



HENSTRIDGE PARISH COUNCIL

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Approved minutes of a meeting of Henstridge Parish Council held on Monday 1st April 2019

Present: David Nichols (Chair), Howard Bentley-Marchant, Ken Courtenay, Peter Crocker, Simon Cullum, Dennis Finch, Elspeth Graham, Carolyn Nichols, Barry Paginton, Bruce Pike and Michael Player.

Also present: Linda Jones (Volunteer Dog and Environmental Warden) and County and District Councillor William Wallace.

Clerk: Zöe Godden

There were three members of the public present at the start of the meeting.

The meeting started at 19:31.

1. Apologies for absence.

Apologies had been received from John Graham, Jean Oswick, District Councillor Hayward Burt and PCSO John Winfield.

RESOLVED: It was proposed and agreed to approve the reasons for absence as reported.

2. Declarations of interest.

There were no declarations of interest.

3. To approve as a correct record the minutes of the previous meeting held on 04/03/19.

RESOLVED: It was proposed and agreed to approve the minutes as presented.

4. Reports

a) To receive a report from Linda Jones, Volunteer Dog and Environmental Warden
Linda Jones reported that she had had to report one overflowing dog waste bin and had been in contact with SSDC about one dog owner allowing her dog to foul the Recreation Ground. Peter Crocker reported that there had been an issue with dog fouling at Summerfields and Linda said she would make enquiries.

b) To receive any Police matters.
PCSO John Winfield had asked the Clerk to report that he was dealing with reports of young people trespassing on the building site in Furge Lane and was liaising with residents about young people riding motor bikes in Furge Lane.

c) To receive County and District Councillor reports.
County and District Councillor William Wallace reported that Somerset County Council had balanced its budget for the coming financial year. Also, Adult Social Care had been commended as an exemplar nationally for micro providers and village agents.

5. To consider the following planning applications:

	Application number	Proposal	Applicant details
a)	19/00585/FUL	Erection of building and use of site for builders' merchants and plant and tool hire with 2.4m high fence and gates.	Stalbridge Building Supplies Limited, Land at Henstridge Airfield, Landshire Lane, Henstridge. BA8 0TN
RESOLVED: It was proposed and agreed that the Parish Council recommends approval of the application.			

			Action 190401/1: Parish Clerk
b)	19/00586/FUL	Installation of permanent lighting column.	S Chalmers, Sensible Automotive Ltd, Henstridge Airfield, Henstridge. BA8 0TN
RESOLVED: It was proposed and agreed that the Parish Council recommends refusal of this application because the light overspills the curtilage of the site and has a negative effect on residential amenity and road safety.			Action 190401/2: Parish Clerk

6. Recent SSDC Area East planning decision:

Application number	Proposal	Applicant details	Current status
18/04033/S73A	Application to vary condition 1 (approved plans) of approval 18/01724/S73 to allow the inclusion of air source pumps to plots 1 - 16.	Ms May Palmer, Land at Furge Lane, Henstridge. BA8 0RS	Granted with conditions

Noted.

7. Other Planning Matters

To note that the Clerk has requested an update on any agreement in relation to the drainage scheme for the development in Furge Lane (12/01887/OUT & 16/02380/REM) and agree any action to be taken.

Members noted that it was not clear what policies were being adopted in relation to flood mitigation on the site. William Wallace agreed to look into this matter. The Clerk was instructed to forward relevant correspondence to William.

Action 190401/3: Parish Clerk

It was **agreed** to take item 8k at this point in the meeting.

- 8. k)** To consider draft Recreation Ground rules and guidelines, booking policy and event application form.

RESOLVED: It was proposed and agreed to adopt the event application form and to refer the rules and guidelines and booking policy to the Open Spaces Committee for further work, with both of these documents being brought back before the full council for consideration and approval.

Action 190401/4: Parish Clerk

19:53 – The Chairman allowed a public open session.

Members heard information from the organisers of the Henstridge Summer Festival, taking place at the Recreation Ground on 27th July.

20:04 – The Chairman brought the public open session to a close.

It was **agreed** to take item 9a at this point in the meeting.

- 9. a)** To consider a grant request from Henstridge Summer Festival for £900.

It was **proposed** to give £700, made up of £500 from the Picnic in the Park budget and £200 from the Youth Facilities/Activities budget.

20:07 – The Chairman allowed a public open session.

Members heard more information from the Festival organisers, as follows:

- The Festival group was raising money by asking stall holders to pay for their pitches.
- The grant requested would be lower in subsequent years.

- Provision would be made for bad weather. As many arenas as possible would be under cover. No insurance was in place in case the event could not take place.
- Litter picking would take place throughout the day although the organisers did not yet know how they would dispose of the rubbish.

20:11 – The Chairman brought the public open session to a close.

The matter was discussed further but there was no seconder to the initial proposal.

20:15 – The Chairman allowed a public open session.

20:16 – The Chairman brought the public open session to a close.

RESOLVED: It was proposed and agreed to give a grant of £900, to be made up of £500 from the Picnic in the Park budget, £200 from the Youth Facilities/Activities budget and £200 from Open Spaces Projects budget.

Action 190401/4: Parish Clerk

20:20 – Linda Jones, County and District Councillor William Wallace and three members of the public left the meeting.

8. Council Matters

- To note that Simon Cullum has asked the Clerk to set dates for future Open Spaces Committee meetings and to consider approval of the following dates: 17/06/19, 16/09/19, and 16/12/19.

RESOLVED: It was proposed and agreed to approve the dates as presented. It was further agreed that the Open Spaces Committee would meet before the June date and that the Clerk would prepare an agenda accordingly when the meeting date had been agreed.

Action 190401/5: Parish Clerk

- To consider any nominations to be made to the SCC Chairman's Award.

RESOLVED: It was proposed and agreed to nominate Jane Jeanes for her work with Brownies and Rainbows and that Peter Crocker would assist the Clerk in completing the nomination form.

Action 190401/6: Peter Crocker & Parish Clerk

- To note receipt of a letter of thanks for the grant recently awarded to Yeovil Shopmobility.

Noted.

- To consider a request from SSDC for the Parish Council to consider allowing non-Christian burials in the burial ground.

In the experience of the current Councillors, Henstridge Parish Council has never been asked for a non-Christian burial and felt it may be an unlikely occurrence. However, there was general agreement that in principle, such a request should be sympathetically received.

Action 190401/7: Parish Clerk

- To note that the Next Henstridge Airfield Consultative Committee meeting is taking place on 4th April.

It was noted that notice of the next HACC meeting and the minutes from the previous meeting were not on the Henstridge Airfield website. This would be raised at the HACC meeting on 4th April.

- To consider a request from a resident to ensure that the grit bin in Summerfields is refilled.

David Nichols informed members that he had some spare bags of grit and that he would arrange for these to be shared between the empty bins. The Clerk was instructed to forward a list of the grit bins that needed filling to David.

Action 190401/8: David Nichols & Parish Clerk

- g) To note receipt of a specification document relating to the proposed installation of solar panels at the Village Hall and to consider granting permission for this to go ahead.

It was noted that a structural survey of the Village Hall roof would be needed to ensure it was strong enough to take the weight of the solar panels and the ballasts. It was further noted that, if the Village Hall needed to be replaced within the 20 to 25 year lifetime of the solar panels, these would be moved at the expense of the Village Hall Management Committee.

RESOLVED: It was proposed and agreed to grant permission for the installation of the solar panels on the condition that a structural survey was carried out to ensure the roof was strong enough.

Action 190401/9: Parish Clerk

h) To note that Carolyn Nichols and the Clerk have attended a meeting of the Wild East Partnership, which is a network of local councils and youth groups; to hear an update. Carolyn Nichols reported that the meeting had been well attended. There were a great deal of sporting opportunities for young people, especially in Bruton. Castle Cary was running a programme called "How to Grow a Leader" to try and encourage people to try volunteering. Carolyn suggested that volunteering in Henstridge could be promoted at the Family Day. The National Citizen Scheme would run via schools in the summer. This was a four-week programme of activities, including a residential period, for 15 – 17 year olds. The next Wild East Partnership meeting would take place at the Balsam Centre.

- i) To note that the Clerk has handed in her notice and will cease working for the Parish Council on 28th June 2019; to agree the process of recruiting a new Clerk.

Noted.

David Nichols suggested working with Charlton Horethorne Parish Council to possibly recruit a Clerk for both Parishes. It was noted that a working group would need to be appointed from both Parishes. The Clerk was instructed to circulate her job description to all members and to the Chair of Charlton Horethorne Parish Council.

Action 190401/10: Parish Clerk

RESOLVED: It was proposed and agreed that the Council was in favour of working with Charlton Horethorne Parish Council towards employing one Clerk for both Councils.

- j) To consider draft terms of reference for the role of Co-ordinating Councillor for Personnel and HR matters.

Howard Bentley-Marchant noted that a SALC course that would be appropriate for the post holder was being run in April.

The draft terms of reference were not approved and would be brought before the Council at a future meeting.

- k) To consider draft Recreation Ground rules and guidelines, booking policy and event application form.

This matter was dealt with after item 7 above.

l) To receive a report from the Open Spaces Committee regarding a proposed BMX/Pump track and associated grant application; to agree any action to be taken. Simon Cullum reported that the proposal was for the installation of a pump track, rather than a BMX track. It would be the size of a tennis court with bumps of 3 – 4 feet high. The idea was not to pedal but to "pump" bicycles around the track. Simon said that removal of the spoil from the perimeter track would cost £10000 but that a local company had indicated that it could build a track out of the spoil for £10000, the same amount as the cost of removal. Simon said that he thought he had two quotes plus a firm indication of cost from a third contractor. The Open Spaces Committee had applied to Sport England for a grant and had been offered £10000. In response to questions from members, Simon said:

- The track would be built next to the skate park

- The proposal fulfilled health and safety requirements.
- Maintenance would involve resurfacing the track once a year although the cost of this could not be ascertained at this stage.
- Until three quotes and one set of drawings had been received, Simon said there was nothing to bring to the Full Council.
- Young people would use the perimeter track to access the pump track.

The following concerns were expressed by members:

- That the Full Council had not been informed of this proposal previously, despite it having been discussed by the Open Spaces Committee for several months.
- That the reason for the proposal was to dispose of spoil.
- That there may be a detrimental impact on other users of the Recreation Ground caused by the perimeter track being used by a large number of bicycles.
- That liability and insurance impacts needed to be examined closely before the proposal could be allowed by the Full Council.

In response, Simon said that users of the recreation Ground would be able to live with the additional risk and that insurance implications could not be ascertained until a proper plan was provided.

The Chair asked Simon to bring proper plans to the next Full Council meeting for consideration.

Action 190401/11: Simon Cullum.

- m) To consider setting dates for future Litter picking events.

It was **agreed** that the dates for upcoming litter pick events would be 13th April, 3rd August and 12th October and that the events would start at 10am.

- n) To consider arrangements for the Family Fun Event, to be held on either 14th or 21st August and to agree the fee of £440 to be paid to Steve Burrows Training.

RESOLVED: It was proposed and agreed that the Council would allow the Family Fun Event to take place on either 14th or 21st August and that the Council would pay £440 to Steve Burrows Training to run the event, subject to sight of the required insurance.

Action 190401/12: Parish Clerk

- o) To discuss any other outstanding highways issues or highways matters which councillors wish to raise and agree any actions arising.

The Clerk was instructed to report the following:

- Only one out of the four potholes reported outside the Village Hall had been repaired.
- Five potholes needed to be repaired between Church Farm Cottages and Wessex Court.
- An unauthorised sign had been erected on the A357 on the corner near Henstridge House.
- The 30mph and NSL signs on the white gates on the A357 towards Yenston were missing.
- The "Road Narrows" sign on the A357 towards Stalbridge was missing.
- An advertising sign had been erected on premises near the shop.

Action 190401/13: Parish Clerk

- p) To hear any matters arising from playground, skate park and green gym inspection reports.

There were no matters to report.

- q) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, Events Group, Other) and provide guidance as appropriate

Community Speedwatch - Michael Player reported that a CSW session would take place next week. David Nichols reported that he had met with the Chair of Charlton Horethorne Parish Council to discuss options for procuring a Speed Indicator Device to be shared

between the two parishes. The Clerk was instructed to obtain three quotes and to report back to a future meeting.

Action 190401/14: Parish Clerk

9. Finance

a) To consider a grant request from Henstridge Summer Festival for £900.
This matter was dealt with after item 7 above.

b) To consider a grant request from Explorers Pre-School towards the cost of a bouncy castle for their Easter event.

RESOLVED: It was proposed and agreed to award a grant of £50.

Action 190401/15: Parish Clerk

c) To receive a report from the Internal Auditor (no recommendations made).
Noted.

d) To consider allowing the Internal Auditor to have access to the Parish Council's accounts via the Scribe software.

RESOLVED: It was proposed and agreed that the Internal Auditor could have read-only access to the Parish Council's accounts via the Scribe software.

Action 190401/16: Parish Clerk

e) To note that SSDC will soon make a payment to the Parish Council under the Community Infrastructure Levy scheme of £402.00 in respect of planning application 17/04492/FUL and consider any action to be taken.

Noted. The Clerk was instructed to ensure that this sum was kept in the deposit account and recorded in earmarked reserves.

Action 190401/17: Parish Clerk

f) To consider quotes for the removal of the concrete benches and base near the shed at the Recreation Ground and making good the area, plus removal of two other large stones/concrete blocks.

It was **agreed** to defer this matter to a future meeting because a third quote had not yet been received.

g) To approve the asset register for 2019-20.
It was **agreed** to defer this matter to the next meeting.

h) To approve the risk assessment and management document for 2019-20.

RESOLVED: It was proposed and agreed to approve the risk assessment and management document as presented.

i) To approve a list of direct payments and authorise the Clerk to make these at the agreed frequency for the coming financial year 2019/20; to agree two bank signatories to sign the authorisation sheet.

RESOLVED: It was proposed and agreed to approve the list and to authorise the Clerk to make the payments accordingly; it was agreed that Dennis Finch and David Nichols would sign the authorisation form.

j) To approve the cashbook and bank account reconciliations for the deposit account to 26th February 2019 and the current account to 28th February 2019.

RESOLVED: The cashbook and bank account reconciliations for the deposit account to 26th February 2019 and the current account to 28th February 2019, as verified by Carolyn Nichols, were approved and signed by the Chair.

k) To approve the following accounts for payment and two signatories for cheques:-

Minute ref	Supplier/Contractor	Narrative	Amount
11f) 04/07/16	bOnline	Village Hall broadband Feb 2019	£28.24
11b) 04/07/16	NEST	Staff pensions (March & April 2019)	£137.86
	Staff	Salary March 2019	£1081.08
	Staff	Salary March 2019	£81.39
	HMRC	Tax & NICs March 2019	£192.71
	Staff	Salary March 2019	£42.68
	Staff	Expenses March 2019	£131.74
	T J Young	Repair to hedge trimmer	£72.17
10c) 05/11/18	NALC	Registration fee re Local Council Award Scheme	£60.00
	Lightatouch	Internal Audit fee – Oct 2018 to Jan 2019	£145.00
10a) 03/12/18	Milborne Port Computers	Member email addresses	£45.49
	Milborne Port Computers	IT support re email addresses	£24.00
11d) 07/01/19	LexisNexis	Local Council Administration – book	£110.99
	Henstridge Cricket Club	Grass cutting at Recreation Ground April 2018 to March 2019	£1513.78

All the cheque values were verified against the invoices presented by Carolyn Nichols before the meeting had started, and the invoices signed as a correct match.

RESOLVED: The above accounts were approved for payment and Dennis Finch and David Nichols agreed as signatories.

10. Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.

RESOLVED: It was proposed and agreed to exclude the press and public.

11. To note the issue of new pay scales for 2019-2020 and to agree to adopt these in line with the Clerk's contract of employment.

RESOLVED: It was proposed and agreed to adopt the new pay scales.

12. Date of Next meeting – The next Parish Council meeting will be held on **Tuesday 7th May 2019**. 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 25th April**.

The meeting ended at 21:35.

Agreed and signed by the Chair _____

Date _____