



HENSTRIDGE PARISH COUNCIL

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Draft minutes of a Henstridge Parish Council meeting held on Monday 2nd September 2019 at the Village Hall

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

Also Present: County and District Councillor William Wallace, Parish Dog and Environmental Warden Linda Jones and Village Agent Felicity Bailey

Clerk: Emma Curtis

There were seven members of the public in attendance. The Chairman agreed that those wishing to speak on a planning application would be invited to do so prior to the planning agenda item. **The meeting commenced at 19:39.**

1. Apologies for absence.

Apologies had been received from Simon Cullum and District Councillor Hayward Burt

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

2. Declarations of interest

Received from Carolyn Nichols and David Nichols, agenda item 8e – Chairperson and member of the Village Hall Management Committee.

3. To approve as a correct record the minutes of the previous meeting held on 29th July 2019.

RESOLVED: It was proposed by David Nichols and agreed by the majority of members to approve the minutes of the meeting held on 29th July 2019 as a true and accurate record of the meeting. Jane Rose and Adrian Gaymer abstained as they were not in attendance.

4. Reports

- a) To receive any police matters: **PCSO John Winfield** was absent from the meeting. No report received.
- b) To receive County and District Councillor reports:
District Councillor Hayward Burt had sent his apologies.
County and District Councillor William Wallace did not have a report but stated that the Health and Wellbeing Grant would likely go to the Youth Club as it better suited the eligibility criteria for the grant.
- c) To receive Parish Dog and Environmental Warden report: **Parish Dog and Environmental Warden Linda Jones** reported that she had conducted many patrols of the recreation ground over the past four days and only found one amount of dogs mess, but several amounts of badger and fox mess and stated that member of the public may not know the difference. Following a post on the Nextdoor website Linda stated that there was no intention of banning dogs from the recreation ground and that this was a field for the pleasure of all members of the public and that it was the minority of dog owners who allowed their dogs to foul and not pick up. Linda commented that more notices were being placed around the village and a resident would be receiving a letter from the Environmental Team at SSDC. Ken Courtenay asked whether some notices could be placed at Oak Vale and Elspeth Graham requested the signs at Park Road be replaced.

- d) Introduction from new Village Agent: **Felicity Bailey** introduced herself as the new Village Agent explaining her role and purpose within the community. Felicity provided Councillors and residents in attendance with her contact details with Howard Bentley-Marchant suggesting her flyer be put through letterboxes within the parish.

The Chairman closed the meeting at 19:54 to hear from members of the public regarding planning applications to be considered. The Chairman reopened the meeting at 19:56.

5. To consider the following planning applications:

	Application number	Proposal	Applicant details
a)	19/01771/FUL	The change of use of land to form extension to storage yard and erection of fencing and the formation of a private access track	AJN Steelstock Ltd, Land at Henstridge Airfield, Landshire Lane, Henstridge, BA8 0TN
RESOLVED: It was proposed and agreed that Council recommend approval of this application			
Action 190902/1: Parish Clerk			
b)	19/01687/FUL	The erection of an extension to existing agricultural building to provide a covered feed area	Mr J Ferrari, Quarry Farm, Sherborne Road, Henstridge, BA8 0PH
RESOLVED: It was proposed and agreed that Council recommend approval of this application			
Action 190902/2: Parish Clerk			
c)	19/02102/HOU	Alterations and the erection of a single storey rear extension, retaining wall and loft conversion	Mr & Mrs Tim Koch, Lynton, Vale Street, Henstridge, BA8 0SQ
RESOLVED: It was proposed that the application be supported, 6 Councillors voted to support the application and 6 Councillors voted against. With the vote being tied, the casting vote was made by the Chairman against the application with the request it be considered at Area East as the property is within a Conservation Area and the application conflicts with the Henstridge Village Design Statement 2001.			
Action 190902/3: Parish Clerk			

6. Recent SSSDC Area East planning decisions:

Application number	Proposal	Applicant details	Current status
19/01658/COL	Application for a Certificate of Lawfulness for the proposed stationing of a mobile home for ancillary accommodation.	Sally Lovells Barn Sally Lovells Lane Henstridge Templecombe Somerset BA8 0NE	Application Permitted

The Council noted with regret the approval of this application

County and District Councillor William Wallace left the meeting at this point.

7. Council matters

- a) To consider dog fouling at the Recreation Ground and other village areas David Nichols suggested that two further dog waste bins be erected in the recreation ground. The Clerk commented that although this was a good idea the Council may be liable for the cost of emptying any further bins due to cuts at SSSDC.

RESOLVED: It was resolved that the Clerk contact SSSDC and investigate the emptying of further dog waste bins along with the regularity of their emptying and report back at the October meeting.

Action 190902/4: Parish Clerk

- b) To consider key holders to the Recreation Ground Andrew McMillan queried why members of the Village Hall Management Committee were key holders to the Recreation Ground when there were members of the Parish Council Open Spaces Committee who lived nearer to the site. Carolyn Nichols commented that

as Chairperson of the Village Hall Management Committee she had always had a key to help the previous Clerk with duties at the Recreation Ground.

Resolved: It was resolved that this matter would be discussed at the upcoming Open Spaces Committee Meeting. The Clerk was requested to add to the agenda.

Action 190902/5: Parish Clerk

- c) To review Henstridge Summer Festival and Recreation Ground Booking Form and Rules and Regulations

Jane Rose provided a thorough overview of the festival stating that the event was better than expected with good attendance. Jane thanked all those members of the village involved in the event and reported that the festival had made just over £3,000 profit with half being saved for the next event and half gifted to PEG. Jane stated it was hoped the event would become an annual event and that she hoped the Youth Club would become involved in the next festival along with more committee members. Jane thanked the Parish Council for their grant funding and support. John Graham commented that the festival had been a huge amount of effort and that the village should be grateful to Jane for all her efforts. Ken Courtenay thanked Jane and the festival team on behalf of the Parish Council and requested that the accounts reflect the Parish Council grant funding accordingly. The Booking Form and Rules and Regulations were considered by members with Andrew McMillan suggesting some changes were made to the Rules and Regulations.

RESOLVED: It was resolved to keep the Booking Form as it is but review the Rules and Regulations in further detail at the October meeting.

Action 190902/6: Parish Clerk

- d) To receive an update on the BMX Pump Track

John Graham provided Councillors with an update stating that further funding from Sport England had been refused but other options were being considered. If these options were not successful the funding deficit would come from reserves as resolved at the last meeting. John commented that he and the Clerk were hoping work would commence on the track in the middle of October and were currently trying to arrange a date with the contractor. John confirmed the Clerk had managed to gain an extension to the grant funding agreement with Sport England until the end of December 2019.

- e) To consider narrow path and Highway outside village shop, to note emails from residents regarding Highways issues and any other Highways issues Cllrs wish to raise

Councillors considered the path and Highways issues along the main A357 and noted the number of emails from residents outlining concerns for safety. It was agreed by all that the current situation is very serious and something needed to be done urgently. The Clerk commented that she had sent every email from residents to Somerset County Highways so they are aware of concerns, but as yet, no response had been forthcoming.

RESOLVED: It was resolved that due to the seriousness of the issue the Clerk write Somerset County Highways asking them to conduct a site visit with Parish Councillors in attendance.

Action 190902/7: Parish Clerk

- f) To consider Parish Council Structure of Communications

Jane Rose commented that she had found the communications within in role as Youth Representative unclear and requested that this be clarified. The Clerk stated that Terms of Reference for representatives had been circulated but that as they hadn't been reviewed for some time it may be worth expanding on communications issues.

RESOLVED: It was resolved to add the Terms of Reference for Parish Council representatives to the October agenda for review and amendment if required

Action 190902/8: Parish Clerk

- g) To note an email from a resident and consider the need for social housing within the village prioritised for village residents

The email was considered and Ken Courtenay provided Councillors with information he had received from Yarlinton Homes and South Somerset District Council regarding the housing allocation system. It was noted with regret that there was little the Parish Council could do to help the resident but that the Clerk would respond with the information received. It was agreed by all that in future the Parish Council should do all it can when considering housing developments at the s106 stage to prioritise social housing for local residents.

- h) To receive an update on the footpath between the Recreation Ground and Playing Field Close

The Clerk reported the Somerset County Highways were dealing with this matter and she would keep chasing.

- i) To discuss allotments and community development

RESOLVED: It was resolved to defer this item to the October meeting

Action 190902/9: Parish Clerk

- j) To review Standing Orders and amend if required

RESOLVED: It was resolved to defer this item to the October meeting. Members were requested to send the Clerk any suggested amendments prior to the meeting

Action 190902/10: Parish Clerk & Cllrs

- k) To adopt new Financial Regulations based on the updated NALC model dated July 2019

RESOLVED: It was resolved to approve and adopt the new Financial Regulations as presented

- l) To adopt new Code of Conduct based on the updated NALC model dated May 2018

RESOLVED: It was resolved to defer this item to the October meeting

Action 190902/11: Parish Clerk

- m) To consider request from Stalbridge Football Club to use the Henstridge Pitch

This item was no longer relevant as Stalbridge Football Club had withdrawn their request. It was noted however that a Memorandum of Understanding should be produced for any future requests.

RESOLVED: It was resolved that the Open Spaces Committee would draft a Memorandum of Understanding for the use of the Football Pitch

Action 190902/12: Parish Clerk and OSC

- n) To receive any update on sale of land at Woodhayes

It was reported that the land at Woodhayes (Gladman Development) had been sold but the purchaser was not known. Councillors raised concern that the conditions given at appeal must be upheld by the developer. David Nichols suggested the Council may wish to hire a specialist solicitor to ensure all conditions are met at the final application stage and suggested he conducted some research and gain a quotation.

RESOLVED: It was resolved that David Nichols would find out further information on a specialist solicitor and report back at the October meeting

Action 190902/13: David Nichols and Clerk

- o) To note the date of the next Henstridge Litter Pick as Saturday 14th September
Members were reminded of the date of the next Litter Pick.

- p) To note email from the Information Commissioners Office

The email from the ICO was noted and the possibility of a compliance audit was considered along with an online training module.

RESOLVED: It was resolved that the Clerk would search for an online GDPR/Data Handling course for Councillors to conduct

Action 190902/14: Parish Clerk

- q) To note email from SSDC regarding Area East Annual Meeting and Parish Council Planning Engagement session

It was agreed that Ken Courtenay, Carolyn Nichols, David Nichols, Howard Bentley-Marchant and Elspeth Graham would attend the Area East Meeting.

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

The Clerk reported on the recent annual inspections conducted and actions to be taken.

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

Peter Crocker provided a comprehensive list of Highways issues which were passed to the Clerk to follow up. No other reports received.

Action 190902/15: Parish Clerk

8. Finance

- a) To consider quotation for new Parish Council laptop and transfer of all data

RESOLVED: It was resolved to proceed with the purchase of a new laptop but that David Nichols would provide the Clerk with information on another laptop

- b) To consider upgrade of Parish Council printer

RESOLVED: It was resolved to defer this item to the October agenda

- c) To note fraudulent direct debit activity on the current account being investigated by bank and companies involved

The Clerk updated Councillors on the status of fraudulent activity on the current account. Councillors thanked the Clerk for her vigilance.

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

RESOLVED: It was resolved to defer this item to the October meeting

- e) To consider community grant applications from the Village Hall and Youth Club
Carolyn Nichols and David Nichols left the room for this item.

Both grant applications were considered. It was noted that the Youth Club had already received a grant of £1,000 and had not supplied their accounts. Councillors agreed that they agreed in principle the grant request for the Village Hall but they required three quotations and an explanation of their resources.

RESOLVED: It was agreed to defer both grant applications to the October meeting.

Carolyn Nichols and David Nichols returned to the meeting

- f) To approve the cashbook and bank account reconciliation for the current account to 26th July 2019 as presented.

RESOLVED: It was proposed and agreed that the cashbook and account reconciliation would be verified and signed by Elspeth Graham and Howard Bentley-Marchant.

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

Supplier/Contractor	Narrative	Amount
Staff	Salary August 2019	£1443.45
Staff	Salary August 2019	£85.33
Staff	Salary August 2019	£44.49
Staff	Expenses August 2019	£64.19
HMRC	PAYE & NI	£414.54
TGO	Back rest for outdoor gym bike	£97.20
Milborne Port Computers	Domain Charges	£150.00
The Play Inspection Company	Play Area, gym, MUGA, skate park inspections	£114.00
Jimmy Flynn Web Services	Update and website maintenance	£100.00
SALC	Cllr Finance Training x 2	£50.00
Steve Burrows Training	Henstridge Family Day	£440.00
Milborne Port Computers	Email set up	£12.00

RESOLVED: It was proposed and agreed to approve the payments as presented and that David Nichols and Jean Oswick would sign the cheques.

9. **Date of Next meeting** –The next Parish Council meeting will be held on **Monday 7th October 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 26th September**.

The meeting ended at 21:36



Emma Curtis
Parish Clerk