



**Minutes of a Meeting of Stoke Hammond Parish Council held at the Community Centre,  
Bragenham Side, Stoke Hammond on Tuesday 4<sup>th</sup> February 2020  
at 7.30 pm.**

Present: Cllr Greg Noble (Chair), Cllr Mavis Berrow, Cllr Karl Johnson, Cllr Geoff Lane, Cllr Mike Robinson, Sue Severn Parish Clerk, Agnieszka Alborzpour (minute taker) and three members of the public.

**1. Apologies for absence**

Cllr Hazel Turner

**2. Declarations of interest**

None

**3. Public Participation Session**

A resident from Brook Farm Close voiced her concern about antisocial behaviour of a neighbour. The resident was advised that this issue is a police matter, not Parish Council, PC does not have any Power in relation to policing. The Clerk would speak to the Housing Association.

A Member of public asked about snowdrops on the Green. It's the right time to plant them. Councillors agreed to buy snowdrops. It was reported that the Stoke Hammond lettering on the entrance signs to the village had faded and could not easily be seen. Cllr Noble would find a handyman to improve along with the re-staining of the bench and Thankful Village sign to the Village Green.

**4. To approve the minutes of the meeting held on Tuesday 7<sup>th</sup> January**

The draft minutes circulated were approved and signed a true record by the Chairman.

Proposed by: Cllr Mavis Berrow

Seconded by: Cllr Mike Robinson

Agreed unanimously

**5. New Land & other land**

The general recommendation is to put an outline planning application for an access road, new car park and village hall. Cllr Johnson agreed with the road application, but not the hall. (The Clerk advised Councillors that since they had not reached consensus on the way forward the matter should go back to the working group and once an agreed course of action had been found the matter should be returned to the council's agenda).

**Donation of funds for hedging along new land boundary** Cllr Noble explained the proposal as previously circulated to councillors for the planting of a new hedge to the eastern boundary. Having first acknowledged the kind donation towards the cost by an anonymous villager, Councillors resolved to plant a mixed hedge including Beech. Cllr Karl Johnson asked about maintenance, the Clerk advised this would be negligible. The cost was agreed at up to £1,850 (proposed by Chairman, seconded by Cllr Johnson, agreed unanimously).

Proposed by: Cllr Mike Robinson

Seconded by: Cllr Mavis Berrow

Agreed unanimously

## 6. Finance & Appointment of new Parish Clerk & RFO

a) Councillors approved the payment run as circulated and ratified budgeted payments made outside of the Parish Council meeting.

STOKE HAMMOND PARISH COUNCIL - PAYMENT RUN 4th February 2020			
Payee		Detail	
Mrs S Severn	BACS	Net salary & expenses	£530.42
G Noble	BACS	Expenses: Jan	£17.86
A Alborzpour	BACS	Minutes January	£40.00
Marcus Young Landscapes	BACS	Dog litter waste bin emptying x 52 weeks £1,040	
		Litter bin emptying 7 bins @ £2.50 per bin 1.4.19 to 31.3.20 £910	
		Supply 2 replacement bins, supplied at cost plus carriage inc installation £450	
		All plus VAT	£2,880.00
RTM Landscapes Ltd	BACS	Wildflower seeds	£145.60
Joanna Simonds	BACS	Parish Clerk preparation/handover	£90.00
R P Brightman	BACS	New felt roof SH Comm Centre, insulation, scaffold towers, skip hire*	£28,380.00
		<b>Total</b>	<b>£32,083.88</b>

b) Councillors approved accounts to the 31<sup>st</sup> December 2019 as circulated.

c) Councillors were advised that the list of standing orders would be reviewed at February's council meeting.

d) Councillors agreed on the appointment of Mrs J Simonds as Parish Clerk & RFO with effect from 1<sup>st</sup> April 2020, with the handover from current Parish Clerk & RFO as required. (Remuneration details circulated to councillors).

Proposed by: Cllr Geoff Lane  
Seconded by: Cllr Mavis Berrow  
Agreed unanimously

Councillors agreed amendment to bank mandates to include the new Parish Clerk & RFO as a signatory on Lloyds Bank accounts and to provide her with a debit card to make authorised payments on behalf of the council, in accordance with Financial Regulations.

Proposed by: Cllr Mike Robinson  
Seconded by: Cllr Mavis Berrow  
Agreed unanimously

## 7. Planning

No planning applications this month.

## 8. Highways, Footpaths & Footways, Lighting

The broken street name sign at Old School Lane has been reported via Fix My Street, and it is noted that the street light on Fenny Road is again not working.

Cllr Lane asked as to whether that signage along the lines of 'You enter this land at your own risk, were required for the New Land. The clerk will check with our insurance as to whether these were required.

**9. Community centre**

4<sup>th</sup> July Eurovision Song contest party is planned. More details to follow.

**10. SH News**

Distributors are still required. It has proved difficult to find a company to deliver. Cllrs Lane and Johnson will deliver to Newton Leys South again next time. It was acknowledged that the PC is obliged to deliver a hard copy of its annual report to all parishioners and wishes to keep in touch with parishioners.

**10. Minute taker**

Councillors resolved to recruit of minute taker for parish council meetings.

Proposed by: Cllr Karl Johnson

Seconded by: Cllr Mike Robinson

Agreed unanimously

**11. Meetings attended on behalf of Parish Council**

None

**12. VE Day – 8<sup>th</sup> May 2020**

Plan is to organise a party on The Green on the Friday, the Church will be doing teas and cakes, the scouts a BBQ, and the Village Show a bar. We can apply for a grant of up to £150 for the celebration (for loo hire and something else). The celebrations party will start at 1 pm, with 3 pm being the time for the national toast. It was suggested to dedicate the newly installed memorial benches. The PC will consult to find out what the villagers would like to do on the day. The Community Centre will be available should bad weather conditions prevail.

**13. Date of Next meeting:**

**Meeting dates for 2020:**

Tuesday 3rd March Tuesday

7<sup>th</sup> April Tuesday

**MONDAY 11<sup>TH</sup> MAY:**

**Annual Parish Council Meeting**

**and Annual Parish Meeting** (date changed to comply with election Regulations following 7<sup>th</sup> May elections).

2nd June Tuesday

7th July Tuesday

August: No meeting

Tuesday 1st September, Tuesday 6th October, Tuesday 3rd November

December: No meeting

Meeting Closed at 8.40pm