



HENSTRIDGE PARISH COUNCIL

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

Tel: 01747 826401 **Mobile:** 07745 270285

e-mail: clerk@henstridgeparishcouncil.org.uk

www.henstridgeparishcouncil.org.uk

Draft minutes of a meeting of Henstridge Parish Council held on Tuesday 7th May 2019

Present: David Nichols (Chair), Howard Bentley-Marchant, Ken Courtenay, Peter Crocker, Simon Cullum, Elspeth Graham, Andrew McMillan, Carolyn Nichols and Jane Rose.

Clerk: Zöe Godden

There was one member of the public present at the start of the meeting.

19:31 – The Chairman allowed a public open session.

Members heard comments from a member of the public.

19:36 – The Chairman brought the public open session to a close.

1. To elect a Chairman and receive a declaration of acceptance of office.

David Nichols opened the meeting and asked for nominations for the position of Chairman. Ken Courtenay was nominated and seconded. No other member of the council was nominated.

RESOLVED: It was proposed and unanimously agreed that Ken Courtenay be elected as Chairman and the declaration of acceptance of office was signed accordingly.

Ken Courtenay thanked the Council for his nomination and election to the position of Chairman. Ken also thanked David Nichols for his work during the four years he had been Chairman.

2. To agree that any outstanding declarations of acceptance of office may be received at the next full council meeting.

It was noted that Adrian Gaymer, John Graham, Barry Howlett and Jean Oswick were not present.

RESOLVED: It was proposed and unanimously agreed that declarations of acceptance of office forms could be received from these members at the next full council meeting in June.

3. Apologies for absence.

Apologies had been received from Adrian Gaymer, John Graham, Barry Howlett and Jean Oswick and District Councillor Hayward Burt.

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

4. Declarations of interest.

Jane Rose declared a disclosable pecuniary interest in item 15f as she was the Chair of the Henstridge Summer Festival organising group and one of the payments to be approved was a grant for that group.

5. To elect a Vice Chairman and receive a declaration of acceptance of office.

David Nichols was nominated and seconded. No other member of the council was nominated.

RESOLVED: It was proposed and unanimously agreed that David Nichols be elected as Vice Chairman and the declaration of acceptance of office was signed accordingly.

6. To elect a Chairman, Vice-Chairman and four additional members of the Open Spaces Committee and receive declarations of acceptance of office.

Ken Courtenay pointed out that, due to changes in the newly adopted terms of reference for the Open Spaces Committee, the election of the Vice-Chair would be carried out at the next Open Spaces Committee meeting.

Carolyn Nichols was nominated and seconded as Chairman. There were no further nominations.

RESOLVED: It was proposed and unanimously agreed that Carolyn Nichols be elected as Chairman of the Open Spaces Committee and the declaration of acceptance of office was signed accordingly.

Although he had sent his apologies, John Graham had expressed an interest in sitting on the Open Spaces Committee.

RESOLVED: It was proposed and unanimously agreed that Peter Crocker, David Nichols and Andy McMillan would be members of the Open Spaces Committee and declarations of acceptance of office were signed accordingly. It was further agreed that the fifth member would be decided at the next Full Council meeting.

7. To review the arrangement that the finance committee is made up of the entire council and agree any changes.

It was agreed to maintain this arrangement.

8. To review the arrangement that the planning committee is made up of the entire council and agree any changes.

It was agreed to maintain this arrangement.

9. To elect a member to act as Coordinating Councillor for Personnel and Human Resources.

Elsbeth Graham was nominated and seconded. No other members were nominated.

RESOLVED: It was proposed and unanimously agreed that Elspeth Graham would act as Co-ordinating Councillor for Personnel and Human Resources.

10. To propose representatives of the council to the following:

a)	Allotments	DEFER
b)	Community Speedwatch and Road Safety	DEFER
c)	Henstridge Airfield Consultative Committee	Ken Courtenay with David Nichols as substitute.
d)	Highways/Drains Representative	Peter Crocker
e)	Somerset Association of Local Councils	Howard Bentley-Marchant
f)	Tree Warden	Simon Cullum
g)	Village Hall Management Committee	David Nichols
h)	Yenston and Bowden Representative	Howard Bentley-Marchant
i)	Youth Representative	Jane Rose

Carolyn Nichols said she would speak to Michael Player to find out if he would be willing to continue as CSW Co-ordinator, despite no longer being on the Parish Council.

Action 190507/01: Carolyn Nichols

The Clerk was instructed to forward the contact details of the Youth Club organiser to Jane Rose.

Action 190507/02: Parish Clerk

11. To approve as a correct record the minutes of the previous meetings held on 01/04/19 and 23/04/19.

RESOLVED: It was proposed and agreed to approve the minutes as presents. Andy McMillan and Jane Rose abstained from voting.

12. Reports

a) To receive any Police matters.

The Clerk informed members that there had been reports of young people riding motorbikes without crash helmets in Furge Lane. PCSO John Winfield had asked to Clerk to tell members that this was in hand.

Simon Cullum reported that he had recently experienced difficulty getting through to the Police via the 101 number. Simon said that, after waiting on hold for six minutes, the call had been disconnected. The Clerk was instructed to draft a letter to Police and Crime Commissioner Sue Mountstevens to request that the efficiency of the 101 number was investigated.

Action 190507/03: Parish Clerk

The Clerk was further instructed to share PCSO John Winfield's direct telephone number to all members.

Action 190507/04: Parish Clerk

b) To receive County and District Councillor reports.

District Councillor Hayward Burt had sent his apologies and District and County Councillor William Wallace was not present.

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. Ken Courtenay reminded members that flooding was currently a problem in Furge Lane and that residents were concerned about the future impact of the new development. The Clerk was instructed to reply the Lead Local Flood Authority, requesting that the Parish Council was kept informed of any decisions about the drainage scheme in Furge Lane and to ask for feedback at the earliest opportunity.

Action 190507/05: Parish Clerk

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.

It was **agreed** to take items 14a, b, c and d together.

RESOLVED: It was proposed and unanimously agreed to re-adopt the above four documents without amendment.

The Clerk was instructed to add an item to the next Full Council agenda to enable possible amendments to the above four documents.

Action 190507/06: Parish Clerk

e) To review the Council's insurance policy.

RESOLVED: It was proposed and unanimously agreed that no changes were required to the Council's Insurance provision.

- f) To review Members' Registers of Interest.

New register of interest forms were received from Howard Bentley-Marchant and Andrew McMillan. A form was handed to Jane Rose. Members were reminded that they needed to complete a new register of interest form if any of the details had changed. The Clerk was instructed to add an item to the next agenda to ensure that all new register of interest forms had been received.

Action 190507/07: Parish Clerk

- g) To agree meeting dates for 2020.

RESOLVED: It was proposed and unanimously agreed to approve the meeting dates as presented:

Full Council meetings

Monday 6th January 2020
Monday 3rd February 2020
Monday 2nd March 2020
Monday 6th April 2020
Tuesday 5th May 2020
(Annual Parish Council Meeting)
Wednesday 27th May 2020
(Annual Parish Meeting)
Monday 1st June 2020
Monday 6th July 2020
Monday 7th September 2020
Monday 5th October 2020
Monday 2nd November 2020
Monday 7th December 2020

Open Spaces Committee meetings

Monday 16th March 2020
Monday 22nd June 2020
Monday 21st September 2020
Monday 14th December 2020

- h) To note the arrangements for the Annual Parish Meeting and to agree any further action to be taken.

The Clerk reported that she had invited the local groups, allotment holders and the Village Agent. The WI had agreed to provide refreshments. The Clerk was instructed to check with ex-Councillor Michael Player to find out if the Speed Enforcement Unit would be able to attend as guest speaker. The Clerk was instructed to invite the Air Ambulance to attend as a back-up guest speaker if the Speed Enforcement Unit was not available.

Action 190507/08: Parish Clerk

There followed some discussion about how to improve communication with the community. The Clerk was instructed to add a notice to the two notice boards to let people know about the Parish Council's website.

Action 190507/09: Parish Clerk

Carolyn Nichols and David Nichols agreed to produce A3 posters to advertise the Annual Parish Meeting that would be displayed outside the Village Hall.

Action 190507/10: Carolyn Nichols and David Nichols

It was **agreed** that all members would produce a biog of approximately three sentences to be added to the Parish Council website (with a link added to the Nextdoor page), to be printed out for distribution at the Annual Parish Meeting and also to be published in the next edition of Wots On.

Action 190507/11: All members & Parish Clerk

Ken Courtenay requested that as many members as possible attended the Annual Parish Meeting. Ken also reminded members that there would be an item on the agenda relating to the Somerset Wood so that members of the public could be consulted to ask if they wanted the Parish Council to make a financial contribution towards this World War One memorial. Ken said that he would speak about communication methods in his speech. The Clerk was instructed to contact the Blackmore Vale Magazine to ask if the Annual Parish Meeting could be promoted as an editorial.

Action 190507/12: Parish Clerk

- 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.

RESOLVED: It was proposed and agreed that the quote from Robin Chapman Limited. All in favour except Peter Crocker who abstained from voting.

The Clerk was instructed to make clear that due care and consideration should be taken and any damage to the Recreation Ground must be fully reinstated. The Clerk was further instructed to ensure that a Parish Council representative was in attendance for the duration of the works.

Action 190507/13: Parish Clerk

- 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.

Recalling comments made in the public open session, Ken Courtenay reminded members that the decision to contribute towards the cost of a Village Agent was taken to address the known problems of loneliness and isolation. Ken also reminded members that the Clerk's salary was based on national pay scales and so there was little leeway for changing this. It was **agreed** to note the content of the letter and to take into account the points raised. It was further **agreed** that the Village Agent should be invited to report to a future parish Council meeting to give an anonymised report of her work in the community.

- k) To note dates for Councillor Essentials and Managing Employees training, delivered by SALC, and to agree members to attend.

Howard Bentley-Marchant, Ken Courtenay and Barry Howlett had requested to attend the Essential Councillor training on 5th June in Ansford.

Action 190507/14: Parish Clerk

The Clerk was instructed to find out if SALC could deliver the Essential Councillor training in Henstridge so that all members could attend.

Action 190507/15: Parish Clerk

- l) To note that the Free Family Event, run by Steve Burrows, will be held on Wednesday 21st August from 1pm to 5pm.

Noted.

- m) To consider a request from SSDC to run a Play Day at the Recreation Ground on 10th August from 1pm to 4pm and to consider a request for a financial contribution towards the event.

RESOLVED: It was proposed and unanimously agreed that SSDC could use the Recreation Ground on 10th August for the event but that the Parish Council would not make a financial contribution.

Action 190507/16: Parish Clerk

- n) To note two upcoming road closures: 1) Vale Street, 13th May for 5 days and 2) Furge Grove, 5th June for 1 day.

Noted.

- 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.

Noted.

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

The Clerk was instructed to report the following to County Highways:

- The potholes previously reported outside the Village Hall and in Church Street had still not been repaired.
- Cement gullies in the High Street, just past the Chapel on the left-hand side, needed to be cleaned.

Action 190507/17: Parish Clerk

q) To hear any matters arising from playground inspection reports.
There were no matters arising.

- r) To receive reports from representatives (VHMC, HALT, Footpaths, Tree Warden, CSW, Other) and provide guidance as appropriate

Tree Warden – Simon Cullum reported that some branches had been broken off some trees in the Recreation Ground.

VHMC – Carolyn Nichols reported that the Village Hall AGM would take place on Tuesday 14th May at 7pm. Wine and cheese would be served.

Recruitment panel - Howard Bentley-Marchant reported that, due to the election results, one of the panel members was no longer a Parish Council member. As such, a new member of the panel would need to be chosen.

RESOLVED: It was proposed and unanimously agreed that Ken Courtenay would join the panel as the Chairman and that David Nichols would remain on the panel as a member.

15. Finance

- a) To review and agree signatories for the bank account.

RESOLVED: It was proposed and agreed to remove Dennis Finch from the bank mandate and to add Carolyn Nichols.

Action 190507/18: Parish Clerk

- b) To approve the cashbook and bank account reconciliation for March 2019 as presented.

RESOLVED: The cashbook and bank account reconciliations for the deposit account to 25th March 2019 and the current account to 28th March 2019, as verified by Carolyn Nichols, were approved and signed by the Chair.

- c) To approve the final quarter budget monitoring sheet.

RESOLVED: It was proposed and agreed to approve the budget monitoring sheet as presented.

- 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.

RESOLVED: It was proposed and unanimously agreed to accept the grant and to authorise the Clerk to request that the installation should take place.

Action 190507/19: Parish Clerk

The Clerk was further instructed to request that the 30mph and national speed limit signs are replaced on the white gate on the northbound A357.

Action 190507/20: Parish Clerk

- e) To note receipt of the 2019/20 precept (£52,099.00), CIL contribution (£402.00) and VAT refund (£312.84).

Noted.

- 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

Due to the previously declared disclosable pecuniary interest, Jane Rose took no part in discussions or voting for this item.

RESOLVED: It was proposed and agreed to approve the payments as presented and that Ken Courtenay and David Nichols would sign the cheques. It was further agreed that the Clerk could make the grant payments to the Henstridge Summer Festival and Explorers Pre-school via online banking.

Action 190507/21: Parish Clerk

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

The meeting ended at 21:23.



**Zoe Godden
Parish Clerk**