



HENSTRIDGE PARISH COUNCIL

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Draft minutes of a meeting of Henstridge Parish Council held on Monday 1st July 2019 at Henstridge Village Hall

Present: Ken Courtenay (Chair), John Graham, Barry Howlett, Andrew McMillan, Carolyn Nichols, David Nichols and Jane Rose.

Also present: District Councillor Hayward Burt and County and District Councillor William Wallace.

Clerk: Emma Curtis

There was one member of the public present who left prior to the commencement of the meeting.

The meeting started at 19:35.

1. Apologies for absence.

Apologies had been received from Elspeth Graham, Adrian Gaymer, Howard Bentley-Marchant, Peter Crocker, 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 8e as a payment was reimbursement to David for replacement roof sheets for the recreation ground shed

3. To approve as a correct record the minutes of the previous meeting held on 03/06/19 and 13/06/19.

John Graham requested a minor amendment to the minutes of 3rd June 2019.

RESOLVED: It was proposed and agreed to approve the minutes following the minor amendment. Simon Cullum abstained as he wasn't present at either meeting and Barry Howlett abstained from approving the minutes of the meeting held on 13th June 2019 as he was absent from the meeting.

4. Reports

a) To receive any Police matters – **PCSO John Winfield** had sent his apologies. The Clerk reported on a collision which had taken place within the village and had knocked down a street light. The street light had been made safe by SSE and the police had attended.

b) To receive County and District Councillor reports.
County and District Councillor William Wallace reported that he had been in discussion with the local youth club representative regarding a possible grant and that he was awaiting the application and eligibility forms to move forward. He confirmed that should a grant be awarded it would be a one off payment. William also informed members he was hoping to help raise grant funding for replacement flooring at the Village Hall. To conclude, William informed members that Somerset County Council is financially stable and had been in receipt of some grant funding.

District Councillor Hayward Burt reported that the review of the Somerset Local Plan had commenced and urged members to respond by the deadline of 18th

September 2019. Hayward reported that a new settlement hierarchy had been suggested for Henstridge and that Policy SS2 was being reviewed.

5. To consider the following planning applications:

	Application number	Proposal	Applicant details
a)	19/01514/FUL	Construction of a double garage	Mr B Tegg, Land OS 6900 Part, Blackmoor Lane, Henstridge. BA8 0SN
RESOLVED: It was proposed and agreed that the Parish Council would recommend approval of this application. Jane Rose and Andrew McMillan abstained from the vote.			
Action 190701/1: Parish Clerk			
	19/01379/S73	Application to amend condition 3 of planning approval 15/02718/FUL and condition 2 of 17/00242/S73A to extend the operational time to 40 years.	Nextenergy Solar Holdings VI Ltd, Solar Site, Land OS 0034, Bowden Lane, Henstridge.
RESOLVED: It was proposed and agreed that the Parish Council would recommend approval of this application.			
Action 190701/2: Parish Clerk			
c)	19/01455/HOU	Proposed replacement boundary wall and relocation of oil tank to front of dwelling.	Mr Frazer Cooke, Oak Vale Cottage, Blackmoor Lane, Henstridge. BA8 0SN
RESOLVED: It was proposed and agreed that the Parish Council would recommend approval of this application.			
Action 190701/3: Parish Clerk			
d)	19/01446/HOU	The erection of a single storey rear extension, replacement conservatory roof and the conversion of a garage.	Mr Geoff Allan, 2 Silverton, High Street, Yenston. BA8 0NF
RESOLVED: It was proposed and agreed that the Parish Council would recommend approval of this application.			
Action 190701/4: Parish Clerk			

6. Recent SSDC Area East planning decisions:

Application number	Proposal	Applicant details	Current status
19/00966/OUT	Outline application for the erection of a dwellinghouse for the occupation of a key agricultural worker.	Mr Guy Raymond, Cherry Bolberry Farm, Furge Lane. BA8 0RN	Granted with conditions

Noted.

7. Council Matters

- a) 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:

The idea of using the spoil heap for an outdoor theatre was dismissed. Following an update from John Graham and discussion it was proposed that the spoil heap be used to create a BMX Pump Track which would be fenced off and have a tarmacked surface and that should Sport England not increase their grant the Parish Council would fund the shortfall of up to £4,000 from reserves.

RESOLVED: It was proposed and agreed by all that the Parish Council approve the construction of the BMX Pump Track subject to suitable fencing and surfacing and that should Sport England not be willing to increase their grant a maximum of £4,000 from Parish Council reserves would be used to supplement the £10,000 received from Sport England to fund the project. The Clerk was requested to check any insurance implications.

Action: 190701/5: Parish Clerk and John Graham

- b) To hear an update on the recruitment of a new Village Agent:

Ken Courtenay updated members on the recruitment of the new Village Agent and confirmed that the new agent would commence in role on 8th July 2019. This commencement date meant that the village had been without an agent since the end of May 2019 and therefore the new SLA would commence in July rather than June. Ken stated that the agent had been requested to attend monthly Parish Council meetings and present a quarterly management report. The invoice for the total payment was discussed and the Clerk was tasked with liaising with CCS to ask for two six monthly invoices.

Action: 190701/6: Parish Clerk

- c) To consider reviewing the Parish Plan and running a stand at the Henstridge Summer Festival to encourage involvement from members of the public.

RESOLVED: It was resolved and agreed to postpone the review of the Parish Plan until after the conclusion of the review of the South Somerset Local Plan. It was agreed to have a Parish Council presence at the Summer Festival with Cllrs present wearing name badges.

Action: 190701/7: Parish Clerk

- d) To consider making a financial contribution towards Somerset Wood and also to consider a local commemoration to those who died in WW1.

RESOLVED: It was proposed and agreed to put this item in abeyance for six months.

- e) To note that, after a request from a member of the public, Howard Bentley-Marchant has been unable to establish the whereabouts of a bier

Noted.

- f) To consider adopting a Recreation Ground Booking Form and Rules & Guidelines. Councillors considered the draft Recreation Ground Booking Form and Rules & Guidelines in detail with some textual amendments suggested. Paragraphs 26, 37 and 42 of the Rules & Guidelines were amended accordingly.

RESOLVED: It was proposed and agreed to adopt the amendments to paragraphs 26, 37 and 42 and adopt the Recreation Ground Booking Form and Rules & Guidelines and to review the forms at the September meeting.

Action: 190701/8: Parish Clerk

- g) To consider a request from Henstridge Summer Festival to use the Recreation Ground from 26/07/19 to 29/07/19 to cover the event itself and setting up and taking down.

RESOLVED: It was proposed and agreed to allow the Summer Festival to use the Recreation Ground from 26/07/19 to 29/07/19.

- h) To note receipt of insurance details for the Henstridge Summer Festival and to consider their suitability for the event.

Receipt of the insurance for the festival was noted. Jane Rose explained to members the insurance cover and provided information about surveillance. Some Councillors felt that the insurance should cover the dates of setting up and taking down as well as the day of the event itself.

RESOLVED: It was proposed and agreed that the Parish Council request the event organisers investigate insurance cover for the duration of the event as well as the setting up and taking down days. Andrew McMillan abstained.

- i) To note receipt of a response from PCC Sue Mountstevens to the Clerk's email regarding problems with the 101 number and to agree any further action.

Noted.

- j) To note an invitation to the SCC Annual Civic Service

Noted.

- k) To note the announcement of proposed changes to service delivery at Devon and Somerset Fire and Rescue Service and to consider how to respond to a consultation

Noted.

- l) To note a request for information from SSDC relating to the climate emergency and to agree how to respond

Noted – It was agreed that the Clerk would respond on the Councils behalf

- m) To note dates for Councillor Essentials training and Code of Conduct training run by SALC and agree anyone to attend.

Noted – Clerk to book Ken Courtenay, Elspeth Graham and Carolyn Nichols on the Code of Conduct training.

- n) To consider a proposed amendment to the Standing Orders: That standing order 4 a ii should now specify that the Parish Council may only determine the frequency of the meetings of a standing committee and not the number and time of the meetings.

RESOLVED: It was proposed and agreed to review the whole Standing Orders document at the September meeting.

Action: 190701/9: Parish Clerk

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

Carolyn Nichols reported that the sign outside the Village Hall had been moved and required straightening.

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

No matters arising.

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

Tree Warden – Simon Cullum informed members that the beech tree in the children's play area was diseased and a regular inspection of the tree should be taking place and recorded accurately. Simon stated he was unsure as to whether this inspection was actually taking place meaning that should the tree become dangerous the Parish Council would be liable. The Clerk confirmed she would try and find the tree reports.

Action: 190701/10: Parish Clerk

Village Hall Management Committee – Carolyn Nichols reported that the Village Hall was hoping to host a pop up café during the summer months.

8. Finance

- a) To agree two bank signatories to sign a mandate form to remove ex-councillors from the mandate.

RESOLVED: It was proposed and agreed that Carolyn Nichols and David Nichols would sign the bank mandate

- b) To consider three quotes for Parish Council insurance and sign a cheque accordingly.

RESOLVED: It was proposed and agreed to adopt the cheapest insurance quotation with Inspire. A cheque was raised and signed accordingly.

- c) To consider the position of the earmarked reserves and to agree any changes.

RESOLVED: It was proposed and agreed to defer this item to the September meeting.

Action: 190701/11: Parish Clerk

- d) To approve the cashbook and bank account reconciliation for the deposit account to 4th April and the current account to 26th May 2019 as presented.

RESOLVED: The cashbook and bank account reconciliation for the deposit account to 4th April and current account to 26th May 2019 were verified and signed by Barry Howlett.

- e) 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 June 2019	£32.57
	Staff	Salary June 2019	£1109.18
	Staff	Salary June 2019	£85.33
	HMRC	Tax and NICs June 2019	£196.34
	Staff	Salary June 2019	£44.49
	Staff	Expenses June 2019	£86.30
	Milborne Port Computers	Email support	£12.00
10g) 03/06/19	Community Council for Somerset	Village Agent Services 2019/20	£7000.00

14k) 07/05/19	SALC	3 x places on Councillor Essentials training	£75.00
	SALC	1 place on Being a Successful Chairman training	£30.00
	Ring Street Filling Station	Fuel for mowers etc	£13.74
14i) 07/05/19	Robin Chapman Ltd	Removal of concrete from Recreation Ground	£960.00
	Stalbridge Building Supplies	Tarmac for patio	£7.50
	SSDC	Fee for Elections 02/05/19	£436.67
	Henstridge WI	Provision of refreshments for Annual Parish Meeting	£50.00
11d) 03/06/19	David Nichols Associates	Replacement roof sheets – Recreation Ground shed	£238.49

Carolyn Nichols and David Nichols vacated the room and 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 Simon Cullum would sign the cheques. It was agreed to defer the payment to CCS for the Village Agent until the September meeting.

9. **Date of Next meeting** –The next Parish Council meeting will be held on **Monday 2nd September 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 22nd August**. It was agreed an additional Parish Council meeting would take place on **Monday 29th July 2019** to resolve urgent business items. All items for inclusion on this agenda must be received by the Clerk by **9.00am on Thursday 18th July**.

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 relating to the engagement of an employee.**

RESOLVED: It was proposed and agreed to exclude the press and public for the remainder of the meeting.

11. **To agree that the Chairman should sign the new Parish Clerk's contract of employment**

RESOLVED: It was proposed and agreed that the Chairman and Clerk would sign the Clerks Contract of Employment. It was agreed that the Clerk would claim £11.50 per month as home working allowance as in line with the HMRC regulations and the Council would cover the cost of a new Parish Council telephone line.

The meeting ended at 9.30pm

Emma Curtis
Parish Clerk