



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 Monday 3rd June 2019

Present: Ken Courtenay (Chair), Howard Bentley-Marchant, Peter Crocker, Adrian Gaymer, Elspeth Graham, John Graham, Barry Howlett, Andrew McMillan, Carolyn Nichols, David Nichols and Jane Rose.

Also present: District Councillor Hayward Burt, Parish Dog and Environmental Warden Linda Jones and County and District Councillor William Wallace.

Clerk: Zöe Godden

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

The meeting started at 19:30.

1. Apologies for absence.

Apologies had been received from Simon Cullum, Jean Oswick and PCSO John Winfield.

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

2. Declarations of interest.

Carolyn Nichols and David Nichols declared disclosable pecuniary interests in item 11b as one of the payments was a reimbursement of mileage costs to David.

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

It was **agreed** that Howard Bentley-Marchant would follow up on a query from a member of the public.

19:37 – The Chairman brought the public open session to a close.

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

9. To elect one member of the Open Spaces Committee and receive a declaration of acceptance of office.

RESOLVED: It was proposed and agreed that John Graham would be the fifth member of the Open Spaces Committee and a declaration of acceptance of office was signed accordingly.

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

a) Allotments

RESOLVED: It was proposed and agreed that Barry Howlett would be the Allotment representative.

b) Community Speedwatch and Road Safety

RESOLVED: It was proposed and agreed that Carolyn Nichols would be the Community Speedwatch representative.

4. To approve as a correct record the minutes of the previous meeting held on 07/05/19.

County and District Councillor William Wallace apologised for not sending his apologies for the last meeting.

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

5. Reports

- a) To receive any Police matters – **PCSO John Winfield** had sent his apologies.

Parish Dog and Environmental Warden Linda Jones reported that she had been checking the lanes around the village and had found no fly tipping or rubbish. Inspections of the Recreation Ground had found no problems with dog fouling, although there had been some rubbish, probably due to half-term. Advertising boards at the crossroads of the A30 and A357 were a big problem. Linda had had to make complaints to two organisations to encourage them to remove their advertising boards. Linda pointed out that it seemed inappropriate for these advertising boards to be located so close to the War Memorial.

William Wallace said that, historically, local events could be advertised in neighbouring parishes as long as the relevant Parish Clerk was contacted for permission. William advised that any unauthorised advertising boards should be removed and destroyed. Linda said she would visit the SSDC office in Yeovil to clarify the legal position. The Chair thanked Linda for her help.

- b) To receive County and District Councillor reports.

District Councillor Hayward Burt reported that SSDC was continuing to invest in property, having purchased a building in Milton Keynes the week before. Hayward informed members that the review of SSDC's Local Plan was due to start later in June. Finally, Hayward said that a café and cakery had opened in Templecombe.

County and District Councillor William Wallace said that a new Co-op store was opening in Templecombe soon. Also, William told members that he had access to a small grants fund for Health and Wellbeing projects, specifically those aimed at young people. Anyone wishing to apply for a grant should contact William on 01963 370423.

6. To consider the following planning applications:

| | Application number | Proposal | Applicant details |
|--|-----------------------------|---|---|
| a) | 19/01043/FUL | The erection of a temporary dwelling, to replace approved temporary caravan with covered link to existing outbuilding, in accordance with the construction of previously approved 16/01259/FUL, to be removed when construction of approved dwelling is completed. | Mr & Mrs R Kearley, Land Adjoining Keyham Cottage, Vale Street, Henstridge. BA8 0SQ |
| RESOLVED: It was proposed and agreed that the Parish Council recommends approval of this application. | | | |
| <i>Action 190603/1: Parish Clerk</i> | | | |
| 19:56 – Linda Jones and two members of the public left the meeting. | | | |
| b) | 2/2019/0676/V ARIA (Dorset) | Construct a Photovoltaic Park with associated equipment, including access track, cable route, substations, inverter stations, security cameras and perimeter fencing. (Variation of Condition No. 13 of Planning Permission No. 2/2017/0126/VARIA to extend the operation time to 40 years) | Solar Farm Landshire Lane (West) Stalbridge Park Stalbridge Dorset |
| RESOLVED: It was proposed and agreed that the Parish Council recommends approval of this application. Nine votes for. Peter Crocker abstained from voting and asked for this to be recorded in the minutes. | | | |
| <i>Action 190603/2: Parish Clerk</i> | | | |

7. Recent SSDC Area East planning decisions:

| | Application number | Proposal | Applicant details | Current status |
|----|--------------------|---|--|-------------------------|
| a) | 19/00183/FUL | Erection of workshop building for the fabrication of agricultural livestock feed silos. | Mr Nigel Jeans, N D Jeans Engineering Ltd, Henstridge Airfield, The Marsh, Camp Road, Henstridge. | Granted with conditions |
| b) | 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 | Granted with conditions |

Noted.

- 8. Planning Correspondence:** To note that SSDC will no longer be sending weekly updates by email to subscribers with details of new planning applications and planning decisions.

Members discussed this matter and agreed that the weekly planning updates were very valuable to councillors, the Parish Clerk and members of the public. Councillors also agreed that there was likely no cost to SSDC to provide the weekly updates.

RESOLVED: It was proposed and agreed that the Parish Council should write to SSDC, with copies to Hayward Burt and William Wallace, to express their concern at the loss of the weekly planning update service and to ask for it to be reinstated.

Action 190603/3: Parish Clerk

- 9. To elect one member of the Open Spaces Committee and receive a declaration of acceptance of office.**

This matter was dealt with after item 2 above.

10. Council Matters

- a) To note any action points from the Annual Parish Meeting and to agree how to proceed.

Ken Courtenay said that the Annual Parish Meeting had gone well and been well received by residents.

Ken asked members to consider the question of whether to make a financial contribution towards the Somerset Wood, which was a WW1 memorial located near Taunton, where it was planned to plant a tree for each person who had died in WW1. Members discussed this matter at length. The Clerk was instructed to add this matter to the next agenda.

Action 190603/4: Parish Clerk

Members went on to discuss how to improve communications with the Parish and it was **agreed** that the Clerk would add a link to new minutes to the Nextdoor website in future.

Action 190603/5: Parish Clerk

There was further discussion about how to communicate with younger adults and young people and to engage them in Parish activities. The Clerk was instructed to add an item to the next agenda for the Parish Council to consider reviewing the Parish Plan and running a stand at the Henstridge Summer Festival to encourage involvement.

Action 190603/6: Parish Clerk

There was some discussion about engaging with primary and secondary school children and Jane Rose said that, in her role as Youth Representative, she would be interested in taking this up.

- b) To consider a proposal to proceed with a BMX pump track project and alternative solutions for use of the spoil heap resulting from the Recreation Ground perimeter path; to agree any further action to be taken.

Ken Courtenay reminded members that this issue was brought up at the Annual Parish Meeting and was met with mixed views. It was agreed that the spoil heap near the shed needed to be removed but it was not clear that there was an established need for the track or that it would be an appropriate addition to the Recreation Ground. It was noted that a similar track had been constructed in Stalbridge and, after some further discussion, it was **agreed** that John Graham would arrange a site visit for any members who wanted to see the Stalbridge track.

Action 190603/7: John Graham

The Clerk was instructed to add an item to the next agenda for the Parish Council to consider alternative means of disposing of or re-using the spoil heap, including the suggestion that it might be turned into an outdoor theatre.

Action 190603/8: Parish Clerk

20:54 – County and District Councillor William Wallace left the meeting.

- c) **PROPOSAL** from Elspeth Graham – That the Parish Council considers reinstalling the second bicycle hoops at either end of St Nicholas path or taking some other action to prevent cyclists from riding too fast down the path.

Elspeth Graham explained that she had nearly been hit by a cyclist on St Nicholas Path. It was noted that the second hoops had been removed to allow access to St Nicholas Path for users of mobility scooters.

The Clerk was instructed to contact County Highways to ask for a solution that slowed cyclists but also allowed mobility scooters to access St Nicholas Path.

Action 190603/9: Parish Clerk

- d) To note that the proposed name of the new development in Furge Lane is Walnut Grove and to submit any comments on this proposal to SSDC's Street Naming and Numbering Department.

Noted. No comments were made.

- e) To resolve that the Parish Council confirms that it meets the eligibility criteria for the General Power of Competence as set out in the Localism Act 2011, namely that it has a qualified Clerk and that at least two thirds of vacancies were filled at the last ordinary election and that Council adopts the power.

RESOLVED: It was unanimously agreed that the Parish Council's Clerk was CiLCA qualified and that a minimum of two-thirds of vacancies were filled at the last ordinary elections. As such, it was further resolved that the Parish Council met the conditions to enable it to exercise the General Power of Competence.

- f) To note two upcoming road closures: 1) Furge Lane, 11th June for 2 days and 2) Whitechurch Lane, 8th July for 12 days.

Noted.

- g) To consider if the Parish Council will sign a new service level agreement for the coming year in respect of the Village Agent and agree two members to sign accordingly; to note that the cost of the Village Agent for 2019-20 can be met under the General Power of Competence.

Members discussed this issue and noted the content of the Village Agent's report, given at the Annual Parish Meeting.

RESOLVED: It was proposed and agreed that the Parish Council approved the service level agreement as presented and that David Nichols and Jane Rose would sign the agreement. 9 votes for; Elspeth Graham abstained from voting and asked for this to be recorded in the minutes.

- h) To consider any proposed amendments to the Standing Orders, Financial Regulations, the Asset Register and the Risk Assessment and Management document. **NOTE - A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.**

Ken Courtenay urged everyone to read these documents to ensure they were familiar with the way the Council worked. Ken also said that it was important for councillors to attend training. The Clerk was in the process of trying to arrange for SALC to deliver Essential Councillor training in Henstridge.

- i) 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:

- A one-way sign was needed at the exit of Walnut Grove to make sure vehicles did not turn left.
- The previously reported pot holes in Church Street and outside the Village Hall had still not been repaired.
- The hedge outside Rose Cottage in Church Street needed to be cut back.

Action 190603/10: Parish Clerk

It was reported that the hedge between the Village Hall and 25 Ash Walk needed to be cut back. The Clerk was instructed to ask one of the grounds staff to do this.

Action 190603/11: Parish Clerk

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

There were no matters arising.

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

Community Speedwatch – Carolyn Nichols reported that she had taken on the role of CSW co-ordinator.

21:30 – District Councillor Hayward Burt left the meeting.

11. Finance

- a) To approve the cashbook and bank account reconciliation for the deposit account to 12th April and the current account to 26th April 2019 as presented.

RESOLVED: The cashbook and bank account reconciliations for the deposit account to 12th April 2019 and the current account to 26th April 2019, as verified by Carolyn Nichols, were approved and signed by the Chair.

- b) 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 March 2019 | £32.57 |
| | Staff | Salary May 2019 | £1109.18 |
| | Staff | Salary May 2019 | £85.33 |
| 11b) 04/07/16 | NEST | Staff pensions | £91.29 |
| | Staff | Expenses May 2019 | £117.35 |
| | HMRC | Tax and NICs May 2019 | £196.34 |
| | Staff | Salary May 2019 | £44.49 |
| | David Nichols | Mileage | £29.70 |

| | | | |
|---------------|-------------------------|----------------------------------|--------|
| | Lightatouch | Internal Audit Feb to March 2019 | £72.50 |
| | Milborne Port Computers | Domain and website charge | £37.49 |
| 11f) 04/07/16 | bOnline | Village Hall Broadband May 2019 | £32.57 |
| | Mr R Wallis | Allotment refund | £12.50 |

Carolyn Nichols and David Nichols took no part in discussions or voting for this item due to their previously declared disclosable pecuniary interests.

RESOLVED: It was proposed and agreed to approve the payments as presented and that Ken Courtenay and Jean Oswick would sign the cheques. John Graham agreed to take the cheque book to Jean and return it to the Clerk once the cheques had been signed.

*Action 190603/12: Parish Clerk
Action 190603/13: John Graham*

- c) To note that the cost of the Village Agent in 2018-19 was met under S137 of the Local Government Act 1972 and that this should have been recorded in the minutes at the outset.

Noted.

- d) To note that, in line with Financial Regulation 4.5, the Clerk has authorised the replacement of roof lights at the Recreation Ground shed with steel sheeting, at a cost of £198.74.

Noted.

- e) To note receipt of the Internal Auditor's report for the end of the 2018-19 financial year.

Noted.

- f) To approve section 1 of the Annual Governance and Accountability Return.

RESOLVED: It was proposed and agreed to approve section 1 of the Annual Governance and Accountability Return without amendment.

- g) To approve section 2 of the Annual Governance and Accountability Return.

RESOLVED: It was proposed and agreed to approve section 2 of the Annual Governance and Accountability Return without amendment.

- h) To note that, in line with Financial Regulation 6.11, a sealed envelope containing all Parish Council passwords to access the laptop and various online accounts has been passed to the Chairman.

Noted.

12. Date of Next meeting –The next Parish Council meeting will be held on **Monday 1st July 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 20th June**.

The meeting ended at 21:36.



**Zoe Godden
Parish Clerk**