



The Council Office, North Street Workshops, Stoke sub Hamdon, TA14 6QR

**MINUTES OF THE MEETING OF STOKE SUB HAMDON PARISH COUNCIL HELD ON  
WEDNESDAY 4th SEPTEMBER 2024 AT THE COUNCIL OFFICE, NORTH STREET  
WORKSHOPS, STOKE SUB HAMDON, TA14 6QR**

**Present**

Cllr. P Gould (Chairperson)  
Cllr. S Nelms  
Cllr. R Lewis  
Cllr. R Merrick  
Cllr. M Hulett  
Cllr. M Foley  
Cllr. T Fryer  
Cllr. M Dullaghan  
Cllr. A Salter  
County Councillor Pearlstone (part time)  
County Councillor Bailey (part time)  
Five members of public  
Mr T Heath (Interim Clerk)

**24/191 RECORDING OF THE MEETING**  
No recordings of the meeting were made.

**24/192 APOLOGIES FOR ABSENCE**  
No apologies for absence were received.

**24/193 CO-OPTION OF A PARISH COUNCILLOR**  
Following receipt of two applications, the Council voted in favour of co-opting Mr. Andrew Salter on to the Parish Council with immediate effect. Mr. Salter then signed a declaration of acceptance of office form as a Parish Councillor, witnessed by the Interim Clerk. The Chair thanked the other applicant for her application and stated that if a further vacancy for Parish Councillor became available the Clerk would be in touch.

**24/194 DECLARATIONS OF INTEREST IN AGENDA ITEMS**  
Cllr. Merrick declared an interest in agenda item 24/201.

**24/195**

**APPROVAL OF MINUTES**

It was **RESOLVED to APPROVE** the minutes of the meeting held on the 7<sup>th</sup> August 2024 with the following enhancement to the published draft minutes - min.24/174 to read; Council unanimously **APPROVED** changes to the Melton Building society account mandate (A/C No: ILN3382054STO), thus removing all current signatories, ex Councillors Barbara Brooks and Hugh Donovan plus the ex-Clerk Mrs Sarah Moore and replacing with the Interim Clerk Mr T M Heath, Cllr. M Hulett, and Cllr. R Merrick.

**24/196**

**PUBLIC SESSION**

A member of the public (MoP) asked Council questions regarding its management and use of IT assets. The Clerk responded stating regular checks on all assets are undertaken through Councils asset management process.

A MoP requested that the statement up for approval (agenda item 24/198 refers) is accepted in the context of minute 23/069. The Chair was content to do so.

A further question was raised regarding Councils response to a letter from members of Stoke sub Hamdon youth club, dated 27<sup>th</sup> May 2024. The Clerk stated that on behalf of Council, a reply to the letter will be issued shortly.

The MoP requested a further meeting between Hamdon Youth Group and Parish Council representatives be arranged to close out legacy issues. The Clerk requested the MoP to provide in writing topics for discussion.

Another MoP, representing the speed watch group asked if Council would support costs associated with Chapter 8 training. It was agreed to cover this at agenda item 24/203.

**24/197**

**SOMERSET COUNCIL REPORT**

County Councillor Pearlstone reported on the recently published Somerset Council/Keir 'price list.' In addition the Councillor stressed the importance of the Parish Council being represented on the Local Community Network. The Clerk asked if a list of County Council statutory obligations could be provided to the Parish Council.

County Councillor Bailey stated although only four months into the fiscal year, Somerset County Councils financial position is looking better.

**24/198**

**MATTERS ARISING FROM PREVIOUS MEETINGS**

- (a) Cllr. Hulett reported the position of ongoing work associated with future locations and management of dog waste bins. It is now planned to bring a costed proposal to Council at the October 2024 meeting.
- (b) The Clerk reported that the Lloyds bank mandate changes approved by Council have been enacted. Information is now available to complete the documentation for Cambridge and Counties and Melton Building Society mandate changes.
- (c) The Clerk reported the grounds maintenance contract with EVIS had been signed.
- (d) Cllr. Burton outlined plans leading to the development and presentation to Council of a play area forward action plan.

- (e) Following a meeting between representatives of the Parish Council and Hamdon Youth Group (min.24/169 refers), members overwhelmingly **APPROVED** the following jointly prepared statement; 'The Parish Council has no reason to doubt the suitability of Hamdon Youth Group's (HYG) safeguarding policy and procedures. Both the Parish Council and HYG recognise the need to ensure the safety and social welfare of the young people in our village'

#### **24/199 FINANCE**

- (a) Council unanimously **APPROVED** payments as detailed below

Duchy	Allotments - Half yearly Rent in Arrears	£180.00
Duchy	Rec Ground - Half yearly Rent in Advance	£720.0
Mr T M Heath	Democratic services	£909.45
Mr T M Heath	Expenses (Tesco Mobile)	£7.50
HMRC	PAYE	£225.80
The Play Inspection Company	Play area annual inspection & report	£180.00
Indeed	Recruitment advert	£211.31
Resident	Allotment deposit return	£12.50
100Green	Gas Usage	£168.06
Lloyds Bank	Service charge	£7.00
Ionos	Web and Mail	£50.99
Stable Print	Newsletter	£210.00
Evis	Grounds Maintenance	£750.00
Cloudy IT	Microsoft Business	£71.16
Adobe	PDF capability	£19.97

- (b) Members unanimously **APPROVED** the bank reconciliation statement as of 31<sup>st</sup> August 2024.

#### **24/200 FINANCE AND RESOURCE SUB-COMMITTEE**

Following a proposal from Cllr. Merrick, seconded by Cllr. Hulett, members unanimously **APPROVED** the dissolving of the Finance and Resource sub-committee with immediate effect.

#### **24/201 GRANT APPLICATION**

Council **APPROVED** a grant to Stoke sub Hamdon Memorial Hall and Recreation Ground trust to the value of £2034.55 and **AGREED** to add this to the list of approved payments, min.24/199 refers.

#### **24/202 NEWSLETTER**

Members **REJECTED** a monthly increase of £30.00 for printing of the newsletter, reverting to a 'matt 'paper by 7 votes to 3.

#### **24/203 SPEED WATCH**

- (a) Cllr. Dullaghan briefed Council on the positive progress made in setting up of a speed watch group, which has 15 volunteer members. Subsequent costs for Chapter 8 training will be presented to Council for their consideration at a future meeting.
- (b) Council unanimously **APPROVED** a budget of up to £250.00 for the speed watch group to use on communication material.

- 24/204 GAS SUPPLY**  
Council **NOTED** a contract has been put in place with 100Green for the supply of gas to the Council offices. The contract will cover the period from 01/10/23 to 31/08/25 inclusive.
- 24/205 SCRIBE**  
Council **APPROVE** unanimously to cancel the Scribe accountancy package with immediate effect. The interim Clerk advised the meeting that a suitable and functioning cashbook had been developed using Microsoft software, this would be made available to the permanent RFO once appointed.
- 24/206 ADOBE**  
Council unanimously **APPROVED** cancellation of the Adobe software package with immediate effect.
- 24/207 AGAR**  
The Clerk reported there had been no correspondence from the external auditor relating to the 2024 annual governance and accountability review submission.
- 24/208 LOCAL COMMUNITY NETWORK**  
The Council formally **APPOINTED** Cllr. Gould and Cllr Hulett as its representatives to the Local Community Network forum.
- 24/209 ALLOTMENTS**  
(a) Cllr. Hulett reported satisfactory progress has been made by the working group in relation to developing an up to date 'holders map' and a revised tenancy agreement. The Councillor informed members that there is a considerable amount of work to be undertaken to clear rubbish and make good available allotments for those who are seeking one.  
(b) Following a tabled amendment from Cllr. Foley, Council **APPROVED** a revised tenancy agreement. Cllr. Hulett stated she would aim to get allotment holders to sign up to the new agreement via future monthly surgeries.
- 24/210 RISK MANAGEMENT POLICY**  
A risk management policy, distributed to members ahead of the meeting was unanimously **ADOPTED**.
- 24/211 MINOR PROJECT – SAFTY NETTING**  
Members **NOTED** a proposed Sports and Recreation Trust project to replace and extend the netting around Oak Tree House, that when complete, will have an impact on Council's asset register.

- 24/212 STAFING SUB COMMITTEE**  
Cllr. Burton provided an update on progress relating to the recruitment of a permanent Clerk and RFO. 32 Applications were received with six selected by the staffing committee for interview. The six interviews are scheduled to be completed by 6<sup>th</sup> September 2024, following which the staffing committee will come back to the full Council with their recommendation(s).
- 24/213 PLANNING**  
Council **APPROVED** a further statement proposed by Cllr. Fryer to planning application amendment 24/00935/S73. The Clerk was asked to provide the statement to Somerset planning team with a copy being sent to County Councillor Pearlstone.
- 24/214 HIGHWAYS**  
Nothing discussed.
- 24/215 CRIME, DISORDER AND COMMUNITY SAFETY**  
Nothing discussed.
- 24/216 CORRESPONDANCE**  
(a) Council **APPROVED** a bench could be placed, at no cost to Council at the Memorial Hall in memory of RM Southcombe.  
(b) Council **APPROVED** a request to hold a residents meeting on the 15<sup>th</sup> October 2024.
- 24/217 ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT MEETING**  
Review of quotes for lighting outside the Council Office  
Council support to the Memorial Hall S106 request for SPAG lighting
- 24/218 DATE OF NEXT MEETING**  
The next full Council meeting is scheduled for Wednesday 2<sup>nd</sup> October, commencing at 7:00pm.
- 24/219 EXCLUSION OF PRESS AND PUBLIC – COMMERCIAL MATTER**  
Council **AGREED** to exclude the press and public to enable a commercial in confidence matter to be discussed.
- 24/220 PARISH RANGER**  
Following review of four quotations Council unanimously **APPROVED** the appointment of EVIS as its contractor to undertake ranger duties, up to three days per month. A contract is to be put in place by the Clerk covering period 1<sup>st</sup> October 2024 to 31<sup>st</sup> March 2026.

Approved by.....

Date.....