



## **HENSTRIDGE PARISH COUNCIL**

**Clerk:** Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

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### **AGENDA**

**The next meeting of Henstridge Parish Council will be held at the Village Hall, Ash Walk, Henstridge on Tuesday 7<sup>th</sup> May 2019 from 7.30pm.**

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The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak. In normal circumstances this will be restricted to approximately 15 minutes in total and shall be at the Chairman's discretion. Please note, items raised by the public in this session will not be discussed by the council and will not be minuted. Items for inclusion on the agenda should be put to the Clerk in writing prior to the meeting as listed in the final item.

**NOTE – ALL MEMBERS MUST SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE FORM BEFORE THE MEETING STARTS SO PLEASE ARRIVE A LITTLE EARLY IF YOU HAVE NOT ALREADY DONE THIS BEFORE THE MEETING**

1. **To elect a Chairman and receive a declaration of acceptance of office.**
2. **To agree that any outstanding declarations of acceptance of office may be received at the next full council meeting.**
3. **Apologies for absence.**
4. **Declarations of interest.**
5. **To elect a Vice Chairman and receive a declaration of acceptance of office.**
6. **To elect a Chairman, Vice-Chairman and four additional members of the Open Spaces Committee and receive declarations of acceptance of office.**
7. **To review the arrangement that the finance committee is made up of the entire council and agree any changes.**
8. **To review the arrangement that the planning committee is made up of the entire council and agree any changes.**
9. **To elect a member to act as Coordinating Councillor for Personnel and Human Resources.**
10. **To propose representatives of the council to the following:**
  - a) Allotments
  - b) Community Speedwatch
  - c) Henstridge Airfield Consultative Committee
  - d) Highways/Drains
  - e) Somerset Association of Local Councils
  - f) Tree Warden
  - g) Village Hall Management Committee
  - h) Yenston and Bowden
  - i) Youth
11. **To approve as a correct record the minutes of the previous meetings held on 01/04/19 and 23/04/19.**
12. **Reports**
  - a) To receive any Police matters.
  - b) To receive County and District Councillor reports.

**13. Planning Correspondence:** To hear a response from the Lead Local Flood Authority regarding drainage matters in Furge Lane and to agree any response to make.

**14. Council Matters**

- a) To re-adopt the Council's Standing Orders.
- b) To re-adopt the Council's Financial Regulations.
- c) To approve the Council's Asset Register.
- d) To review and adopt the Council's Risk Assessment and Management document.
- e) To review the Council's insurance policy.
- f) To review Members' Registers of Interest.
- g) To agree meeting dates for 2020.
- h) To note the arrangements for the Annual Parish Meeting and to agree any further action to be taken.
- i) 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.
- j) To note receipt of a letter from a resident complaining about the recently agreed rise to the precept and to agree any response to make.
- k) To note dates for Councillor Essentials and Managing Employees training, delivered by SALC, and to agree members to attend.
- l) To note that the Free Family Event, run by Steve Burrows, will be held on Wednesday 21<sup>st</sup> August from 1pm to 5pm.
- m) To consider a request from SSDC to run a Play Day at the Recreation Ground on 10<sup>th</sup> August from 1pm to 4pm and to consider a request for a financial contribution towards the event.
- n) To note two upcoming road closures: 1) Vale Street, 13<sup>th</sup> May for 5 days and 2) Furge Grove, 5<sup>th</sup> June for 1 day.
- o) To note a response from SCC to the Parish Council's request for a pedestrian guard rail at the crossroads of the A30 and A357.
- p) To discuss any outstanding highways issues or highways matters which councillors wish to raise and agree any actions arising.
- q) To hear any matters arising from playground inspection reports.
- r) To receive reports from representatives (VHMC, HALT, Footpaths, Tree Warden, CSW, Other) and provide guidance as appropriate

**15. Finance**

- a) To review and agree signatories for the bank account.
- b) To approve the cashbook and bank account reconciliation for March 2019 as presented.
- c) To approve the final quarter budget monitoring sheet.
- d) To note Avon and Somerset Police Community Trust has offered a grant of £2800 towards the cost of White Gates at Yenston; to agree to accept the grant and to authorise the installation to take place.
- e) To note receipt of the 2019/20 precept (£52,099.00), CIL contribution (£402.00) and VAT refund (£312.84).
- f) To approve the following accounts for payment and two signatories for cheques; to further authorise the Clerk to make the grant payments to Henstridge Summer Festival and Explorers Pre-School by direct bank transfer:-

Minute ref	Supplier/Contractor	Narrative	Amount
	Staff	Salary April 2019	£1109.18
	Staff	Salary April 2019	£85.53
	HMRC	Tax and NICs April 2019	£196.14
	Staff	Salary April 2019	£44.49
	Mr S A Burrows	Paint over graffiti at skate park	£24.00
11d) 05/11/18	Henstridge Youth Club	Grant 2019/20	£1000.00
9a) 01/04/19	Henstridge Summer Festival	Grant 2019/20	£900.00

9b) 01/04/19	Explorers Pre-School	Grant for Easter Event 2019	£50.00
	SALC	Affiliation fee 2019/20	£449.30
11f) 04/07/16	bOnline	Village Hall Broadband April 2019	£32.57
	SALC	Preparing for External Audit training (Clerk)	£30.00
	Milborne Port Computers	Email set-up support	£12.00
	Even Handed Licensing Limited	Recruitment advert in The Leveller	£42.00
	Henstridge Women's Institute	Refreshment provision – Be Home Safe event 17/04/19	£50.00
	Staff	Expenses April 2019	£125.53

**16. Date of Next meeting** – The next meeting will be the Annual Parish Meeting to be held on **Wednesday 29<sup>th</sup> May 2019**. The next Parish Council meeting will be held on **Monday 3<sup>rd</sup> June 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 23<sup>rd</sup> May.**



**Zoe Godden  
Parish Clerk**