



# HENSTRIDGE PARISH COUNCIL

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## Draft Minutes of the Parish Council Meeting held on Monday 2<sup>nd</sup> March 2020 at 7.30pm at the Village Hall

**Present:** Ken Courtenay (Chair), Andrew McMillan, Elspeth Graham, John Graham, Barry Howlett, Adrian Gaymer, David Nichols, Jean Oswick, Jane Rose, Peter Crocker and Simon Cullum

**Also Present:** District and County Councillor William Wallace, District Councillor Hayward Burt and Dog and Environmental Warden Linda Jones

**Clerk:** Emma Curtis

There were three members of the public in attendance. **The meeting commenced at 19:40**

### 1. Apologies for absence.

Apologies had been received from Parish Councillors Carolyn Nichols and Howard Bentley-Marchant and Village Agent Felicity Bailey

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

### 2. Declarations of interest.

None received

### 3. To approve as a correct record the minutes of the previous meeting held on 3<sup>rd</sup> February 2020.

**RESOLVED:** After a minor amendment requested by District and County Councillor William Wallace it was proposed and agreed by members to approve the minutes of the meeting held on 3<sup>rd</sup> February 2020 as a true and accurate record of the meeting.

### 4. Reports

- a) To receive any police matters: The Clerk read a brief report detailing crime in Henstridge during February. No further matters reported.
- b) To receive County and District Councillor reports:  
**District Councillor Hayward Burt:** Cllr Burt reported that Churchfields in Wincanton is being marketed for sale without the car park and a community access point has been proposed to be based at the Balsam Centre. Cllr Burt stated that Area East Committee had considered a large planning development in Templecombe and had refused the proposal therefore it had been referred to the Regulation Committee. He reported that a grant application from SSCAT for a new bus had been supported and that he had made contact with Stalbridge Town Council and Templecombe Parish Council regarding the formation of an A357 working group. Cllr Burt stated he had passed the Clerk and Chairman an email about the lighting issues at the trading estate and had followed up with SDC their poor response to emails. He concluded by stating he had not received an update regarding the adult venue at Marsh Lane.  
**District and County Councillor William Wallace:** Cllr Wallace reported that Somerset County Council had balanced its books and built up reserves and that the County Council aspect of council tax would be going up 3.99% which is in line with the majority of local authorities in England. He commented that Adult Social Care was an ever increasing cost. Ken Courtenay asked whether there was any information from the District or County Councils regarding Coronavirus and whether any responsibilities may pass down to Parish Council level. Cllr Wallace stated that at present the only advice was to ensure hands were washed and any further updates would be passed to the Parish Council. Peter Crocker requested an update on the road issues in Templecombe.
- c) To receive report from Village Agent: No report received
- d) To receive Parish Dog and Environmental Warden report: **Parish Dog and Environmental Warden Linda Jones:** Linda reported she had been conducting regular checks on lanes and had seen no evidence of fly tipping. Linda stated that a couple of times the bins at the recreation ground had been full and she had reported this to the Handyman and that more dog fouling notices had been erected around the village. To conclude, Linda raised concerns regarding the safety of the BMX Pump Track. John Graham confirmed that all rules and

regulations had been followed in production of the track and that appropriate signage was in place.

#### 5. To consider planning applications:

	Application number	Proposal	Applicant details
a)	20/00361/LBC	Listed Building Consent for normalisation of renovation works in addition to further internal lime plastering & removal of internal C20th blockwork wall. Replacement windows, door & new dormer window. Removal of rear lean-to to form driveway to rear.	Ian and Jane O'Donnell, Ash House, Shaftesbury Road, Henstridge, Templecombe, BA8 0PP
<b>RESOLVED:</b> It was proposed and resolved to recommend refusal of this application due to the impact on the adjoining property. The Parish Council would wish to seek reassurance there would be no adverse effect on the adjacent property prior to approval.			
<b>Action: 020320/1 Parish Clerk</b>			
b)	20/00429/S73	Section 73 application to vary condition 11 of permission 18/00959/OUT (Outline application for the erection of two storage buildings & associated works) to allow building to be used for fertiliser coating	Land Off The Marsh, Camp Road, Henstridge, Templecombe,
<b>RESOLVED:</b> It was proposed and resolved to recommend approval of this application			
<b>Action: 020320/2 Parish Clerk</b>			

#### 6. Recent SSDC Area East planning decisions:

Application number	Proposal	Applicant details	Current status
19/03328/HOU	Erection of single storey rear extension to dwelling.	The Meadow, Blackmoor Lane Henstridge Templecombe Somerset BA8 0SN	Approved
19/00586/FUL	Installation of permanent lighting column	Sensible Automotive Ltd, Henstridge Airfield, Templecombe BA8 0TN	Approved

**Noted.**

#### 7. Council matters

- a) To consider funding for Henstridge Youth Club and its future: Jane Rose reported she had been in discussion with the current volunteers who run the club and Young Somerset regarding the cost of workers to assist in the continued running of the club. Jane read a statement from Youth Somerset which provided guidance and information on proposed costs but suggested a plan of action be prepared between the Parish Council and the Youth Club. Jane reported that one youth worker for five hours per week to complete all paperwork and health and safety documentation for a year would be £7,223. Councillors expressed their regret that the Youth Club was currently paused and recognised that in order for it to continue a Young Somerset worker would be required. Jane answered questions from Councillors on what the youth worker role would entail and members felt the children attending could assist in fundraising.

**David Nichols left the meeting at 20:14**

Simon Cullum stated he felt the Youth Club was vital to the community and if reconstituted then they could engage in fundraising and appeal to local businesses. This was supported by a number of Councillors. Peter Crocker extended his thanks to the current volunteers who are standing down and suggested if the Parish Council could not fund the Youth Club it could perhaps underwrite it. The Clerk advised that a grant application form and accounts

would need to be submitted to ensure compliance with financial regulations, audit and transparency.

**RESOLVED:** It was proposed and resolved to support the Youth Club to the sum of £7,223 subject to grant application and supplementary paperwork being submitted for the April meeting.

**Action: 020320/3 Jane Rose**

**William Wallace left the meeting at 20:28**

- b) To consider funding support for Henstridge Summer Festival: Jane Rose reported that following a successful event last year the event would be returning but required some additional funding. Barry Howlett explained to Councillors last year's income and expenditure and budget for the forthcoming event. The Clerk confirmed a grant application form had been submitted. Barry listed a number of items which required payment upfront prior to the event and that the grant application was to cover the cost of marquees. Councillors considered the event and grant application and it was resolved to grant the amount requested of £1,350. Jane expressed her thanks and commented she hoped the Parish Council would be involved and connected with the event.

**RESOLVED:** It was proposed and resolved to support Henstridge Summer Festival with a grant of £1350 to fund the marquees.

**Action: 020320/4 Parish Clerk**

- c) To consider request to host a Summer Playday and Family Fun Days at the recreation ground and consider funding required: The Clerk presented Councillors with further information from Somerset Playdays and Steve Burrows Family Fun Day. Simon Cullum stated that historically these days were funded via the Open Spaces budget. All members of the Council were in support of funding both events and suggested both were publicised well. Councillors agreed to commit £565 towards both events.

**RESOLVED:** It was proposed and resolved to support the Summer Playday and Family Fun Days to a sum of £565

**Action: 020320/5 Parish Clerk**

- d) To consider ideas and themes for the Annual Parish Meeting and ideas for a Council five year plan: Ken Courtenay summarised the draft action plan produced by the Clerk and added some further ideas. The Clerk suggested the best way forward may be to form a working party to formalise the plan, consider timescales and budgets along with earmarked reserves. Elspeth Graham and Barry Howlett volunteered to be members of the working party and the Clerk confirmed she would arrange a meeting. Andrew McMillan asked whether it would be a five year plan or reviewed annually, Ken Courtenay stated it would be continually reviewed. Andrew McMillan suggested that the Village Hall should be removed from the plan as refurbishment had just been completed. Barry Howlett replied the Village Hall needed to be in the plan if the Council decided to earmark reserves towards it.

**Action: 020320/6 Parish Clerk**

- e) To consider entering Village in Bloom: The Clerk confirmed that she and Carolyn Nichols had received interest from parishioners wishing to take part in Village in Bloom.

**RESOLVED:** It was proposed and resolved to enter the 2020 Village in Bloom and the Clerk and Carolyn Nichols would submit paperwork and meet with volunteers

**Action: 020320/7 Parish Clerk & Carolyn Nichols**

- f) To consider VE Day 75th Anniversary commemoration: The Clerk provided information received from Highways confirming the memorial bed could be planted providing a Section 96 agreement was received. Andrew McMillan queried the raised bed term in the draft document received from Highways. Elspeth Graham stated that the WI would assist with any catering should a ceremony be held.

**RESOLVED: It was proposed and resolved to proceed with the planting of a memorial bed at the War Memorial and for the Clerk to proceed with paperwork**

***Action: 020320/8 Parish Clerk***

- g) To receive update regarding specification and quotations for a professional Highways Report: Adrian Gaymer reported he had had two meetings to discuss all aspects of the road concerns in Henstridge and that a specification to gain a professional report had been drafted. Adrian confirmed he had made contact with the specialists Templecombe Parish Council had hired and that they would attend a meeting for £750 + VAT but this wouldn't cover a report. Adrian also confirmed that a possible 20mph speed limited had been investigated but that there were a number of implications. The Clerk read out an email from Highways to a resident who had raised the issue of a 20mph speed limit in the village.

- h) To receive an update from the Clerk regarding website accessibility requirements and approve and adopt the Website Accessibility Statement:

**RESOLVED: It was proposed and resolved to adopt the Website Accessibility Statement as presented**

- i) To consider the draft Social Media Policy and amend if required: Andrew McMillan stated he found some of the wording in the policy unnecessary and that he had felt embarrassed to be a member of the Parish Council following comments received on a social media website.

**RESOLVED: It was proposed and resolved to adopt the Social Media Policy and review in six months' time. Andrew McMillan voted against this motion.**

- j) To consider writing a letter of thanks to the individual who directed the Council to the Lottery grant: Simon Cullum suggested as a matter of civility and thanks we write to the individual who alerted the Council to the Lottery Grant scheme as the village had been successful in receiving a £1000 grant

**RESOLVED: It was proposed and resolved that the Clerk would write to the individual concerned**

***Action: 020320/9 Parish Clerk***

- k) To consider information received regarding pony riding at the recreation ground for a birthday party and consider approval: Councillors considered the information received including insurance documents and health and safety information.

**RESOLVED: It was proposed and resolved to allow the pony riding at the recreation ground and for the Clerk to erect posters the day before advising recreation ground users**

***Action: 020320/10 Parish Clerk***

- l) To hear matters arising from playground, skate park and outdoor gym inspection reports: No matters arising

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

**Allotments:** Barry Howlett reported that two new tenants had taken plots and some improvements were being undertaken. Barry stated there had been some damage from recent storms and that he was meeting with the Clerk and Carolyn Nichols to review the tenancy agreement.

**CSW:** Barry Howlett confirmed that equipment had been received but that he needed to consult with team to get the scheme back up and running.

**Footpaths:** Simon Cullum stated that the Parish did have a Footpaths warden who did a superb job and that he would pass the details to the Clerk

**Tree Warden:** No report received, however Elspeth Graham asked when the planting of the 50 trees from SSDC would be undertaken

**Highways:** Peter Crocker reported that a new no HGV sign was required at Bellmans Cross and that the Shaftesbury Road sign was still broken. Peter reported there had been floods between The Virginia Ash and India Cottage.

## 8. Finance

- a) To approve the cashbook and bank account reconciliation for the current account to 23<sup>rd</sup> January 2020 and business account to 17<sup>th</sup> January 2020

**RESOLVED:** It was proposed and resolved that Barry Howlett and Simon Cullum would sign and approve the bank reconciliations as presented

- b) To note the insurance premium increase of £2.24 per annum to insure the BMX Pump Track perimeter fence: Noted and accepted.  
 c) To note income of £10,000 from Sport England (BMX Pump Track Grant): Noted  
 d) To approve the following accounts for payment and two signatories for cheques;

Supplier/Contractor	Narrative	Amount
Staff	February Salary	£1087.85 (DD)
Staff	February Salary	£85.33 (DD)
Staff	February Salary	£44.49
Staff	February Expenses	£60.10
HMRC	PAYE & NI	£267.94
Citizens Advice South Somerset	Grant	£50.00
Messrs. M.P Bennett & Son	Hedge Trimming	£384.00
Milborne Port Computers	LiveDrive Unlimited Backup	£48.00
bOnline	Village Hall Broadband	£32.57 (DD)
Scribe	Accounts Annual Software Licence	£416.40
SALC	Councillor Essentials Training	£150.00
Community Council for Somerset	Village Agent January – June	£3500.00

**RESOLVED:** It was proposed and resolved that Ken Courtenay and Jean Oswick would sign the cheques for payment as presented.

## 9. Correspondence

**RESOLVED:** It was proposed and resolved that an email regarding HELAA be added to the agenda to be considered. Councillors agreed that the Parish required no more block development, and it would be inconsistent with previous comments to now offer large areas of land. Councillors agreed that the Parish Council remain the same as it did in 2018 with no more large development in the village.

**RESOLVED:** It was proposed and resolved to respond to SSDC and state that previous observations still stand and no more large developments in the parish are required.

- a) To consider email regarding flooding around the Village Hall: Councillors agreed that this was a Village Hall Management Committee issue.  
 b) To consider email from resident regarding a 20mph speed limit through Henstridge: Dealt with in agenda item 7g  
 c) To note email from resident regarding the Village Gates: Noted, the Clerk confirmed the Ranger had been requested to clean the gates.  
 d) To note letter from Cllr Val Keitch, Leader of SSDC: Noted  
 e) To note NALC Legal Update: Noted  
 f) To note email and article from SSCAT: Noted

**10. Date of Next meeting** –The next Parish Council meeting will be held on **Tuesday 14<sup>th</sup> April**. 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 Friday 3<sup>rd</sup> April 2020**.

**The meeting closed at 21:24**