

STOKE ST. MICHAEL PARISH COUNCIL

To all Members of Stoke St Michael Parish Council

You are hereby summoned to attend a meeting of Stoke St Michael Parish Council for the purpose of transacting the following business

Kate Egan Clerk to the Council

Agenda for the Meeting of STOKE ST MICHAEL PARISH COUNCIL

To be held on Thursday 13th February 2025 at Stoke St Michael War Memorial Hall, Stoke Hill, Stoke St Michael Starting at 7.30pm

1. **Welcome by the Chairman.**
2. **Apologies for absence**
3. **Absent**
4. **Declarations of Interest and Dispensations**
 - (a) **To receive declaration of interest from Councillors on items on the agenda**
 - (b) **To receive written requests for dispensations for disclosable pecuniary interests**

Cllr Anna Mears has a written request for dispensation in relation to the Millennium Wood for four years (expires September 2027). Cllr Keith Hambly has a written request for dispensation in relation to Stoke St Michael Community Field for one year (expires October 2025). Cllr Amanda Taylor has a written request for dispensation in relation to Stoke St Michael Community Field, Stoke St Michael Community Events and Stoke St Michael Woodland Group for four years (expires January 2028)
 - (c) **To grant any requests for dispensation as appropriate.**
5. **Public Session.** The period designated for public participation at a meeting shall not exceed 30 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes.
6. **Somerset Councillor Reports**
7. **To consider the approval of the minutes of the Parish Council Meeting held on 9th January 2025, previously circulated**
8. **Planning Applications – If other planning applications are received between the date of this notice and the date of the meeting, they may be considered.**
 - (a) **2024/1561/FUL** Erection of a self-build whole life dwelling with fully disabled access. Land at 365154 147005 Kings Road, Stoke St Michael.
9. **Planning Applications – Responses to be noted from Somerset Council**
10. **To Be Resolved / Discussed**
 - (a) To consider the Parish Council appointing a representative for the Patient Participation Group (PPL) at Oakhill.
 - (b) To consider a date and format for the Annual Parish Meeting. The Annual Meeting can be held between 1st March and 1st June.

- (c) To consider the Parish Council covers future costs for the defibrillator and to reimburse any member of the volunteers currently monitoring the defibrillator following receipt of the invoices.

11. Clerk / Councillors Report

- (a) Update on the enhanced maintenance scheme being provided by Kier
- (b) Update from Cllr Peter Rhodes on the Withybrook Traffic Issues
- (c) Update from Cllr Simon Collins on whether the Auto Speed Cameras can be moved to a different location within the village.
- (d) Update from Cllrs Anna Mearns and Dan White on the status of the repair to the culvert.
- (e) Following the discussion at the last meeting a letter was sent to Anna Sabine (MP) on 17th January with concerns regarding the planning applications at the quarry. A reply was received on 28th of January saying they cannot take a personal view on specific planning applications but would be happy to write to Somerset Council and raise the concerns.
- (f) A telephone call was received following the recent icy weather informing me that a couple of the grit bins were now empty, because of this all the bins were checked and half were now found to be needing refilling. Somerset Council has been contacted and the bins will be topped up as soon as resources become available. In the meantime, the situation will be monitored in case of more inclement weather.
- (g) Information has been sent out to various stone masons and builders requesting a price for the rebuilding of the bridge on the Millennium Green, the deadline was the end of February so this will be discussed at the next meeting.

12. Reports from the Working Parties

- (a) **Update from the Youth Services Working Party** – Following a discussion at the last meeting, the Playing Field Committee was contacted to ask whether the Parish Council could purchase any equipment to be installed on the Playing Fields for the youth to use. A reply was received thanking the Parish Council and it would be discussed at their next meeting.
- (b) **Update from the Emergency Plan Working Party** – A Training Session will be held on Tuesday 4th March at the War Memorial Hall in the evening. The invitation has been extended to local Parish Councils and several Councillors and Clerks will be attending.

13. Finance

Bank Balances as at: - 6th February 2025

Unity Current Account – £7,594.49

Unity Savings Account – £36,890.67

Receipts

- (a) Burial Fees - £357.00 receipt of a cheque, pd in on 27.01.25

Payments

- (b) Clerks Salary and Expenses for January - £457.99
- (c) Ionos – Website Hosting - £13.80 – paid by DD
- (d) Stoke St Michael War Memorial – hall hire - £30.00
- (e) ICO – annual membership - £47.00 – pd by DD on 03.03.25
- (f) Unity Trust Bank – monthly bank charges - £6.00 – pd by DD on 28.02.25

14. Correspondence

- (a) HR Training courses run by SALC – forwarded 14.01.25
- (b) Consultation for Local call for sites has been launched by Somerset Council – forwarded 15.01.25
- (c) The next LCN Meeting has been changed from 27th January to 3rd March
- (d) SALC Councillor Training Events for February and March – forwarded 29.01.25

15. Matters to report / items for next agenda

16. Date and time of next meeting: Thursday 27th March 2025 starting at 7.30pm. Stoke St Michael War Memorial Hall.

STOKE ST MICHAEL PARISH COUNCIL
Minutes from the meeting held at Stoke St Michael War Memorial Hall on
9th January 2025 starting at 7.30pm

Present: Cllrs Peter Rhodes, John McEntee (Chair), Dan White, Amanda Taylor,
 Keith Hambly, Anna Mearns

Also, in Attendance – Kate Egan – Parish Clerk

1. Welcome by the Chairman.

Cllr John McEntee welcomed everyone to the meeting.

2. Apologies for absence

Cllrs Simon Collins, Phil Howard, and Matthew Rice

3. Absent

No Councillors were absent

4. Declarations of Interest and Dispensations

(a) To receive declaration of interest from Councillors on items on the agenda

There were no requests for dispensation as appropriate.

(b) To receive written requests for dispensations for disclosable pecuniary interests

Cllr Anna Mearns has a written request for dispensation in relation to the Millennium Wood for four years (expires September 2027). Cllr Keith Hambly has a written request for dispensation in relation to Stoke St Michael Community Field for one year (expires October 2025). Cllr Amanda Taylor has a written request for dispensation in relation to Stoke St Michael Community Field, Stoke St Michael Community Events and Stoke St Michael Woodland Group for four years (expires January 2028)

(b) To grant any requests for dispensation as appropriate.

There were no requests for dispensation as appropriate.

5. Public Session.

There were five members of the public in attendance and spoke about the four planning applications that were discussed under item 8.

6. Somerset Councillor Reports

There were no Somerset Councillors in attendance

7. To consider the approval of the minutes of the Parish Council Meeting held on 28th November 2024 and 12th December 2024, previously circulated

The Council **RESOLVED** to accept the minutes of the Parish Council meeting held on 28th November 2024. Following a slight amendment the Council **RESOLVED** to accept the minutes of the Parish Council meeting held on 12th December 2024.

8. Planning Applications – If other planning applications are received between the date of this notice and the date of the meeting, they may be considered.

(a) SCC/4079/2023 Application to vary planning conditions 1, 7, 37 and 38 of Planning Permission ref: IDO/M/24/B dated 11th July 1995 to amend the working plans, restoration requirements and end dates to facilitate the Extension of Stoke Quarry (Notice of determination of conditions to which an Interim Development Order (IDO) Permission is to be subject relating to IDO-M-24-B- Section 73 Planning. Moons Hill Quarry, Stoke St Michael.

- (b) **SCC/4080/2023** Section 73 Planning Application to vary Planning Conditions 1, 7, 37 and 38 of Planning Permission ref: IDO/M/26/B dated 11th July 1995 to amend the working plans, restoration requirements and end dates to facilitate the Extension of Stoke Quarry. Moons Hill Quarry, Stoke St Michael.
- (c) **SCC/4081/2023** Section 73 Planning Application to vary Planning Conditions 2, 8, 49, 50 and 51 of Planning Permission ref: M25/1/76 dated 9th December 2003 to amend the working plans, restoration requirements and end dates to facilitate the Extension of Stoke Quarry. Moons Hill Quarry, Stoke St Michael.
- (d) **SCC/4082/2023** Planning Application for the Extension of Stoke Quarry. Moons Hill Quarry, Stoke St Michael.

Recommendation The Parish Council were minded with the same opinion from the discussion on 4th January 2024 to recommend refusal.

9. Planning Applications – Responses to be noted from Somerset Council

- (a) **2024/2056/HSE** Proposed double garage. Mendip Farmhouse, Mendip Road, Stoke St Michael. **Decision** Somerset Council have granted approval.
- (b) **2024/1854/APP** Approval of details reserved by condition 8 (construction management plan) 11 (landscape and ecological management plan) and 16 (construction ecological environmental management plan) on consent 2025/1606/FUL. Land at 366731 146471 Burges Hill, Stoke St Michael. **Decision** Somerset Council have granted approval.

Cllr Anna Mearns left the meeting 8.05pm

10. Policies

- (a) **To consider and approve the amended Grant Policy for 2024-2025.**
The Council **RESOLVED** to approve the amended Grant Policy for 2024-2025

11. To Be Resolved / Discussed

- (a) **To consider the request from the PCC for the Parish Council to cover costs for tree works within the Churchyard.**
The Council **RESOLVED** to approve the request from the PCC for the Parish Council to cover costs for the tree works within the Churchyard. The work will be carried out by J Murtagh Tree Services at a cost of £2,340.00

Cllr Anna Mearns returned to the meeting 8.10pm

- (b) **To consider and approve the increased burial fees in relation to the Cemetery for 2025.**
The Council **RESOLVED** to approve the increased burial fees in relation to the Cemetery for 2025, these will become effective immediately.
- (c) **To consider the approval of the increase in the Home Working Allowance for the Parish Clerk from £6.50 a month to £13.00 a month from 1st April 2025.**
The Council **RESOLVED** to approve the increase in the Home Work Allowance for the Parish Clerk from £6.00 a month to £13.00 a month from 1st April 2025.

(d) To ratify the request to cover the cost of replacement pads and battery for the Defibrillator outside the Village Hall.

The Defibrillator is operational again, but ongoing costs are still being researched. Once idea costs have been passed to the Parish Council, this will be bought back to a future meeting.

(e) To consider the tender for the rebuilding of the bridge on Millennium Green and approve the wording and times before publishing.

The Council felt the tender was too complicated so initial enquires will be made to local Stone Masons requesting initial prices by the end of February.

(f) To consider whether Parish Council creates a Neighbourhood Plan to protect future development within the Parish.

The Council felt that were currently not geared or had the resources to create a Neighbourhood Plan. Cllr Peter Rhodes proposed an amendment that when the consultation from Somerset Council for a call for sites opens later in the month, the Council respond and write a letter of concern to Somerset Council.

(g) To consider and approve the annual budget for 2025-2026.

The Council **RESOLVED** to approve the annual budget for 2025-2026

(h) Following approval of the annual budget for 2025-2026, to consider and approval the precept for 2025-2026

The Council **RESOLVED** to approve the precept for 2025-2026 at £30,013

(i) To consider and approved the Projected Use of Reserves (Ear Marked Reserves) for 2025/2026.

The Council **RESOLVED** to approved the Projected Use of Reserves (Ear Marked Reserves) for 2025-2026

12. Clerk / Councillors Report

(a) A signed letter has been received from the Stoke St Michael War Memorial Hall confirming the Parish Council has responsibility for the Defibrillator situated in the porch of the War Memorial Hall.

(b) To note the incident on 22nd December when a vehicle hit the concrete bollards protecting the culvert at speed and several requests on social media for the culvert to be fixed.

(c) Correspondence has been received from Somerset Council stating the provision charge for emptying of litter and dog waste bins is £6.50 + VAT per bin, per collection. This will be confirmed following the Somerset Council Full Council meeting in January. The charge is for bins on non-council owned land only. Somerset Council will be in touch in the new year to confirm whether this is a service the Parish Council wishes to continue with and arrangements for invoicing etc if it is.

(d) Update on the enhanced maintenance scheme being provided by Kier **Update** This was deferred to the next meeting as no further information had been received.

(e) Update from Cllr Peter Rhoes on the Withybrook Traffic Issues. **Update** Cllr Peter Rhodes gave a verbal update, he has been in correspondence with Somerset Council and this is an on-going issue.

13. Reports from the Working Parties

- (a) Update from the Youth Services Working Party **Update** the Chair of the Playing Field will be contacted as the Council would like to spend the funds on new facilities within the Playing Fields.
- (b) Update from the Emergency Plan Working Party **Update** Somerset Council has been contacted and they have offered free training, this will be opened to neighbouring councils to gauge the interest.

14. Finance

Bank Balances as at: - 2nd January 2024

Unity Current Account – £2,749.71

Unity Savings Account – £41,890.67

Approval of the quarterly Bank Reconciliations

The Council **RESOLVED** to approve the quarterly bank reconciliation, this was signed by Cllr Amanda Taylor

To note the Budget Review as at the end of December 2024

The Council noted the Budget review as at the end of December 2024

Receipts

- (a) Bank Interest £301.46 – received 31.12.24

Payments

- (b) Clerks' salary and expenses – December salary £452.42 including £72.00 for PIALC course
- (c) Stoke St Michael War Memorial – Hall Hire - £40.00
- (d) Unity Trust Bank – Bank Charges - £6.00 pd by DD 31.12.24
- (e) J Murtagh – tree services within the churchyard - £2640.00 – pd 08.12.2024
- (f) Ionos – Website hosting - £13.80 – pd by DD 31.12.24
- (g) Auto Speed Watch – purchase of two licences - £358.00 – pd 17.12.24

Transfers

- (h) Transfer of £3,000 from the Savers Account to the Current Account, authorised by the Chair and Vice Chair by email, transferred on 08.12.24.
- (i) Transfer of £5,000 from the Savers Account to the Current Account

The Council **RESOLVED** to approve the above payments and receipts

15. Correspondence

- (a) External training events for Councillors (Winter 24/24) – forwarded 11.12.24
- (b) Government publishes revised National Planning Policy Framework (NPPF) – forwarded 17.12.24
- (c) Proposed Housing Need Assessment to be undertaken in Cranmore and its neighbouring parishes – forwarded 02.01.25

16. Matters to report / items for next agenda

- (a) Councillors were reminded to forward the completed checklist for the Millennium Green at the end of every month.
- (b) Photographs had been received of a large vehicle driving through the bollards over the culvert, the company was contacted and the evidence kept.
- (c) Update on the repair of the culvert
- (d) Council representative for the Patient Participation Group (PPG) at Oakhill Surgery

- 17. **Date and time of next meeting:** Thursday 13th February 2025 starting at 7.30pm. Stoke St Michael War Memorial Hall.

18. Under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

(a) To note the Annual Appraisal of the Parish Clerk

The Council noted the Annual Appraisal of the Parish Clerk.

Meeting closed 9.08pm

Report on the Annual Parish Meeting

Annual Parish Meeting: Information for Councillors

The **Annual Parish Meeting** is a statutory gathering required by the Local Government Act. It is distinct from a Parish Council meeting and provides an opportunity for parish residents to hear reports on local activities and discuss community matters.

Key Points for Councillors

- **Legal Requirement:** The meeting must take place **between 1st March and 1st June**, starting no earlier than **6pm**.
- **Chairing:** The **Chairman of the Parish Council** (or Vice-Chairman if the Chair is unavailable) must preside. If there is no Parish Council, the meeting elects a Chair from attendees.
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- **Purpose:**
 - To provide updates on parish activities over the past year.
 - Reports are typically presented by the Parish Council, **County and District Councillors**, and other **local groups or voluntary organisations**.
 - Residents are encouraged to **ask questions** and discuss parish matters.
- **Meeting Format:** Unlike formal Parish Council meetings, the Annual Parish Meeting is more informal. Members of the public can make statements, and any resolutions passed are **not binding** on the Parish Council.

Suggested Date

Previous years have been held on the same evening as the Annual Council Meeting and the regular Council Meeting which this year is scheduled for **Thursday 8th May**, although there have been discussions in the past to make it more of an informal evening with refreshments and inviting the local groups to have a stand / table.

Would Councillors prefer to follow the format used in the past or have a separate evening?

Village Defibrillator, January 2025

Thank you for the Resolved motion, dated 28th November 2024, to undertake the responsibility for the village defibrillator, adding it to the asset list, insurance and covering maintenance costs.

Current Status

As of today, 28th January, 2025, the Defibrillator is ready for use in an emergency and there is a spare set of pads in my keeping to replace the current ones should they be used. For replacements parts, a company called 'DefibStore' is used and the defibrillator is a 'Zoll AED Plus'. There is a team of six people who check the status of the defibrillator on a weekly rota.

Costs

Pads have a 24month life, so need replacing either when used, or when expired, whichever occurs first. A set of pads currently costs £76.00 (£91.20 incl VAT)

The batteries were replaced approximately a year ago. These have a 5 year lifespan and are currently priced at £54.00 (£64.80 incl VAT)

The existing batteries and pads were paid for from money that had been raised through the Village Hall. Due to the difficulty in obtaining a bank account for such a small amount, this had been dealt with by Richard Hobbs. There is £89.22 left in the kitty. This has now been transferred to myself as the Primary Guardian on 'The Circuit' which is the online system that keeps track of the defibrillators available for the emergency services to use – thecircuit.uk

If a member of the Parish Council would like to be added to 'The Circuit' as a Guardian, I am more than happy to send them an email invitation. I can be contacted using: corbetthillcrest@gmail.com

Future Purchases

If agreeable to the committee, I propose that any replacements needed are bought and paid for by myself out of the remaining kitty and then I can approach the Parish Council for reimbursement if costs are more that £89.22.

Thank you

Charlotte Corbett

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