

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 13th JANUARY 2021 VIA ZOOM REMOTE MEETING APP

21/001/a **PRESENT:**

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

Others: Mrs Sarah Moore (Clerk) and no members of the public

21/001/b **APOLOGIES:**

Mr Mike Hewitson (District Councillor) and Mr Neil Bloomfield (County Councillor)

21/002 **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

Cllr Nelms declared an interest in Friends of Ham Hill

Cllr Southcombe declared an interest in the Hamdon Community Arts Project

21/003 **PUBLIC SESSION:**

There were no public in attendance.

(Cllr Dawe entered the meeting)

Cllr Foley mentioned a resident had been picking up litter whilst out walking and enquired whether the parish council could provide rubbish bags, gloves and other equipment and possibly organise some regular litter picking events. The Clerk said the Parish Council normally organise an annual litter pick before the May Fayre and this has to be done in conjunction with the SSDC as they provide all the necessary PPE and equipment.

Cllr Foley said the resident also finds larger items of litter in the verges which they are unable to pick up. The Clerk said if the resident could let her know then she will report it to SSDC. It was agreed to support the resident, but they would be doing this work at their own risk. Cllr Merrick suggested put an article in the newsletter asking for a voluntary group to keep the village tidy and ask the resident to be the co-ordinator. Cllr Foley agreed to update the resident and Cllr Brooks and the Clerk will arrange the equipment and PPE.

Action Cllrs Brooks, Foley & the Clerk

It was agreed to bring forward the report on the Community Shop. Cllr Foley said this has now become the Hub for deliveries and prescriptions again and there is a good group of volunteers to assist with this. Cllr Foley said the Christmas 'Secret Santa' was very successful and reported on who won the hamper.

The shop had to close and the Covid protocol had to be put in place due to a possible case of Covid-19. The shop was deep cleaned and some of the volunteers had to self-isolate. Fortunately, the suspected case was proven negative. Cllr Foley said the protocol worked well.

Cllr Foley said the Lunch Club delivered 12 take-away Christmas dinners to residents around the village on Christmas day which were gratefully received. Cllr Brooks thanked Cllr Foley for everything she is doing for the village.

21/004 **MINUTES OF PREVIOUS MEETING:**

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

21/005 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 emailed Highways and they are investigating the matter.
- ii. Refurbishment of telephone kiosk (West Street) – Cllr Southcombe said he will do the refurbishment once the lockdown period has finished. **Action Cllr Southcombe**
- iii. Potential Provision of Bus Shelter – The Working Group have not had a chance to meet to discuss this.
- iv. Grit Bin for Orchid Acre Close - Permission has been given to put it on the verge near the Co-Op, the grit bin has been ordered. Highways have asked if the Parish Council will fill the grit bin and they will then put it on the rota for next year. **Action Clerk**
- v. SID Data Reports – Due to unforeseen circumstances the reports have been delayed.
- vi. Extra Hours for Parish Lengthsman – Due to staffing issues at SSDC there has been no response regarding this as yet. **Action Clerk**
- vii. SID Training - This does not need to go through SCC. Clerk agreed to get independent quotes. **Action Clerk**

21/006 DISTRICT & COUNTY COUNCILLORS:

21/006/a Mike Hewitson – District Councillor

No report received.

21/006/b Neil Bloomfield – County Councillor:

The Clerk read out Cllr Bloomfield's report. County Council are providing staff to care homes who are extremely short of staff, the health care sector in Somerset is around 30% down due to sickness. Our two main hospitals are struggling and with infection rates and two mass vaccination centres should open at the end of the month at Taunton Racecourse and the Bath & West showground. The County Council will also be providing staff at these places too. Cllr Bloomfield has contacted several of the state schools in the area and Stanchester regarding home study and google class. Martock Parish Council has purchased 5 laptops and loaned them to Martock school as some children in the parish are unable to access online classes due to the lack of IT. Another school has also said they need IT equipment, so Cllr Bloomfield has asked County Council if there is any funding.

21/007 SPORTS & LEISURE:

21/007/a Hamdon Youth Centre:

Cllr Brooks said an application for a Tier 3 support grant but unfortunately this was refused on a technicality and Cllr Mike Hewitson has kindly agreed to look into this. The Government have issued a statement that hospitality and leisure businesses will receive a one-off grant on the same basis as was done in Spring last year. If the confusion on the refusal of the Tier 3 grant is resolved, then the youth centre should be eligible for this.

Cllr Brooks reported a virtual meeting was held with SSDC Planning to clarify exactly what information and drawings the Conservation Officer needed in order for the Parish Council to discharge the various Conditions. Unfortunately, this was not a successful meeting and Cllr Hewitson has written to the Planning Lead on the Parish Council's behalf expressing concern and has requested a second meeting in January to progress matters. Cllr Brooks thanked Cllr Hewitson for his active support in this.

Cllr Brooks said a planning application for CCTV and an internal fire alarm system was submitted at the end of last year, but this has been refused validation as SSDC require a full "Minor Development" planning permission application (which includes Listed Building elements) to be submitted.

Cllr Brooks reported that the insulated concrete floor has now been laid in the main new Hall and much of the trunking and cabling for the new heating system is in place. Due to manufacturing constraints during the pandemic, the new heaters for both halls are not due in until the end of January and the wood flooring for the main hall not until sometime in February.

Donations totalling £150 for the pews have now been received and will go into the refurbishment fund. An interim invoice from P A Higgins Electrical for £2,961 has been submitted; this is for materials and work done to date.

It was RESOLVED to pay this invoice.

Cllr Brooks said P A Higgins Electrical has been asked to also quote for the installation of two way switching for the lights in the main hall and to re-use the old night storage heater cabling and sockets and convert them into power sockets for both halls. This will involve an extra cost in the region of £630.

It was RESOLVED to accept this additional quotation.

Cllr Brooks said a quotation have been received from P A Higgins Electrical of £3,640 for the replacement of the lighting in both halls to more efficient and flexible LED versions. It was RESOLVED to accept the quotation.

21/007b Hamdon Youth Group:

No report.

21/007/c Memorial Hall and Grounds:

Cllr Brooks reported the Trustees have the 'Lockdown' grant of £6,200. Cllr Brooks said the hall has been offered as a vaccination centre and has written to the relevant medical authorities saying why it would be of benefit to the local community so that people could still adhere to the lockdown rules. Cllr Brooks said the response has been positive, but no commitment has been given.

21/007/d Play Areas:

No report given.

21/007/e Sports and Recreation Trust:

An inspection report had been circulated to councillors.

21/007/f Any Other Issues:

It was raised at the last parish council meeting that the Friends of Ham Hill were looking for support from the Parish Council. The Clerk said they have submitted a grant application for £500 to go towards the Woodland Wellbeing sessions on Ham Hill.

Cllr Dawe asked whether any residents from the village would be attending these sessions. The Clerk said that this was not stated in the application. Cllr Nelms believed it was aimed for all the surrounding villages and the schools.

It was RESOLVED in principle to give a maximum grant of £200 on the proviso there are Stoke residents attending the sessions.

21/008 **VILLAGE ENVIRONMENT:**

21/008/a Allotments

The Clerk said she has signed up a new tenant up at the Furlands site.

21/008/b Crime and Anti-Social Behaviour:

No report received.

21/008/c Footpaths:

No report.

21/008/d Ground Maintenance:

i. Groundsman

The Clerk said the trees at the West Street layby will be cut back shortly. Cllr Brooks asked if the Holly tree at the Youth Centre could be pruned. **Action Clerk**

The vegetation around the speed signs have not been done. The Clerk agreed to chase this up. **Action Clerk**

Cllr Middleton said the farmer has cut his hedge and all the cuttings are over the road in Norton Road/New Road. The Clerk said that the farmer should be clearing this up. It was agreed to find out who the farmer was and ask him to clear it up. **Action Clerk**

ii. Parish Lengthsman

The Clerk said she has informed the lengthsman that the parish council have decided to increase his hours for the next couple of months, but he was unable to fit it into his schedule for December. The new dog bin has been installed in the Memorial Hall

grounds. The lengthsman has been clearing the drains where possible and has taped off the broken spinner post in Stonehill play area.

Cllr Brooks asked if the lengthsman could clear the weeds along East Stoke.

21/008/e Highways and Transport:

The order for the SID was submitted to Elancity. Unfortunately, Elancity have experienced delivery problems from France and there is currently a delay.

The Clerk had contacted SCC Traffic Management team regarding the Chapter 8 training . The training does not need to go through Somerset County Council so the Clerk will obtain some quotes. Action Clerk

21/008/f Street Lighting

Nothing to report.

21/008/g Defibrillator Report

The Clerk reported the defibrillator reports for December have been carried out.

21/008h Befriending Scheme

No report given.

21/008/h Community Shop

See Minute ref: 21/003.

21/008/i Any Other Issues:

The Clerk said she had received some complaints about a broadband firm whose representatives have been going door to door asking residents to sign up to give them permission to install fibre broadband equipment on their land, and they have been offering £100 incentive if residents sign up there and then. It was agreed to give residents a general warning to take care regarding door-to-door salespeople.

The Clerk had circulated the draft wording for the new website to councillors.

(Cllr Foley left the meeting)

A discussion was held on the content and it was agreed to for Cllr Brooks and the Clerk to go through the final wording. It was agreed to liaise with the editor of the existing village website before launching and advertising the new parish council website. Action Cllr Brooks & Clerk

The Clerk said the new website will need to have a website accessibility statement which is being prepared.

21/009 FINANCE:

21/009/a Matters for Report

i. The Clerk gave the monthly bank reconciliation report as of 31st December 2020.

	£
Lloyds Current Account	38,074.54
Lloyds Reserve Account	82,823.88
Melton Building Society	<u>33,198.97</u>
Cambridge & Counties	<u>22,442.12</u>
Outstanding Payments	<u>75.00</u>
Total as Cash Book	176,464.51

Less Ring-Fenced Amounts:

	£
Pavilion Reserve Account	24,842.12
Asset Management Reserve Account	43,998.97
Bequest – Plants	150.00
Hamdon Youth Centre	<u>33,985.76</u>
Total	102,976.85

Budget Working Capital **73,487.66**

ii. Quarterly Budget Comparison

The Comparison of Budget report as at 31st December 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 3rd quarter of the financial year the parish council's expenditure is on budget.

21/009/b Matters for Resolution

i. **Invoices Payable:**

		£	
Sarah Moore	Expenses for December	233.97	BACS
Stable Print	January Newsletters	195.00	BACS
Evis	Ground	666.66	BACS
Maintenance	December Ground Maintenance		
SSDC	Parish Lengthsman	173.16	BACS
HMRC	PAYE Period 8-10	168.55	BACS
Somerset Association of Local Councils	Councillor Training	50.00	BACS
The Hamdon Youth Centre	Grant from South West Housing Association	200.00	BACS
P A Higgins Electrical	New Heating for HYFC	<u>2,961.00</u>	BACS
	Total	4,648.34	

It was RESOLVED to pay the invoices.

ii. **Other:**

Cllr Donovan explained the overall parish council finances against the budget for 2021/22. The Finance Group's recommendation was to increase the precept by 2% which would give a precept of £69,841.

It was RESOLVED to approve the Finance Group's recommendation

21/010 PLANNING:

21/010/a Planning Information:

No report given.

21/010/b Parish Planning Working Party Feedback on Applications:

20/03491/HOU – erection of a single storey extension and new dormer window to rear of dwelling – 29 High Street, Stoke sub Hamdon TA14 6PR – No objection to the overall extension and dormer window but do object to the use of buff bricks as it would be out of keeping with materials used for neighbouring properties, particularly as the property is in a Conservation Area where hamstone is the key material. The extension should be built from hamstone.

20/03624/TCA – notification of intent to carry out tree surgery works to no. 1 tree within a Conservation Area – Rag Cottage, 27 High Street, Stoke sub Hamdon TA14 6PR – no observations or objections.

21/010/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 – No further published progress.

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 further published progress.

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 – further amended plans submitted. No published progress.

Decisions

20/02870/HOU – proposed porch to front of property – 24 Norton Road, Stoke sub Hamdon TA14 6QW - Permitted.

20/03050/TCA – notification to carry out tree surgery work to no. 2 trees within a Conservation Area – The Gables, North Street, Stoke sub Hamdon TA14 6QR – permitted.

It was RESOLVED to ratify the Planning Groups recommendations.

21/011 GOVERNANCE:

The Clerk said as she is continuing to work through the lockdown, she needs an official key worker letter.

The Clerk reported the Local Government Association have published a new Councillor Code of Conduct. Once this has been approved the Parish Council's Code of Conduct can be amended.

21/012 CORRESPONDENCE:

No correspondence received.

21/013 MEMBERS' & CLERK'S REPORTS:

The Clerk said she has received notification of a scam offering people a Covid-19 vaccine in an attempt to steal bank details and that there is an extremely convincing fake NHS website. It was agreed to put an article in the newsletter about this and other scams.

21/014 ITEMS FOR FUTURE AGENDAS:

None declared.

21/015 DATE OF NEXT PARISH COUNCIL MEETING:

There being no further business the meeting was closed at 20.38pm. The next meeting will be held on Wednesday, 3rd February 2021 at 7.00pm.