



# STOKE SUB HAMDON PARISH COUNCIL

MRS. SARAH MOORE, PARISH CLERK. 24 High Street, Stoke sub Hamdon, Somerset TA14 6PS  
 Tel: 01935 822455 E-mail: [clerksshpc@hotmail.co.uk](mailto:clerksshpc@hotmail.co.uk)

## MINUTES OF THE MONTHLY MEETING HELD ON WEDNESDAY 12<sup>th</sup> APRIL 2023 AT THE HAMDON YOUTH & FAMILY CENTRE

|   |                             |
|---|-----------------------------|
| <p><b><u>23/062/a PRESENT:</u></b><br/> <b>Members:</b> Mrs. Lyn Foley (Chairman), Mr. Mike Phillips (Vice Chairman), Ms. Denise Burton, Mr. Paul Goulder, Mr. Richard Holder, Mrs. Moira Hulett, Mrs. Rebecca Merrick, and Mrs. Suzanne Nelms.<br/> <b>Others:</b> Mrs. Sarah Moore (Clerk), and Miss Emily Pearlstone (Somerset Council Councillor) and 5 members of the public.<br/> <b><u>23/062/b APOLOGIES:</u></b><br/>         Miss Helen Essex, Mr. Graham Middleton and Mr. John Bailey (Somerset Council Councillor)</p>   | <p><b><u>ACTION</u></b></p> |
| <p><b><u>23/063 DECLARATION OF INTERESTS</u></b><br/>         Cllr Foley declared an interest in the Community Shop<br/>         Cllr Burton declared an interest in the Charity Shop and the Sports &amp; Recreation Trust<br/>         Cllr Goulder declared an interest in the Hamdon Youth Group<br/>         Cllr Holder declared an interest in the Hamdon Youth Group<br/>         Cllr Hulett declared an interest in the Community Shop, the Hamdon Youth Group and the Sports and Recreation Trust<br/>         Cllr Merrick declared an interest in the Sports and Recreation Trust and the Memorial Hall<br/>         Cllr Nelms declared an interest in the Friends of Ham Hill and the Hamdon Youth and Family Centre</p>   |                             |
| <p><b><u>23/064 PUBLIC SESSION</u></b><br/>         A resident asked what the unresolved payment was on the agenda. Cllr Foley said it was resolved at the last meeting, but the Clerk said that it was resolved to accept the IT services quote and not to pay the invoice. The invoice had not been received at that point. If the payment is required to be made before a meeting, then an email should go round to all councillors for approval and then that invoice is formally ratified at the next meeting. Cllr Merrick said councillors were notified that the payment made on the WhatsApp group and thought the Financial Officer would have advised that at the time when the quote was raised as she assumed that the resolution referred that the invoice could be paid.</p> |                             |
| <p><b><u>23/065 MINUTES OF THE PREVIOUS MEETING</u></b><br/>         It was agreed to amend <i>Minute ref: 23/045 – IT Services</i> - to read 'Cllr Phillips said it had been determined that the firms in Coventry and Huddersfield were</p>   |                             |

|   |   |
|---|---|
| <p>too far away.’ Also, to amend <i>Minute ref: 23/045 – Noticeboard at Stonehill</i> to remove ‘Cllr Phillips said that’ to ‘As it has been determined....’<br/>It was RESOLVED to approve and sign the Minutes of the Extraordinary Meeting on 15<sup>th</sup> March and the April Parish Council meeting.</p>  |   |
| <p><b><u>23/066</u>                    <u>MATTERS ARISING FROM MINUTES</u></b></p> <ul style="list-style-type: none"> <li>• HYFC Pre-App Planning Application – Cllr Goulder said that this has been bounced back due to insufficient information. The Clerk asked for a copy of what had already been sent through for the parish records.</li> <li>• <u>Community Speedwatch</u> - Cllr Middleton has taken over this project.</li> <li>• SID Posts – the post by the old police house can be used and the clips from the posts near the Memorial Hall can be transferred over.</li> <li>• <u>List of New SID Post Areas</u> – the list still needs to be set to the Clerk so that she can contact Highways for approval. Cllr Foley said there were a couple of posts which had been knocked down in Prophets Lane near the A303. The Clerk agreed to contact Highways to find out whether we could repurpose these posts for our SID.</li> <li>• Neighbourhood Watch – no report. This is ongoing.</li> <li>• <u>Grit Bins</u> – the Clerk said she would check the lead time with Reece Safety Products once the invoice has been paid.</li> </ul>   | <p><b>Cllr Goulder</b><br/><b>Cllr Middleton</b><br/><b>Cllr Phillips</b><br/><b>Cllr Phillips</b><br/><b>Clerk</b></p> |
| <p><b><u>23/067</u>                    <u>UNITARY COUNCIL REPORT</u></b><br/><b><u>23/067/a</u>                <u>Emily Pearlstone</u></b><br/>Cllr Pearlstone’s report had been circulated to councillors. Cllr Pearlstone said the new website was up and running and asked if any issues with the website could be raised.<br/>Cllr Pearlstone asked Cllr Foley to write to her or Val Keitch at Somerset Council regarding the Local Community Network and where the Parish Council think that Stoke sub Hamdon should be placed.<br/>Cllr Pearlstone said Somerset Council are looking at schools and education and what the effect from the fallout of Covid is having on children.<br/>Cllr Pearlstone then referred to local issues. The pavement in the North Street has now been completed. The potholes have been filled.<br/>Cllr Nelms mentioned about the drains at East Stoke. Cllr Hulett mentioned the report about other drains in the village. Cllr Pearlstone asked for this information to be passed onto her.<br/>Cllr Hulett asked about the litter bin in the recreation ground car park. The Clerk said she had contacted Streetscene about this and was waiting for a reply.<br/>Cllr Foley asked what the situation was with the ‘No Through Road’ sign at Lake Lane. Cllr Pearlstone said that as it is an unadopted road Highways will not install a sign here. However, the owners of the road can erect their own sign here.</p> |   |
| <p><b><u>23/068</u>                    <u>HAMDON YOUTH CENTRE</u></b><br/>The quarterly report from the Hamdon Youth and Family Centre Trustees had been circulated to all councillors and it was agreed that a list of ongoing repairs that are needed.<br/>Cllr Nelms is now the Parish Council representative for the Youth Centre</p>   |   |
| <p><b><u>23/069</u>                    <u>HAMDON YOUTH GROUP</u></b><br/>A report from Cllrs Goulder and Hulett was circulated to all councillors. The report raised concerns over anti-social behaviour, about communication</p>   |   |

|  |            |
|--|------------|
| <p>between HYG workers and Parish Council representatives; volunteers and managing the space used by the youth at the Centre.<br/>In light of recent events Cllr Hulett felt that her position has been made untenable as Parish Council representative. Cllr Goulder mentioned that the safeguarding issues raised in the report have not been addressed. Cllr Goulder said he felt he should withdraw as the Parish Council representative on the Hamdon Youth Group and meeting needs to be held with the youth service groups, the Hamdon Youth and Family Centre trustees and the Parish Council need to meet to discuss a way forward. It was RESOLVED to arrange a meeting.</p> | Cllr Foley |
| <p><b><u>23/070 MEMORIAL HALL AND GROUNDS</u></b><br/>One of the small pedestrian gates to the play area is not shutting properly and possibly needs a new spring. Cllr Merrick said there is no further action on the EV charging points as the Memorial Hall Committee said they cannot enforce it, in relation to allocated time etc. However, the Committee are open to the concept of EV charging points.</p>   |            |
| <p><b><u>23/071 SPORTS AND RECREATION TRUST</u></b><br/>A progress report on the new skatepark project had been circulated to councillors. A contractor has been appointed and the Trust are submitting an application to Somerset Council for s.106 funding.</p>  |            |
| <p><b><u>23/072 MAY FAYRE</u></b><br/>A grant request for £400 was received towards the printing costs for the May Fayre Programme. It was RESOLVED to give the grant of £400 and for it to be added to this month's payments list.</p>  |            |
| <p><b><u>23/073 ALLOTMENTS</u></b><br/>The Clerk reported that as of 31<sup>st</sup> March, she had received £499.50 of which £75 was for deposits for new plots. There were 17 plot holders yet to pay.</p>   |            |
| <p><b><u>23/074 GROUND MAINTENANCE:</u></b><br/>Cllr Foley asked whether neighbouring parish councils who are not in the same LCN areas could combined their ground maintenance contracts. Cllr Pearlstone said she could not see why this would be an issue and suggested this question was included in her letter to Val Keitch.</p>   |            |
| <p><b><u>23/075 SID REPORT</u></b><br/>Cllr Phillips gave an update on the SID data. The device had been situated in North Street and there was a noticeable drop in traffic over the Easter Bank Holiday. The maximum speeds coming from the A303 up North Street were 56mph and down North Street towards the A303 were 57mph. There are still delays with the police training for Speedwatch volunteers.</p>  |            |
| <p><b><u>23/076 GRIT BINS AND DOG BINS</u></b><br/>The Clerk reported that Reece Safety Products require payment before delivering the grit bins and a pro forma invoice is attached this month's payments list.<br/>Councillors had previously decided on getting a larger dog bin at the junction of North Street and Great Field Lane, and to replace and move the dog bin opposite Cole Lane as the existing one is getting dilapidated and is now outside a residential property. After discussions with SSDC, have agreed that the bin could be moved to the opposite side of the road on the verge to the</p>   |            |

|  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
|--|-------------------------|------------|-------------------------|--------------------------|-----------|----------------------------------|-----------|-------------------------|-----------|----------------------|-----------|-----------|------------|----------------------|--------|--------------------|------------|
| <p>entrance of the workshops. SSDC would like to have combined litter and dog bins throughout the county. The Clerk had circulated a comparison of dog bins sizes and prices from Wybone, Glasdon and Broxap. A discussion was held, and it was agreed that the combined bins were too expensive. It was RESOLVED to purchase two of the 112 litre WDB Large Capacity Dog Waste Bin from Wybone at a cost of £424.99.</p>  | <b>Clerk</b>            |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <hr/>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p><b>23/077 FINANCE</b></p>   |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p><b>23/077/a Matters for Report</b></p>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>i. <u>Monthly Bank Reconciliation</u></p>   |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>The Clerk gave the monthly bank reconciliation report as of 31<sup>st</sup> March 2023</p>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Current Account</td> <td style="text-align: right;">20,818.00</td> </tr> <tr> <td>Lloyds Reserve</td> <td style="text-align: right;">43,915.58</td> </tr> <tr> <td>Melton Building Society</td> <td style="text-align: right;">33,428.98</td> </tr> <tr> <td>Cambridge &amp; Counties</td> <td style="text-align: right;">23,026.17</td> </tr> <tr> <td>Sub Total</td> <td style="text-align: right; border-top: 1px solid black;">121,188.73</td> </tr> <tr> <td>Outstanding Payments</td> <td style="text-align: right;">993.65</td> </tr> <tr> <td>Total as Cash Book</td> <td style="text-align: right; border-bottom: 3px double black;">120,195.08</td> </tr> </table> |                         |            | £                       | Current Account          | 20,818.00 | Lloyds Reserve                   | 43,915.58 | Melton Building Society | 33,428.98 | Cambridge & Counties | 23,026.17 | Sub Total | 121,188.73 | Outstanding Payments | 993.65 | Total as Cash Book | 120,195.08 |
|  | £                       |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Current Account  | 20,818.00               |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Lloyds Reserve   | 43,915.58               |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Melton Building Society  | 33,428.98               |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Cambridge & Counties   | 23,026.17               |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Sub Total  | 121,188.73              |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Outstanding Payments   | 993.65                  |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Total as Cash Book   | 120,195.08              |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>Less Ring-Fenced Amounts</p>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">£</td> </tr> <tr> <td>Pavilion Reserve Account</td> <td style="text-align: right;">30,225.67</td> </tr> <tr> <td>Asset Management Reserve Account</td> <td style="text-align: right;">25,371.05</td> </tr> <tr> <td>Allotment Deposits</td> <td style="text-align: right;">1,113.67</td> </tr> <tr> <td>Bequest – Plants</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-bottom: 3px double black;">56,810.39</td> </tr> </table>   |                         |            | £                       | Pavilion Reserve Account | 30,225.67 | Asset Management Reserve Account | 25,371.05 | Allotment Deposits      | 1,113.67  | Bequest – Plants     | 100.00    | Total     | 56,810.39  |                      |        |                    |            |
|  | £                       |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Pavilion Reserve Account   | 30,225.67               |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Asset Management Reserve Account   | 25,371.05               |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Allotment Deposits   | 1,113.67                |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Bequest – Plants   | 100.00                  |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| Total  | 56,810.39               |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>Budget Working Capital 63,384.69</p>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>ii. <u>Year End Budget Comparison</u></p>   |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>The year end budget comparison had been circulated to all councillors. The expenditure against budget for the year was 85% and income received against budget was 108%.</p>   |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>iii. <u>Receipts and Payments Report and Asset Register</u></p>   |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>This will be forwarded onto councillors at the next meeting.</p>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>iv. <u>Update on Bank Signatories</u></p>   |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>The Clerk said that the bank signatories should be receiving an email from Lloyds Bank which they needed to respond to. The Clerk asked councillors to complete and sign the building forms. Councillors agreed to forward some information to the Clerk after the meeting.</p>   |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <b>Approved Signatories</b>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <hr/>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p><b>23/077/b Matters for Resolution</b></p>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>i. <u>Invoices Paid Without Resolution</u></p>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">CloudyIT</td> <td style="width: 30%;">IT Services and Systems</td> <td style="width: 10%; text-align: right;">£ 1,231.50</td> <td style="width: 30%;">BACS</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: right; border-bottom: 1px solid black;">£ 1,231.50</td> <td></td> </tr> </table>  |                         | CloudyIT   | IT Services and Systems | £ 1,231.50               | BACS      |                                  | Total     | £ 1,231.50              |           |                      |           |           |            |                      |        |                    |            |
| CloudyIT   | IT Services and Systems | £ 1,231.50 | BACS                    |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
|  | Total                   | £ 1,231.50 |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |
| <p>Cllr Merrick asked for clarity on the procedure for accepting quotes and payment invoices. Cllr Foley suggested that the Finance Committee meet to formalise this matter. This was agreed. A discussion was held, and Cllr Nelms was concerned that all council members would be</p>  |                         |            |                         |                          |           |                                  |           |                         |           |                      |           |           |            |                      |        |                    |            |

affected if the council were to get into trouble and Cllr Foley said that the Finance Committee would make a recommendation on the process and this would be brought to full council for approval.

Invoices Payable

|  |                                       |   |                           |      |
|--|---------------------------------------|---|---------------------------|------|
| Sarah Moore                                | Expenses for March                    | £ | 38.37                     | BACS |
| Reece Safety Products                      | 9 x Grit Bins                         | £ | 1,117.69                  | BACS |
| SSDC                                       | Lengthsman February                   | £ | 384.14                    | BACS |
| Stable Print & Design Ltd                  | April Newsletters                     | £ | 210.00                    | BACS |
| Evis Ground Maintenance                    | February Ground Maintenance           | £ | 666.66                    | BACS |
| HMRC                                       | PAYE Period 11-12                     | £ | 212.00                    | BACS |
| Hamdon Youth Group                         | Youth Work Grant for 2023/24          | £ | 6,480.00                  | BACS |
| Stoke sub Hamdon Sports & Recreation Trust | Grant for the King's Coronation Event | £ | 2,000.00                  | BACS |
| SALC                                       | Councillor & Clerk Training           | £ | 290.00                    | BACS |
|  | <b>Total</b>                          |   | <b><u>£ 11,398.86</u></b> |      |

Cllr Merrick asked for the grant for the May Fayre programme of £400 be paid on this month's payment list.

It was RESOLVED to approve the payments.

ii. Other

Councillors were asked to approve the appointment of Do The Numbers Ltd to be the internal auditor. Cllr Nelms questioned why the Council were going to a firm in Southampton. Cllr Phillips said they were on the SALC's list of registered auditors and have audited other parish councils in the area. The cost would be £475 excl. VAT and is a fixed fee based on the last financial year's precept. It was RESOLVED to appoint Do the Number Ltd.

**23/078 PLANNING**

**23/078/a Planning Information:**

A discussion was held on whether the Fleur de Lis required planning permission to replace the tiles on the roof.

**23/078/b Parish Planning Working Party Feedback on Applications:**

**23/00869/DOC1** - discharge of conditions No. 3 (doors and windows), No. 4 (method statement) and No. 5 (flooring) of planning application 22/01309/LBC – awaiting decision. The Parish Council are not required to comment on this application.

**23/078/c Planning Decisions and Reports:**

i. Reports

**23/00389/HOU & 23/00390/LBC** – proposed rear single storey extension – 15 North Street, Stoke sub Hamdon TA14 6QQ – awaiting decision

**22/02866/FUL** – addition of a new roof to an unroofed dovecote in Stoke sub Hamdon Priory – The Priory, North Street, Stoke sub Hamdon – awaiting decision.

**22/02420/DOC1** – discharge of Condition 3 (Materials) for Planning

|  |                           |
|--|---------------------------|
| <p>Permission 20/01622/FUL – Land rear of Suntreat, Montacute Road, East Stoke, Stoke sub Hamdon TA14 6UQ – awaiting decision.<br/> <b>20/00991/OUT</b> – outline application with all matters reserved save for access for the residential development of land for up to 17 no. dwellings (amended) - Land at Masons Lane, Montacute. – awaiting decision.<br/> <b>20/01831/FUL</b> – the erection of a detached chalet style dwelling and associated access and parking - Land rear of Princes Close Car Park, Stoke Sub Hamdon – awaiting decision.</p> <p>ii. <u>Decisions</u><br/> <b>23/00119/TCA</b> – notification of intent to carry out tree surgery works and fell various trees within a Conservation Area – Land off Greatfield Lane, Stoke sub Hamdon TA14 6PB – approved<br/> <b>23/00055/TCA</b> – notification of intent to carry out tree surgery works to no. 1 group of trees and fell no. 1 tree within a Conservation Area – approved.</p> |                           |
|  |                           |
| <p><b>23/079            GOVERNANCE</b></p>   |                           |
| <p>i.     <u>Report on Insurance</u><br/> The Clerk said she will be getting quotes together for the Parish Council Insurance</p> <p>ii.    <u>Risk Assessment</u><br/> The Clerk said she would be preparing the Council's risk assessment and that SALC have said that this should go on the Parish Council's website.</p>   | <p>Clerk</p> <p>Clerk</p> |
|  |                           |
| <p><b>23/080            CORRESPONDENCE</b></p>   |                           |
| <p>A countrywide public health survey is being undertaken looking at health and wellbeing. The survey is aimed at children aged 6-19 years old. It was agreed to notify the schools of the survey.</p>   | <p>Clerk</p>              |
|  |                           |
| <p><b>23/081            MEMBERS' &amp; CLERK'S REPORTS</b></p>   |                           |
| <p>Cllr Foley said she had arranged for the Parish Meeting to be held on Friday, 28<sup>th</sup> April in the Memorial Hall at 7pm</p>   |                           |
|  |                           |
| <p><b>23/082            ITEMS FOR FUTURE AGENDAS</b></p>   |                           |
| <p>None declared.</p>  |                           |
|  |                           |
| <p><b>23/083            DATE OF NEXT PARISH COUNCIL MEETING</b></p>  |                           |
| <p>There being no further business the Meeting closed at 9.20pm. The Annual Parish Council meeting will be held on Wednesday 3<sup>rd</sup> May 2023 at 7pm followed by the ordinary monthly meeting at 7.30pm.</p>  |                           |