

Stoke-sub-Hamdon Parish Council

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

Clerk. Mr Neil Bloomfield,
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To: All Members of Stoke sub Hamdon Parish Council

5th April 2024 (published)

Dear Councillor,

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

7pm Wednesday 10th April 2024

at the Parish Council Offices, No.7, North Street Workshops, to transact the business set out below.

Neil Bloomfield
Parish Clerk

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 respects 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. S.O. 2(a-c)

AGENDA

24/084 Recording of meetings

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

24/085 Apologies for Absence.

Apologies for absence to be accepted by council.

24/086 **Declarations of Interest**

Members to declare any interests they may have in agenda items that accord with the requirements of the Council's Code of Conduct. To note declared interests and any dispensations granted. Councillors with a disclosable pecuniary interest (DPI) for any agenda item must request in writing, or immediately prior to the commencement of the meeting an interest to the proper officer who may grant a dispensation. [OBJ]

24/087 **Approval of Minutes.**

To consider acceptance of minutes of full council meeting held 21st March 2024.

24/088 **Somerset Council Ward Member Report**

The report is submitted in advance. Cllrs may wish to submit questions in advance which saves time at the meeting.

24/089 **Public Questions**

This is an opportunity for the public to raise points or ask questions relating to council business. The chair may give a brief response, but more detailed answers can be given in writing if the chair considers it appropriate. Items raised should not be debate.

24/090 **Casual Vacancies**

Council to consider Co-option of applicants to fill two casual vacancies after the resignation of two Cllrs.

Before taking their seat's, co-opted members are required to sign a Declaration of Acceptance of Office.

24/091 **Somerset Council Services**

The Parish Ranger Scheme also known as the" Lengths man" is utilised by the Parish Council to carry out various street scene tasks around the village. Somerset Council invoice the Parish council based on hours worked. The budget allocation for 23/24 remains unchanged in 24/25 at £6,000. In the Last year an average of 5hrs per week were invoiced There was a slight underspend last. Year. From 1st April 2024 the hourly rate increased from £21.63p to £45.67p, a 111% rise. If last years use was replicated it would amount to a significant overspend.

Council to consider how it wishes to proceed.

24/092 **Public Access & Engagement**

Council resolved to carry out a two-week trial opening the Parish offices for two 2hr slots on a Thursday so residents could meet councillors/Clerk and raise issues of concern. The trial provided a snapshot of potential engagement. Council to consider options to extend the trial on a rolling monthly basis with an initial 2 months whilst ensuring sufficient personnel to cover the sessions.

24/093 **Newsletter**

This month's newsletter has been produced with colour cover pages. The £85 cost from existing budgets authorised under financial regs by the clerk and chair of council. Council are asked to consider this enhancement intended to be part of a broader

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strategy towards council's desire to improve public engagement. The cost of adding colour would require an additional £540 being added to the 24/25 printing budget line. (Enc)The annual cost of adding colour

24/094 Account Balances and Schedule of payments.

Council to note.

Account Balances as at 28/03/24

Lloyds Business Acc xxxxx860	£37,570.73
Lloyds BB Inst Acc xxxxx260	£44,383.22

Available figures

Melton Building Soc.	£ 33,428.98
Cambridge & Counties	£ 23,026.17

Income

Stonehill	Allotment deposit	+£ 25.00
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Invoices Paid by Standing Order*/Previously approved: (since 06/03/24)

Evis	Ground Maintenance (Feb)	£ 750.00*
Cloudy IT	Monthly M/Soft 365 Licence fee	£ 70.68
Stable Print	Jan Newsletter	£. 210.00
SLCC	Course fee (approved)	£ 144.00
L Foley	Office tables	£ 115.00
Clerk	Water jugs/glasses	£ 18.20
Lloyds	Service charges	£ 7.85
	Total	£1,315.73

Payments to be agreed by resolution:

(Standing orders/salary pre resolved)*

Evis	Ground Maintenance (Feb)	£ 750.00*
Cloudy IT	Monthly M/Soft 365 Licence fee	£ 65.28 (amended fees)
Stable Print	April Newsletter (colour)	£. 295.00
Som. Council	Parish Ranger	£ 422.51
SALC	Playground Inspection Course (MF)	£ 50.00
PG Security	Unit 7 Alarm	£ 986.00
PGS	24hr service	£ 100.00
Amazon	Office	£ 57.86
HMRC	PAYE/NI	£ 627.31
Clerk	salary (late payment)	£ 1001.30
ICO	Data Licence (annual)	£ 35.00
	Total	£4,390.26

24/095 Financial Matters to note

Cloudy IT - the Microsoft licences administered by Cloudy IT have increased from £70.68 to £71.16 per month.

Non-Domestic Rates – although not confirmed in writing it seems Unit 7 will be granted 100% rate relief.

Building Society Accounts – Although submitted confirmation hasn't been received regarding changes to signatories

24/096 Governance Issues

Standing Orders, Officer/Member Protocol and The Scheme of Delegation are the main documents that establish councils operation.

- 1. Standing Orders** – Renewed annually the councils operational framework. Sections in bold type are mandatory and cannot be changed. The remainder can be changed with a 75% agreement of council.
- 2. Office/member protocol** – Adopted by council as part of NALC Respect & civility program. This document contains a significant amount of information on roles and responsibilities and the general workings of a local authority.
- 3. Scheme of Delegation** – Adopted last year, this document sets out governance of council functions as well as delegated authority. Terms of reference are also contained within. Whilst they may seem big documents they all work around a common theme of how the council operates.

Council is asked to note these documents in their current form. To further consider if a Task & Finish group is needed to carry out a review and assess if any amendments are required before bringing recommendations to full council. Additional training agreed by council is taking longer to deliver and a T&G may identify other needs. (enc)

24/097 Traffic/Parking Working Group

To consider Terms of Reference for this working group (enc 24/096)

24/098 AGMs

To consider date for Annual Parish meeting before 1st June
To consider date of Parish Council AGM-separate from monthly meeting.

24/099 Motion to Exclude the Press & Public

Owing to the nature of the following items the press and public are to be excluded as public discussion of these items would be prejudicial to the public interest by reason of the confidential/sensitive nature of the business to be transacted. Sec.1 The Public Bodies (Admission to meetings) Act 1960

24/100 Confidential Staffing Matter

To consider a report from the chair of council

To note date of next meeting TBA