUTES OF PREVIOUS MEETING:

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

20/094 MATTERS ARISING FROM MINUTES:

20/094/a Review of Action List

The Clerk reviewed the items on the Action List:

- i. Overhanging trees between Co-Op and Loder's Corner: It was agreed for the Clerk to chase Cllr Bloomfield Action Cllr Bloomfield
- ii. Parish Council Website – The Clerk said a new website will be created which will have all the council's documentation on and there will be a link on the village website so that the public can access this information. Action Clerk
- 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. Litter Bin at the top of Windsor Lane – The Clerk said she is waiting to hear from Streetscene on whether they have received the litter bin. Action Clerk
- v. Provision of Bus Shelter – Information on costs are being sought and a consultation document is being drafted. Action Clerk

- vi. Grit Bin for Orchid Acre Close - It is not possible for Highways to fill the grit bin if it is situated on the island in Co-Op car park and, it appears that the verge by the roadside is Highways land. It was agreed to seek permission from County Highways so that a grit bin can be ordered Action Clerk
- vii. Damaged Play Equipment at Stonehill – The Clerk reported a new spinner would cost £2,000. This cost does not include delivery and installation. As this piece of equipment had already been replaced it was agreed not to replace again. It was also agreed to instruct the parish lengthsman to remove the existing base. Action Clerk

It was also agreed to put an explanation on why it was not being replaced in the parish newsletter. Action Cllr Brooks

(Cllr Southcombe left the meeting)

20/095 DISTRICT & COUNTY COUNCILLORS:

20/095/a Mike Hewitson – District Councillor

Cllr Hewitson report was circulated to all councillors.

Cllr Hewitson said the full council met to approve the Stronger Somerset business case. Also, the Minister had indicated that SSDC should receive a letter of invitation by the end of September.

(Cllr Southcombe re-joined the meeting)

Cllr Hewitson mentioned there had been some complaints of anti-social behaviour in Stonehill.

Cllr Hewitson said he has been approached by a developer regarding a possible development in the village, but he has not had any specific details on this yet.

Cllr Hewitson commented on the Government Planning Consultation: Planning for the Future, and said these proposals are a major concern and it is felt that it will reduce democratic input in planning; increase the density of existing settlements; reduce the construction of affordable housing; diminish environmental impact assessments and, reduce the power to raise local developer contributions i.e. CIL/s.106 and replace them with a nationally set levy.

20/095/b Neil Bloomfield – County Councillor:

No report received.

20/096 SPORTS & LEISURE:

20/096/a Hamdon Youth Centre:

Cllr Brooks confirmed that the Listed Building Consent has now been approved.

Cllr Brooks said both the flat roof and the pitched roof need repairing and asked councillors to approve the quotes of £5,730 for the new flat roof and £3,300 for the pitched roof. It was RESOLVED to accept these quotes.

Cllr Brooks announced a new hirer has been obtained for the Centre. The new hirer is an Irish Dance group for girls aged 5-16 and they are hiring the Centre on a Saturday morning.

20/096/b Hamdon Youth Group:

Cllr Brooks stated that the Hamdon Youth Group will be giving their annual presentation at the November Parish Council meeting.

20/096/c Memorial Hall and Grounds:

Cllr Brooks said the hall is now Covid-19 secure and is open.

20/096/d Play Areas:

The Clerk said that one of the cradle swings seats has been broken at the Memorial Hall play area. Cllr Donovan had suggested replacing both cradle swing seats, and

the Clerk said that as this a Wicksteed swing set, the cradle seats will cost £160 each with carriage of £27.20. The total cost will be £347.20 excl. VAT. It was RESOLVED to purchase the cradle seats.

Action Clerk

20/096/e Sports and Recreation Trust:

The Inspection and Operational reports from the Sports and Recreation Trust had been circulated to councillors. Cllr Donovan asked what action was being taken regarding the skateboard ramp. Cllr Merrick said that quotes are being obtained and that the skateboard park is the next large project for the Sports and Recreation Trust.

20/096/f Any Other Issues:

None declared.

20/097 VILLAGE ENVIRONMENT:

20/097/a Allotments

The Clerk said she had signed up a new tenant for an allotment at Furlands and a lady has asked to go on the waiting list for North Street. The Clerk said she has asked the groundsman to clear some of the allotments.

20/097/b Crime and Anti-Social Behaviour:

No report received.

20/097/c Footpaths:

Nothing to report.

20/097/d Ground Maintenance:

i. Groundsman

The Clerk said the areas reported on last month have now been cut back.

The Clerk said she had not received a reply from Countrywide and asked if she could now get the groundsman to cut back the bank on the High Street and the layby in West Street. This was agreed.

Action Clerk

ii. Parish Lengthsman

Cllr Brooks said that she and the Clerk had met with Streetscene to discuss the list of jobs for the new lengthsman. The Clerk said when she met with the lengthsman she informed him of the priority jobs such as the drains but as he did not have the necessary equipment with him, he made a start on some of the other jobs around the village. The Clerk then reported on what jobs had been carried out so far.

20/097/e Highways and Transport:

i. Grit Bin at the Co-Op

The Clerk said she had spoke with the manager at the Co-Op regarding the grass verge near the access road and he thinks this area belongs to Highways. The Clerk said she has received confirmation that this area does belong to Highways and has been told that a highways licence may have to be issued before putting a grit bin in this area.

ii. Speed Indicator Device

The Clerk said she has received some positive reactions to the SID since it has been installed near Stanchester Academy. However, a resident thought that there was an automatic 20mph limit outside schools, but this is not so. All areas with streetlights have a 30mph speed limit unless indicated by speed roundel signs.

The Clerk said she has instructed the insurance company to add cover for the SID against loss or damage. This will increase the parish council's annual insurance by £12.96 incl. IPT. However, there will be no additional premium to be paid in the interim period.

Cllr Donovan proposed purchasing a Speed Indicator Device for the village. It was RESOLVED to purchase the same style of device as the one that is currently being rented.

Action Clerk

Cllr Donovan suggested seeing the data reports before purchasing our own SID. The Clerk said she would contact Cllr Bloomfield.

Action Clerk

Cllr Schellenberg asked if it would be feasible to put up some temporary 30mph speed limit signs throughout the village. Cllr Brooks said that unfortunately signage would not be approved within a conservation area. Cllr Merrick did not think it would not deter those who already speed through the village. Cllr Schellenberg asked if the parish council needed to apply for a 20mph limit especially around the schools. The Clerk explained that the parish council would need to collate sufficient data via the speed indicator device and Speedwatch and hold consultations with residents prior to applying for a small improvement scheme to change the speed limit. It was agreed to discuss this further once the SID data had been received.

20/097/f Street Lighting

Nothing to report.

20/097/g Defibrillator Report

No report received.

20/097/h Befriending Scheme

No report given.

20/097/h Community Shop

No report received.

20/097/i Any Other Issues:

Nothing to report.

20/098 FINANCE:

20/098/a Matters for Report

i. The Clerk gave the monthly bank reconciliation report as of 30th September 2020

	£
Lloyds Current Account	61,444.60
Lloyds Reserve Account	82,821.82
Melton Building Society	<u>33,198.97</u>
Cambridge & Counties	<u>22,442.12</u>
Outstanding Payments	<u>0.00</u>
Total as Cash Book	199,907.51

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	<u>34,615.76</u>
Total	105,306.85

Budget Working Capital **94,600.66**

- ii. Quarterly Budget Comparison
It was agreed to defer this item until the next meeting.
- iii. Public Works Loan Board Payment
The Clerk reported that the next payment of £4,774.85 is due on 19th November and will be paid by direct debit.
- iv. Finance Working Group
The Finance Working Group agreed to meet via Zoom on 22nd October to discuss the Budget for 2021/22.

20/098/b Matters for Resolution

i. Invoices Payable:

		£	
G & L Consultancy Ltd	Asbestos Survey for HYFC (paid 02.10.2020)	630.00	BACS
Stoke sub Hamdon Band	Grant (paid 02.10.2020)	1,000.00	BACS
Sarah Moore	Expenses for September	37.05	BACS
Stable Print	October Newsletters	195.00	BACS
Evis Ground Maintenance	September Ground Maintenance	666.66	BACS
Hamdon Youth Group	Annual Youth Worker Grant 2020/21	6,290.00	BACS
Total		8,818.71	

It was RESOLVED to pay the invoices.

ii. Other:

a. Review of Financial Policies

Cllr Brooks said that as part of ongoing governance the Finance Working Group have reviewed Finance related policies to see if any changes are required. These policies are:

- Finance Working Group Terms of Reference (adopted 2017) - the Finance Group is recommending the adoption of minor changes to wording from 'Finance Working Party' to 'Finance Working Group'.
- Internal Control Policy (adopted 2017) - the Finance Group is recommending adoption of a revised Section 4 defining the new procedure that has been put in place for electronic and cheque payments, now the Council has moved to online banking as its preferred method.
- Procurement policy (adopted 2018) - the Finance Group is recommending:
 - ❖ the rewording of Section 6 to reflect the new use of the SSDC Parish Ranger for small works under £1,000 as opposed to a panel of handymen.
 - ❖ Amendment to the wording regarding EU Tender process to acknowledge that the system may change.

(Cllr Southcombe left the meeting)

- Risk Management Register & Management Plan (adopted 2018) – the Finance Group report that the Parish Council are managing its risks well and recommend amending the Services section, by adding in new controls in the light of recent experience regarding the Stonehill allotments and a residents breach of the terms of the Agreement.
A new set of risks have been added in relation to pandemics.

Actions that need to be carried out over the coming months are:

- ❖ Passwords to finance records and Word systems to be passed by Clerk in a sealed envelope to the Chair as part of a disaster recovery plan and only to be opened in an emergency in the event of the Clerk's demise, or sickness or leaving office. This is to ensure continuation of normal business activity.
- ❖ Queries on the Clerk's pension entitlement and insurance cover for business use of car to be reviewed by the Clerk and reported back
- ❖ A Reserves & Virement policy to be drafted
- ❖ A Complaint policy to be drafted
- ❖ To review of Publication Scheme to be reviewed
- ❖ A Lone Working policy to be drafted
- Asset Register - the Finance Group is recommending that:
 - ❖ The Parish Clerk amends the Office Equipment section to define what is included.
 - ❖ The Parish Clerk checks the ownership of the Parish Map as is it believed to be the property of the History Group and therefore should not be on the Asset Register or included in our insurance cover. The Group noted that it may be that the History Group will donate the Map to the Parish Council.
 - ❖ That photographs of all our assets are taken by our Parish Clerk and attached to the Register.
 - ❖ That a map of the location of our assets including the seats is attached to the Register.

(Cllr Southcombe re-joined the meeting)

It was RESOLVED to approve the Finance Working Groups amendments to the Finance policies.

b. NALC Pay Scale for Clerks

The Clerk said she had received notification from National Association of Local Councils (NALC) of the pay scales. The National Joint Council for Local Government Services (NJC) have agreed the pay scales for 2020-21. Due to the introduction of the national living wage, the NJC have also changed the spinal column points and scale ranges. The Clerk said the new pay increase is to be backdated to April 2020. It was RESOLVED to approve the pay scales for 2020-21.

20/099 PLANNING:

20/084/a Planning Information:

Nothing to report.

20/084/b Parish Planning Working Party Feedback on Applications:

20/02449/S73A – application to vary conditions 2 (approved plans) and 4 (materials) of planning approval 18/01571/FUL - Whitegates, West Street, Stoke sub Hamdon TA14 6QG – This is being considered by the Planning Working Group

20/02359/HOU – erection of a single storey extension to rear of dwelling - 39 High Street, Stoke sub Hamdon TA14 6PR - This is being considered by the Planning Working Group

20/084/c Planning Decisions and Reports:

Reports

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 – The District Councillor, the Parish Council and the Sports and Recreation Trust have all requested increased s.106 money for younger age groups and community hall facilities.

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 - Developers has now submitted new plans but still same urban density with 25 houses and merely turning 4 houses round at 90 degrees to ‘improve’ the view from St Michaels Mount. English Heritage has since responded to new plans and developer’s new Heritage Statement challenging its accuracy etc. and raised fundamental objections to the application again

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 objections or observations

Decisions

20/01704/HOU – replacement of two greenhouses by a log cabin - Smithy, 16 North Street, Stoke sub Hamdon TA14 6QP - permitted with conditions

20/01622/FUL – erection of Lifetime Home dwelling - Land rear of Suntreat, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – permitted with conditions

20/02162/HOU – demolition of existing UPVC conservatory and replace with link extension of similar size - The Gardeners Cottage Windsor Lane, Stoke sub Hamdon TA14 6UE – permitted

19/02960/LBC – the carrying out of various internal alterations - Hamdon Youth Centre, West Street, Stoke sub Hamdon TA14 6QG – permitted with conditions.

20/085 GOVERNANCE:

Nothing to report.

20/086 CORRESPONDENCE:

No correspondence received.

20/087 MEMBERS’ & CLERK’S REPORTS:

Nothing to report.

20/088 ITEMS FOR FUTURE AGENDAS:

Hamdon Youth Group Presentation.

20/089 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 8.47pm. The next parish council meeting will be held on Wednesday, 4th November 2020 at 7.00pm.