



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

You are summonsed to the Annual Meeting of Stoke sub Hamdon Parish Council on

WEDNESDAY 7th MAY 2025 at 7pm

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

Gilly Lowe

Parish Clerk

30TH APRIL 2025

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

As per Council's 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

25/97 ELECTION OF CHAIRMAN

25/98 ELECTION OF VICE-CHAIRMAN

25/99 RECORDING OF MEETING

Attention is drawn to the Council's 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.

25/100 APOLOGIES FOR ABSENCE

25/101 DECLARATIONS OF INTEREST IN AGENDA ITEMS

25/102 CASUAL VACANCIES

An update on the current councillor vacancies.

25/103 APPROVAL OF MINUTES

Council are requested to **RESOLVE TO APPROVE** the minutes of the full council meeting, held on 2nd April 2025 and the additional meeting held on 17th April 2025.

25/104 PUBLIC SESSION

Members of the public to raise matters for Council's consideration.

25/105 SOMERSET COUNCIL REPORT

A report from the Somerset Councillors.

25/106 DATES OF FUTURE MEETINGS

The following dates to be confirmed as meetings of the parish council during the municipal year 25/'26:

2025

4TH JUNE, 2ND JULY, 3RD SEPTEMBER, 1ST OCTOBER, 5TH NOVEMBER AND 3RD DECEMBER.

2026

7TH JANUARY, 3RD FEBRUARY, 3RD MARCH AND 7TH APRIL.

Meetings will begin at 7pm and take place in the Parish Office until further notice.

25/107 SUB-COMMITTEE MEMBERS

To confirm representative members who will serve on the sub-committees listed below for the year 25/'26:

Planning Committee

Staffing Committee

Finance Committee

Members of these committees will meet as required and report to full council at the next parish council meeting.

25/108 MEMBERSHIP OF COUNCIL ASSOCIATIONS

Members to consider renewing membership for 2025/'26 to the following organisations:

SW Councils at a cost of £525 + vat

SALC, combined with NALC, at a cost of £910.76.

25/109 MATTERS ARISING FROM PREVIOUS MEETINGS (NOT COVERED BY AGENDA ITEMS)

Update on costs of bin emptying.

25/110 OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS (NOT COVERED BY AGENDA ITEMS)

- (a) To report on the progress of remedial works associated with the Memorial Hall and Stonehill play areas.
- (b) Parish council support of Cole Lane residents.

25/111 WORKING/TASK AND FINISH GROUPS

Progress Reports from the following Working/Task & Finish groups:

- (a) Castle School 150th Anniversary WG

- (b) Stakeholder WG
 - (c) Speedwatch WG
 - Members are asked to approve the purchase of 2 x replacement batteries for the SID at a cost of £49.35 incl VAT each.
 - (d) Allotments WG
- Stonehill Allotments
- Members are asked to consider a request to rework two allotments and to convert some unused land into an additional plot at a cost of approximately £1,092.70 by Premier Landscaping.
- Furlands Allotments
- Members are asked to consider a request to clear plot 5b at Furlands at a cost of £600 by Premier Landscaping.
- (e) Dog and Waste Bins WG

25/112 PARISH OFFICE

To consider the renewal of the Parish Office tenancy and the request for use by the Benefice.

25/113 FINANCE

- (a) Members to **APPROVE** a list of payments circulated ahead of the meeting as part of the Responsible Financial Officers report.
- (b) Members are asked to **APPROVE** the bank reconciliation statement as of 30th April 2025.
- (c) Members to note the content of the Responsible Financial Officer's finance report.
- (d) Council are asked to note the annual contribution of £4,000.00 towards the maintenance and upkeep costs, as at Paragraph 5 of Reference A, for the Recreation Ground Management Fee, in accordance with Reference B.
- (e) ANNUAL REPORT OF THE INTERNAL AUDITOR
Council are requested to review the 2025 internal audit report provided by Parish and Town Auditing Services, and where applicable **AGREE** to a set of forward actions and associated owners.
- (f) ACCOUNTING STATEMENTS
Members are asked to RESOLVE to **APPROVE** the 2024/2025 Annual Governance and Accountability Return accounting statement.
- (g) EXPLANATION OF VARIANCE
Members are asked to RESOLVE to **APPROVE** the 2024/2025 Explanation of Variance Statement
- (h) ANNUAL GOVERNANCE STATEMENT
Members are asked to consider questions from the 2024/2025 Annual Governance Statement and **AGREE** upon responses to each question
- (i) PUBLIC RIGHTS
Council to note the commencement of the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for accounts ending 31st March 2025 on Tuesday 3rd June 2025.
- (j) INTERNAL AUDITOR
Members are asked to appoint Parish and Town Auditing services for the coming year at a cost of £295.00.
- (k) Council are asked to consider the request from the Sports and Recreation Trust for poster printing for the May Fayre at a cost of £500.
- (l) Council to review the renewal quotation from Gallagher Insurance for 2025/'26 and consider next steps.

25/114 HYFC

To provide an update on work required for alterations to the doorway for wheelchair access and a disabled parking space on the road outside and painting of the rear window frames.

25/115 SECURITY SYSTEM

Members to consider continued contractual support for the intruder alarm at an annual cost of £120 PG Fire & Security.

25/116 RANGER TASKS

- (a) Update to be provided on progress during April 2025.
- (b) Council to **CONFIRM** a prioritised list of tasks for the Parish Ranger

25/117 PLANNING

Members are asked to provide comments on the following planning applications:

- (a) 25/00702/HOU – 12, Becksfield, Stoke-sub-Hamdon, TA14 6PB
Proposal: Demolition of existing structurally failing Conservatory and erection of Garden Room.
- (b) 25/00735/LBC – 46, North Street. Stoke-sub-Hamdon TA14 6QQ
Proposal: Retrospective consent for removal of plastic conservatory, changing corrugated roofing to reclaimed tiles, works to windows, replacement door, and internal alterations to studwork and doors, including removal of internal ladder and creation of ensuite bathroom.

25/118 HIGHWAYS MATTERS

To raise any new highways concerns or issues within the Parish that require action.

25/119 CRIME, DISORDER AND COMMUNITY SAFETY

To raise any concerns or issues within the Parish

25/120 CORRESPONDENCE

The clerk to raise any matters arising from correspondence.

25/121 ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT MEETING

25/122 DATE OF NEXT MEETING

The Annual Parish Meeting will take place on **Wednesday 21st MAY at 7pm** in the Memorial Hall.
The next ordinary meeting of the parish council will take place on **Wednesday 4th JUNE**, starting at 7:00pm.

25/123 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 (**confidential financial and sensitive discussion**)

25/124 YOUTH CLUB PROVISION

To consider options for youth group provision in the future in Stoke-sub-Hamdon.

END OF AGENDA