

HENSTRIDGE PARISH COUNCIL

Clerk: Zöe Godden, Corbins, St Martins Square, GILLINGHAM. SP8 4DP

Tel: 01747 826722

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www.henstridgeparishcouncil.org.uk

Draft minutes of the Parish Council Meeting held at the Henstridge Village Hall Lounge on Monday 6th February 2012.

Present

Councillors: Sue Place (Chair), Carolyn Nichols, Simon Cullum, Paul White, Jim Fitch, Mickey Vincent

Clerk: Zoe Godden

There were 0 members of the public in attendance for the beginning of the meeting.

The meeting began at 19:01

RESOLVED: It was proposed and agreed that Sue Place would chair the meeting.

19:02 – Peter Crocker and one member of the public arrived.

1. Apologies and to approve reasons for apology as seen fit.

Apologies had been received from Geoff Jarvis, Dave Nichols, Adam Temperton, Paul Brighten and Jean Oswick and the Council advised of the reason for absence.

RESOLVED: It was proposed and agreed to approve the reason for apology as reported.

2. Declarations of Interest.

There were no declarations of interest.

RESOLVED: It was proposed and agreed to bring item 5e forward to this point in the meeting to allow the member of the public to speak.

5.e. The clerk asked Simon Cullum to report on the progress made at the woodland so far. Simon told the council that initial maintenance work took place over 4th and 5th February. This consisted of felling some trees and working on some apple trees to prevent them needing to be felled. A further day's work will be required in the autumn, after which, only ongoing maintenance will be required. The help of volunteers in the future maintenance of the wood will be welcome but the council was adamant that any work that takes place at the woodland will be co-ordinated and authorised by the council to ensure that insurance obligations are met. Volunteers will be recruited through the parish newsletter and "Wot's On" magazine.

RESOLVED: It was proposed and agreed that the clerk should ensure that signs are placed at either end of the woodland when it is closed for maintenance; that the clerk should explore the possibility of having a permanent sign put up to inform users how to contact the council in the event of a problem.

3. To approve as a correct record the minutes of the previous meetings held on 09/01/12 and 05/12/11.

RESOLVED: It was proposed and agreed to accept the minutes of the meeting held on 05/12/11 without amendment; to defer approval of the minutes from the meeting held on 09/01/12, as not enough councillors who attended that meeting were present.

4. Correspondence

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(i)	06/01/12	Lynda Bobbett, Customer Focus Support Manager, South Somerset District Council	Email informing councillors of a customer service questionnaire, the results of which will be used by SSDC to form a new customer service charter; to inform the council that a link to the survey has been requested for the parish council website; to agree if a councillor will complete the survey on behalf of the council.
There was some discussion regarding the value of completing of survey's in general.			
RESOLVED: It was proposed and agreed that Carolyn Nichols will complete the survey.			
(ii)	09/01/12	Emma Samways, Western Gazette	To inform the council of the Western gazette Pride Awards; to decide if the council will nominate anyone for the award; to agree a councillor to complete the online submission form.
The council did not wish to make a nomination at this time.			
(iii)	16/01/12	Sally McCarthy, Programme Manager, South Somerset District Council	Email informing councillors of the creation of a Tenancy Strategy for Somerset; to agree a related councillor to complete a survey.
Sue Place volunteered to read the paperwork associated with this matter. There was some discussion regarding social housing schemes.			
RESOLVED: It was proposed and agreed that Sue Place will complete the survey.			
(iv)	18/01/12	Campaign to Protect Rural England and National Association of Local Councils	To inform the council that there is a new guide called "How to shape where you live: a guide to neighbourhood planning" which they can borrow or the clerk can email a copy.
The guide was passed around the councillors and the content noted.			
(v)	20/01/12	Rutter and Rutter Solicitors	Letter informing the council that the lease for Oak Vale Woodland has been completed.
For information only.			
(vi)	24/01/12	Transport Select Committee	Email from the Transport Committee requesting information regarding the Competition Commissions findings in relation to the local bus services market; to agree a councillor to forward any evidence to the committee.
The council discussed this issue and came to the conclusion that submission of the evidence requested was outside their remit. They felt that supporting the local Bus Community Partnership was more appropriate.			
(vii)	24/01/12	Andy Foyne, Spacial Policy Manager, South Somerset District Council	Email informing councillors of Draft Core Strategy Committee Meetings; to agree any councillors to attend.
RESOLVED: It was proposed and agreed that Sue Place will attend the meeting and report back to the council.			
(viii)	25/01/12	Campaign to Protect Rural England and Somerset Association of Local Councils	To inform the council of an event to help guide councils through the planning system, explain how to get involved and how current changes may affect the community; to agree if any councillors will attend.
RESOLVED: It was proposed and agreed that, as the chair of the planning committee, Simon Cullum will attend and report back to the council.			
(ix)	25/01/12	Jason Tinsley, Community Council for Somerset	Letter requesting help in mapping Primary Connection Points for the Connecting Devon and Somerset Project; to agree a councillor to make the survey and submit the information to CCS.
The matter was discussed and the council agreed that supporting this project is important.			
RESOLVED: It was proposed and agreed that the clerk will ask Adam Temperton to make the survey.			

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(x)	25/01/12	Creating Excellence	To inform the council of a new guide called "Localism in Action"; to decide if the council wishes to purchase any hard copies of the guide.
The council discussed this matter and decided that, as the document is available online, there is no need to purchase a paper copy.			

5. Council Matters

- a. To receive a visit/report from a local police representative.

No representative attended.

RESOLVED: It was proposed and agreed that the clerk will contact the local police representative and ask him to attend the next meeting.

- b. To agree the date for the annual Parish meeting.

Various dates in May were discussed and the implications of bank holidays taken into account.

RESOLVED: It was proposed and agreed that the annual parish meeting will take place on 28/05/12.

- c. To provide an opportunity for councillors to put forward suggestions for inclusion in the March newsletter.

The following ideas were suggested:

- Announce the installation of the new zip-wire.
- Report the planting of the 1000 free bulbs received from SSDC.
- An update on Oak Vale woodland.
- Promote the litter-picking day proposed for March.

RESOLVED: It was proposed and agreed that the above items will be included in the March newsletter.

- d. To receive an update on the progress of the new changing rooms project from the clerk.

The clerk reported that she has submitted the funding request forms to SSDC but that they have asked for further information, which the clerk is in the process of gathering. The planning department have confirmed that there is no need to apply for planning permission, but building regulations need to be sought, for which the clerk has obtained the relevant forms.

- e. To receive an update on plans to undertake initial maintenance work on Oak Vale Woodland from the clerk.

See above.

- f. To receive an update on the agreed installation of a zip wire at the recreation ground from the clerk.

The clerk reported that work had begun on putting up the platforms that will support the zip wire and that the council's insurance premium will increase by approximately £23.00 per annum as a result of adding the zip wire to its inventory.

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- g. To discuss any outstanding highways issues or highways matters which Councillors wish to raise and agree any actions arising.

The clerk relayed the content of an email from the County Roads department, which had been received on 01/02/12 in response to the highways issues raised in the January meeting, i.e.

- Pothole at Yenston dip
- Drain at the traffic lights near the Virginia Ash needs clearing
- Drain in Park Lane Needs clearing
- Drain in Brook Lane near the oak tree needs clearing.

The County Roads response is reproduced below:

“Thank you for your email that has been passed to me for reply, and which I would respond to as follows:

1. The pothole at Yenston Dip has been repaired today.
2. I inspected the drain at this location and it does not meet our criteria as a safety defect, so I am unable to clear.
3. I visited site on the morning of the 20th January and our drains all appear to be ok, but as they outfall into ditches on the corner their effectiveness is being hampered by the fact the ditches are running quite full with water.
4. I visited site on the 20th January; my comment would be as site 2. However, these will be cleaned as part of our routine gully cleaning programme which is due to be carried out in Henstridge over the next couple of months. The gullies on the A30 were cleaned out in May 2011 and the A357 cleaning was carried out in late October / early November 2011 with the next scheduled emptying to take place in 2013, as per the present County Council policy for 2 yearly routine gully cleaning. “

The council discussed the content of the email.

RESOLVED: It was proposed and agreed that Peter Crocker will take digital photos of the drains that need clearing and forward these to the clerk; on receipt of the photos, the clerk will write again to County Roads to request clearance of the relevant drains.

- h. Playground Inspection reports; to hear and agree on quotes for repairs to the toddler unit, flat swings and resurfacing the swing area; to hear the outcome of the pupil consultation on new play equipment to be funded from the Woodhayes S106 funds.

The clerk presented quotes to the council for the repairs that are needed to the surfacing in the swing and see saw areas and the various rotting platforms of the toddler unit.

RESOLVED: It was proposed and agreed that the council accepted the quotes from GB Sports to undertake all of the repairs as mentioned above.

The clerk reported that the children from St Nicholas Primary school chose option one from the two Wicksteed options. The clerk is in the process of filling-in the relevant forms to secure release of the S106 funds from SSDC.

- i. To receive reports from Representatives (VHMC, HALT, Footpaths, Other) and provide guidance as appropriate

Sue Place reported back to the council from the Area East Community Safety Action Panel she attended on 17/01/12. Sue told the council that, in line with all police forces, Avon and Somerset Police will soon be lead by an elected commissioner. It was felt that this could cause problems, as this elected commissioner who is unlikely to have relevant

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qualifications and experience to be effective will decide the deployment of front line officers. There will be selection process other than by the electorate who may vote for a popular name rather than someone with the right credentials. Also the Area East Community Safety Action Panel itself will not be able to continue past its next scheduled meeting, due to reductions in funding. Sue informed the council that the reduction in scope of the Community Safety Panel is highly regrettable because it has been an excellent example of effective multi-agency working. It is too early to say at the moment what the impact will be.

6. Finance

- a. To approve the cashbook and bank account reconciliation for January 2012 as presented.

RESOLVED: The Cash Book and Bank Reconciliation for January 2012 as verified by Carolyn Nichols were approved and signed by the Chair.

- b. To agree and approve transfers of funds between Parish Council accounts as presented.

The Clerk reported that a transfer of £3000.00 had been made from the deposit account to the current account in order to cover day-to-day running costs.

RESOLVED: It was proposed and agreed to approve this transfer.

- c. To hear applications and agree grants from the following:
i. St Nicholas Primary School - £50.00 to help with fund raising for outdoor play equipment.
ii. Henstridge Parochial Church Council – Donation requested to fund fireworks for the Queen's Jubilee Celebration.

These matters were discussed in some depth.

RESOLVED: It was proposed and agreed to award £50.00 to St Nicholas school for the purchase of new outdoor play equipment and to award £100.00 to Henstridge Parochial Church Council as a contribution towards fireworks for their jubilee celebrations.

- d. To approve the following accounts for payment and two signatories for cheques:-

Madasafish	Phone and Internet Services (24.01.12 to 23.02.12)	£24.68
Henstridge Village Hall	Hire of Lounge July to December 2011	£74.75
CLP Ltd	Stationery	£31.19
George Edwards	Wages	
Terry Pulling	Wages	
Zöe Godden	Wages	
HM Revenue and Customs	Tax	£85.51
T J Young Garden Machinery Repairs	Service and repair of mower, strimmer and hedge trimmer	£189.77

The cheque values were verified against the invoices presented by Carolyn Nichols and the invoices signed as a correct match.

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RESOLVED: The above accounts were approved for payment and Mickey Vincent and Dave Nichols agreed as signatories.

- e. To sign two additional cheques as agreed at the October 2011 meeting for grants for Shopmobility (£30.00) and Yeovil CAB (£40.00)

RESOLVED: Mickey Vincent and Dave Nichols were agreed as signatories.

- f. Income

H Miles Funeral Director	Interment fee for Mr G F Biss, plot B19	£81.25
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- 7. Date of Next meeting** – The next Parish Council meeting will be held on **Monday 5th March 2012**. All items for inclusion on the agenda and all items to be listed under issues arising from previous meetings must be received by the Clerk by **9.00am on Thursday 23rd February**.



Zöe Godden
Parish Clerk