



No.7 North Street Workshops, North Street, Stoke sub Hamdon TA14 6QR

You are summonsed to a meeting of Stoke sub Hamdon Parish Council on

7pm WEDNESDAY 4th SEPTEMBER 2024

at the Parish Council Offices, No.7, North Street Workshops

Terry Heath

Interim Parish Clerk

28th August 2024

Councillors are reminded that as holders of public Office they are expected to comply with the Nolan Principles, and the Councils Code of Conduct as well as showing respect for others in accordance with the law.

As per Councils Standing Order 3(e) there will be an opportunity for members of the public to comment on Agenda items (at the discretion of the chairman of the meeting). As per Standing order 3(f) the public question comment time is limited to 5 minutes each, and the session should not exceed 30 minutes (unless directed by the chairman of the meeting)

If a person behaves in an offensive or improper manner which disrupts the meeting and refuses to moderate their behaviour they will, by motion, be excluded from the remainder of the meeting.

AGENDA

24/191 RECORDING OF MEETING

Attention is drawn to the Councils policy on recording meetings. Those wishing to record meetings are asked to notify the Chair prior to or at the commencement of the meeting if they intend to audio/video record public proceedings

24/192 APOLOGIES FOR ABSENCE

24/193 CO-OPTION OF A PARISH COUNCILLOR

Council are asked to consider applications for co-option of a Councillor to fill the one vacant position. Details associated with the two applications will be circulated to members ahead of the meeting

24/194 DECLARATIONS OF INTEREST IN AGENDA ITEMS

- 24/195 APPROVAL OF MINUTES**
Council are requested to **RESOLVE TO APPROVE** the minutes of the full council meeting, held on 7th August 2024
- 24/196 PUBLIC SESSION**
- 24/197 SOMERSET COUNCIL REPORT**
- 24/198 MATTERS ARISING FROM PREVIOUS MEETINGS**
- (a) **UPDATE** from the dog waste bin working party
- (b) **UPDATE** on the bank and building society mandate changes
- (c) **STATUS** of letting the grounds maintenance contract
- (d) **UPDATE** on ongoing work associated with play area inspections
- (e) Following a meeting between representatives of the Parish Council and Hamdon Youth Group (min.24/169 refers), members are requested to **APPROVE** and minute 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) Members to **APPROVE** a list of payments, circulated ahead of the meeting
- (b) Members are asked to **APPROVE** the bank reconciliation statement as of 31st August 2024
- (c) Council to **APPROVE** a monthly standing order to EVIS for £750.00. The standing order has been end dated to correlate with the associated contract completion date. Members to **NOTE** a direct debit has been set up for payment of PAYE to HMRC
- 24/200 FINANCE AND RESOURCE SUB COMMITTEE**
Council to **DISOLVE** the Finance and Resource Sub Committee with immediate effect
- 24/201 GRANT APPLICATION**
Council to **CONSIDER** the grant application from Stoke sub Hamdon Memorial Hall and Recreation Ground to the value of £2034.55
- 24/202 NEWSLETTER**
Members are asked to **APPROVE** a monthly increase of £30.00 for printing of the newsletter
- 24/203 SPEED WATCH**
- (a) An update on progress to be provided
- (b) Members are requested to **APPROVE** expenditure up to £250.00 for the speed watch project issues in aid
- 24/204 GAS SUPPLY**
Council to **NOTE** a contract has been put in place with 100 Green for the supply of gas to the Council offices. The contract to run from 01/10/23 to 31/08/25
- 24/205 SCRIBE**
Council are requested to **APPROVE** cancellation of the Scribe accountancy package with immediate effect

- 24/206** **ADOBE**
 Council are requested to **APPROVE** cancellation of the Adobe software package with immediate effect
- 24/207** **AGAR**
 The Interim Clerk to provide Council with an **UPDATE** on the 2023/2024 external Annual Governance and Accountability Review submission
- 24/208** **LOCAL COMMUNITY NETWORK**
 Council to **APPOINT** a representative onto the Local Community Network group
- 24/209** **ALLOTMENTS**
 (a) An update on progress to be provided
 (b) Council are requested to **APPROVE** an updated allotment tenancy agreement, distributed to Members ahead of the meeting
- 24/210** **RISK MANAGEMENT POLICY**
 Members are asked to **RESOLVE** to **ADOPT** a risk management policy, distributed ahead of the meeting
- 24/211** **MINOR PROJCTCT – SAFTEY NETTING**
 Members to **NOTE** 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** **STAFFING SUB COMMITTEE**
 An **UPDATE** to be provided on the recruitment of a permanent Clerk and Responsible Financial Officer
- 24/213** **PLANNING**
 Planning matters requiring a Council decision to be considered
- 24/214** **HIGHWAYS MATTERS**
 To raise any concerns or issues within the Parish that require action
- 24/215** **CRIME, DISORDER AND COMMUNITY SAFETY**
 To raise any concerns or issues within the Parish
- 24/216** **CORRESPONDANCE**
 Members are asked to consider any correspondence that requires a decision
- 24/217** **ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT MEETING**
- 24/218** **DATE OF NEXT MEETING**
 Wednesday 2nd October 2024, starting at 7:00pm

24/219

EXCLUSION OF PRESS AND PUBLIC

Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted
(commercial in Confidence matter)

24/220

PARISH RANGER

Members to review quotations and **APPOINT** its preferred contractor to carry out parish ranger duties