



**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

**WEDNESDAY 10<sup>th</sup> DECEMBER 2025 at 7pm**

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

*Gilly Lowe*

Parish Clerk

3<sup>rd</sup> DECEMBER 2025

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).

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**

**25/240**

### **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

**25/241**

### **APOLOGIES FOR ABSENCE**

**25/242**

### **DECLARATIONS OF INTEREST IN AGENDA ITEMS**

**25/243**

### **APPROVAL OF MINUTES**

Council are requested to **RESOLVE TO APPROVE** the minutes of the full council meeting, held on 5<sup>th</sup> NOVEMBER.

**25/244**

### **SOMERSET COUNCIL REPORT**

A report from Somerset Council representatives.

- 25/245 COUNCILLOR VACANCY**  
To update members on the current status of the casual vacancy.
- 25/246 CHRISTMAS LIGHTS**  
To report on the recent festive lights campaign.
- 25/247 OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS (NOT COVERED BY AGENDA ITEMS)**
- (a) Emergency Plan – to update a previous draft and combine with Cllr Dullaghan’s proposed draft document for approval.
  - (b) Defib Risk Assessment and Agreement drafts with Castle School and the Memorial Hall – these have been issued / received back for counter-signing.
  - (c) War Memorial Survey – instruction given to carry out the survey. Report not yet received.
- 25/248 PLANNING**
- (a) Members are asked to provide comments on the following planning application:
    - i. 25/02688/FUL – 1, High Street, Stoke-sub-Hamdon TA14 6PP  
*Proposal: Erection of single storey rear extension to form a storage space.*
    - ii. 25/02760/HOU – 18, Langlands, Stoke-sub-Hamdon, TA14 6QW  
*Proposal: Erection of single storey extension and creation of off street parking.*
  - (b) To report any decision notices received not previously circulated.
- 25/249 SPEEDWATCH GROUP**  
Members to re-confirm a set of objectives for the Speedwatch Group.
- 25/250 WORKING GROUP UPDATES**  
Progress Reports from the following Working Groups:
- (a) Castle School 150th Anniversary WG
  - (b) Speedwatch WG Update – see previous item
  - (c) Allotments WG
  - (d) Dog and Waste Bins WG
- 25/251 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 30<sup>th</sup> November 2025.
  - (c) Members to **NOTE** the content of the Responsible Financial Officer’s finance report.
  - (d) Members to **NOTE** the points raised at the recent meeting to progress proposals for the 2026/'27 budget.
  - (e) Members to consider arranging an annual service of the office fire extinguishers at a price of £45 + VAT by 1st Attendance Ltd, Bristol.
  - (f) Members to consider the purchase of gift vouchers to thank newsletter delivery volunteers.
- 25/252 ASSET REGISTER**  
Members to review the updated asset register for approval.

- 25/253 HYFC**  
Members to consider the offer of volunteer support for formal approval and receive any update from the HYFC Working Group.
- 25/254 COUNCIL POLICY REVIEW**  
To review the following policies for approval and adoption:  
Grievance Policy (updated in line with latest ACAS Guidance)
- 25/255 YOUTH PROVISION**  
To receive an update on recent sessions and plans for the future.
- 25/256 RANGER TASKS**  
(a) Update to be provided on progress during November 2025.  
(b) Council to **CONFIRM** a prioritised list of tasks for the Parish Ranger
- 25/257 HIGHWAYS MATTERS**  
To raise any new highways concerns or issues within the Parish that require action.
- 25/258 CRIME, DISORDER AND COMMUNITY SAFETY**  
To raise any concerns or issues within the Parish
- 25/259 CORRESPONDENCE**  
Members are asked to consider any correspondence that requires a decision.
- 25/260 ITEMS OF INTEREST AND AGENDA ITEMS FOR THE NEXT MEETING**
- 25/261 DATE OF NEXT MEETING**  
Wednesday 7<sup>th</sup> JANUARY 2026, starting at 7:00pm.

**END OF AGENDA**