

MINUTES OF STOKE SUB HAMDON PARISH COUNCIL
MONTHLY MEETING HELD ON
WEDNESDAY 4TH JULY 2018 IN THE MEMORIAL HALL

18/082/a PRESENT:

Members: Mrs Barbara Brooks (Chairman), Mr Hugh Donovan (Vice Chairman), Mr Andy Dawe, Mr Robert Manning, Mrs Rebecca Merrick, Mr Graham Middleton Mrs Suzanne Nelms, Mr Malcolm Uhlhorn and Mr Stephen Waldock

Others:

Mrs Sarah Moore (Clerk), and 7 members of the public

18/082/b APOLOGIES:

Mr Neil Bloomfield (County Councillor) and Mrs Sylvia Seal (District Councillor)

Cllr Brooks declared that the meeting was being recorded and asked the public to state if they did not wish to be recorded or whether anyone else wanted to record the meeting.

18/083 DECLARATION OF INTEREST:

Cllr Merrick declared an interest in the Sports and Recreation Trust and the Memorial Hall

Cllr Brooks declared an interest in the Memorial Hall and the Hamdon Youth Group.

Cllr Uhlhorn declared an interest in the Memorial Hall

Cllr Manning declared an interest in the Sports and Recreation Trust

18/084 PUBLIC SESSION:

Representatives from the Hamdon Community Arts Project and Hamdon Playgroup updated the parish council on the recent open meeting and handed over a petition with 500 signatures from the playgroup. Cllr Waldock asked what they would like from the parish council and a representative of the playgroup said they would like support from the parish council but not necessarily in monetary terms. Cllr Middleton suggested sending a copy of the petition to county council but there were no extra copies. The playgroup agreed to scan in the document and send an electronic copy to the clerk.

(Cllr Merrick entered the meeting)

The representative stated that they would like a letter of support from the parish council and for a councillor to go on the HCAP committee. Due to other commitments that councillors had Cllr Merrick suggested that as there were vacancies on the parish council perhaps a member of HCAP would like to join the parish council.

A discussion was held regarding where the funding would come from to purchase the building. Cllr Brooks stated the business plan and feasibility study would need to include a lot more detail especially in relation to refurbishment costs, operational costs and the purchase price of the building and if the group decided to opt for a second Public Works Loan then it would be necessary to hold further open meetings and a referendum would have to be carried out to gauge residents' opinions. It would not be a parish council decision but would require consent from the majority of the community. Cllr Merrick said the parish council was not against the project and supported it in principle and advised the group to produce a more comprehensive business plan so they could go to the next stage

Cllr Nelms voiced her concerns that at the open meeting the comments towards the parish council were very negative. Cllr Brooks said that it has been confirmed the Hamdon Youth Centre is now moving forward and the exchange of contracts should take place in the first week of August. Cllr Brooks said that the playgroup previously been offered a home at the new youth centre and this offer was still open to them and the playgroup representative said if the HCAP project failed then the playgroup would move to the new youth centre. Cllr Nelms asked whether the playgroup, as a business, had considered purchasing all or part of the building. The playgroup representative said that this option is being considered.

It was agreed to provide a letter of support and to put an article in the newsletter.

Action Cllr Brooks & Clerk

The Chairman of the Sports and Recreation Trust had emailed councillors a copy of a report on the Trust's future projects. He stated that the Adventure Play Area has changed its name

to 'Outdoor Exercise and Activity Project' and went through the various stages of completion. The Trust are in the final stages of fundraising and have been awarded funds of £62,000 which leaves around £55,000 to find.

The Trust are looking to build a porch onto the pavilion to enhance the changing facilities. This will cost £6,552 and so far £2,805 has been ring-fenced.

The final project is the flood lights for the training area and funding sources now need to be secured. The estimated cost for this project is around £22,000 and the Trust have £9,477 ring-fenced. Discussions are being held with Somerset FA to try and secure a grant from the Football Foundation but at present the Football Foundation only give funding for portable floodlights not fixed. The Trust are hoping to get the s106 funding from Tayberry Close development and would like a support letter from the parish council. Cllr Brooks said that she had already contacted Cllr Seal regarding the process of pulling down S106 funds.

It was agreed that the parish council would provide a letter of support.

The Trust will need to carry out drainage work on the new pitch will commence at the end of July; two new drains will be installed and this will cost around £5,500

18/085 MINUTES OF PREVIOUS MEETING:

Cllr Merrick said that her declaration of interest for the Memorial Hall was not included under *Minute ref: 18/067*

Minute ref: 18/072/b was amended to read £8,000 and not £9,000

The Minutes of the previous Parish Council meeting were signed and approved.

Proposed: Cllr Waldock Seconded: Cllr Nelms agreed unanimously

18/086 MATTERS ARISING FROM MINUTES:

18/086/a Review of Action List

The Clerk reviewed the items on the Action List:

- i) Overhanging Trees - Ongoing
- ii) North Street Line Marking – The central line down the road had been repainted but the warning arrows on the speed bumps still needed to be done. Also, the 'SLOW' sign has not been repainted. **Action Clerk**
- iii) Block drain in East Stoke/Montacute Road – This needs reporting again. Despite the drain being marked for clearance there are weeds growing out of the drain. **Action Clerk**
- iv) Tender documents for tree work – The advert needs to be placed in the Western Gazette in late August to advertise the work for tender. **Action Clerk**
- v) Acquisition of land for additional cemetery – The Clerk said she is still waiting to hear about a site meeting with the Duchy of Cornwall **Action Clerk**
- vi) Barbed Wire – An estimate to remove the barbed wire was received from Richard Vaughan for £72. The Clerk said she had accepted the estimate. **Action Clerk**
- vii) Hamdon Youth Centre Management Agreement – This item is ongoing. **Action Cllrs Brooks & Dawe**
- viii) Refurbishment of picnic tables – The Clerk reported that she had received an estimate of £515 which she considered expensive. Councillors concurred, and it was agreed to get further estimates which should not be more than £200. **Action Clerk**
- ix) Insurance Claim – Under the new GDPR legislation the Clerk has had to ask permission from the prospective claimant to pass on their contact details to the insurers.
- x) Insurance Claim on the Recreation Ground – The details have been submitted to the insurers.
- xi) Online Banking – The Clerk has contacted the bank and is waiting for the Business Branch Manager to contact her as the bank have requested to meet. It was questioned why an account could not be just opened online. The Clerk surmised whether it was to do with switch accounts but will check this. **Action Clerk**
- xii) Litter bin and dog bin – The bins have now been installed. There had been some confusion regarding whether the dog bin had been given approval. This had now been rectified and the bin emptied. The handyman had been requested to put some concrete in around the post as it was not secure enough in the ground.

- xiii) Claim of an allotment being sold with a property in East Stoke – these claims were unfounded.
- xiv) New Cut footpath – this had been previously been cut by a resident who had passed away. This is the responsibility of Rights of Way. It was agreed to report this.

Action Clerk

18/087 DISTRICT & COUNTY COUNCILLORS:

18/087/a Sylvia Seal – District Councillor

No report given

18/087/b Neil Bloomfield – County Councillor:

No report given

18/088 SPORTS AND RECREATION TRUST REPORT:

18/088/a Inspection Report:

The report for June was circulated to all members. There was nothing to report.

18/088/b Other:

This was covered under *Minute ref: 18/084*

18/089 SPORTS & LEISURE:

18/089/a Hamdon Youth Centre:

Cllr Brooks reported that the extension of loan approval has been received from the Public Works Loan Board. The rules have now been changed and the PWLB are not allowing any more extensions and so this has been done on a discretionary basis.

The Architectural Heritage Fund have agreed to pay an interim payment of £2,481 and a further £600 for when the parish council receive the next legal bill thus getting the full grant.

The Methodist Church are now in agreement with documents and the slight amendments will be sorted out. Once this has been done contracts will be exchanged in August, so an extraordinary meeting will need to be arranged in order pass the relevant resolutions.

It was agreed to put this in the newsletter.

Action Cllr Brooks

18/089/b Hamdon Youth Group:

Cllr Brooks said the next meeting was on 12th July.

18/089/c Memorial Hall and Grounds:

Cllr Brooks said there has been no committee meeting since the last parish council meeting but reported that the Jazz evening went well.

18/089/d Play Areas:

No report given

18/089/e Any Other Issues:

None declared.

18/090 VILLAGE ENVIRONMENT:

18/090/a Allotments

Nothing to report

18/090/b Crime and Anti-Social Behaviour:

No report given.

18/090/c Footpaths:

Nothing to report.

18/090/d Ground Maintenance:

The Clerk and Cllr Uhlhorn carried out a village inspection and found that several areas were overgrown which the Clerk reported on. The Clerk said that the day after the inspection the groundsman had completed some of the outstanding work. The groundsman was sent an email with a copy of the report and was asked when the outstanding items were going to be carried out.

18/090/e Highways and Transport:

It was reported that the gutters were in a terrible state throughout the village due to the considerable amount of weeds growing. It was agreed to report this to Somerset County Council and Cllr Bloomfield

Action Clerk

Cllr Nelms expressed her concerns about the parking on the junction of Stonehill and near the top of Windsor Lane/East Stoke. It was agreed to contact Highways to request some double yellow lines in these areas.

18/090/f Street Lighting

No report given.

18/090/g Any Other Issues:

None declared

18/091 **FINANCE:**

18/091/a Matters for Report

i) Monthly Bank Reconciliation

The Clerk gave the Year End bank reconciliation report as at 30th June 2018

Current Account	£ 550.00
Business Reserve Account	£ 121,293.91
Sports & Recreation Trust Reserve Account	£ 16,821.32
Asset Management Reserve Account	<u>£ 30,944.25</u>
Total	£ 169,159.48
Outstanding Transfers	(£ 7,587.25)
Outstanding Cheques	<u>(£ 200.65)</u>
Total as Cash Book	£ 161,371.58

Ring-Fenced Amounts:

Sports & Recreation Trust Reserve A/C	£ 16,821.32
Cemetery Project	£ 9,916.47
Asset Management Reserve A/C	£ 30,944.25
Bequest – Plants	£ 150.00
Hamdon Youth Centre	<u>£ 30,300.00</u>
Total	£ 88,132.04

Unallocated Money £ 73,239.54

ii) Quarterly Budget Comparison

The Comparison of Budget report as at 30th June 2018 had been circulated to all members. The report shows the annual budget for 2018/19 and the actual spend to date. The Clerk reported that at the 1st quarter of the financial year the parish council's expenditure is on budget. However, there are two areas which show an overspend; these are Staffing Costs – NALC pay awards for 2018/19, and Grants – an increase in the grants given for the Youth Worker and Sports & Recreation Trust Management Fee. It was agreed that the ring-fenced amounts would be shown on the minutes under the bank reconciliation.

18/091/b Matters for Resolution

i) Cheques Payable:

Sarah Moore	Expenses/Reimbursement June	£ 124.79	Chq 2176
Stable Print & Design Ltd	July Newsletters	£ 190.00	Chq 2177
Countrywide Ground			
Maintenance	Ground Maintenance May	£ 655.20	Chq 2178
HMRC	PAYE	<u>£ 110.00</u>	Chq 2179
	Total	£ 1,079.99	

Post-dated payments to be made as there is no meeting in August in accordance with the resolution passed on 13th September 2011 (see *Minute Ref: 11/128/c*)

Stable Print	August Newsletter	£ 190.00	Chq 2180
Countrywide Ground			
Maintenance	Ground Maintenance	<u>£ 655.20</u>	Chq 2181

Total £ 845.20

Proposed: Cllr Donovan Seconded: Cllr Waldock agreed unanimously

- ii) Other:
None declared.

18/092 PLANNING:

18/092/a Planning Information:

No report given.

18/092/b Parish Planning Working Party Feedback on Applications:

18/092/c Planning Decisions and Reports:

- i. Reports
14/05319/FUL – land behind Co-Op, Montacute Road, East Stoke, Stoke sub Hamdon – building has now recommenced.
16/03872/FUL – 14 age restricted houses on Great Field Lane – build has now started.
- ii. Decisions
18/01398/FUL – proposed single storey porch – Eastlands, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – Granted

It was agreed to ratify the planning working party's recommendations.

Proposed: Cllr Waldock Seconded: Cllr Merrick agreed unanimously

18/093 GOVERNANCE:

No report given.

18/094 CORRESPONDENCE:

.

18/095 MEMBERS' & CLERK'S REPORTS:

No reports given

18/096 ITEMS FOR FUTURE AGENDAS:

None declared.

18/097 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 10.10pm. There is no meeting in August and the next Parish council meeting will be held on Wednesday, 5th September at 7.00pm.