



## HENSTRIDGE PARISH COUNCIL

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### Draft Minutes of the Henstridge Parish Council meeting held on Monday 6<sup>th</sup> July at 4.00pm via Zoom Conference Call Facilities

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

**Also Present:** District Councillor Hayward Burt

**Clerk:** Emma Curtis

#### **Public Question Time**

There were no members of the public in attendance

- 1. Apologies for Absence:** Received from Felicity Bailey and Howard Bentley-Marchant

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

*Chair Ken Courtenay requested the Council suspend standing orders to consider an extra agenda item; this was approved by all Councillors. Ken Courtenay proposed that the Council continue with the Business Continuity Plan for business to be conducted during the Covid-19 pandemic between meetings.*

**RESOLVED:** It was proposed and agreed to continue use of the Business Continuity Plan to conduct business between meetings.

*Standing Orders were reinstated.*

- 2. Declarations of Interest:** None received
- 3. To approve as a correct record the minutes of the previous meeting held on 18<sup>th</sup> May 2020 to be signed by the Chair at a later date:**

**RESOLVED:** It was proposed and agreed by members to approve the minutes of the meeting held on 18<sup>th</sup> May 2020 as a true and accurate record of the meeting. Simon Cullum abstained as he was absent from the meeting.

#### **4. Reports**

- To receive any police matters: No matters reported. The Clerk had circulated before the meeting crime statistics for the prior month.
- To receive County and District Councillor reports: **District Councillor Hayward Burt** thanked the Council for their support and work undertaken over the past few months during the Covid-19 pandemic. Cllr Burt reported on changes to the SSDC planning process and stated that an application for 49 houses in Templecombe had been approved. Cllr Burt reported on accelerated housing and the five year housing supply and provided information about community grants for environmental projects.

c) To receive report from Village Agent: The Clerk had circulated a written report prior to the meeting which would be considered during agenda item 5b.

## 5. Council Matters

- a) To reconfirm that the Parish Council meet 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 the Council readopts 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 election. As such, it was further resolved that the Parish Council reconfirmed they met the conditions to enable it to exercise the General Power of Competence.**

- b) 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; also to note that the cost of the Village Agent for 2020-21 can be met under the General Power of Competence:

At the time of the meeting no draft SLA had been received from CCS for consideration by the Council, only a request for increased funding from £7,000pa to £10,000pa with no indication of what extra services would be provided. A long discussion addressed a number of concerns particularly that reporting from CCS had been insufficient and didn't detail Henstridge specifically and hours worked in the parish and that no justification had been given to the increase in funding requested. It was noted that communication with CCS management hadn't been forthcoming, despite the Clerk chasing for information. Cllrs noted that as the scheme is funded via public money, the lack of transparency was concerning. Other options for wellbeing support within the village were considered such as a Parish Link Worker and support from The Balsam Centre.

**RESOLVED: It was proposed and unanimously agreed to defer this item until the September meeting; for the Clerk to arrange a meeting with CCS and for a working group consisting of the Clerk, Simon Cullum, John Graham and Elspeth Graham to approach The Balsam Centre and find out further information on Parish Link Workers.**

*Action: 060720/1 Parish Clerk*

- c) To re-adopt the Councils Standing Orders:

**RESOLVED: It was proposed and agreed due to editorial issues to defer this item until the September meeting when they Clerk will have amended the document.**

*Action: 060720/2 Parish Clerk*

- d) To re-adopt the Councils Financial Regulations:

**RESOLVED: It was proposed and agreed due to editorial issues to defer this item until the September meeting when they Clerk will have amended the document.**

*Action: 060720/3 Parish Clerk*

e) To approve the Councils Asset Register:

Simon Cullum stated the register should be updated with current values with land listed in the same measurements and some assets depreciated. The Clerk was asked to review the Furge Lane field lease. Land was considered which may be possible for a parish woodland.

**RESOLVED: It was proposed and resolved to get Parish Council assets valued and update the Asset Register accordingly and to review the Furge Lane field lease.**

***Action: 060720/4 Parish Clerk***

f) To review and readopt the Councils Risk Assessment and Management document:

**RESOLVED: It was proposed and resolved to readopt the Risk and Management document as presented**

***Action: 060720/5 Parish Clerk***

g) To review and adopt the Councils Covid-19 Risk Assessment and Covid-19 Checklist:

**RESOLVED: It was proposed and resolved to adopt the Covid-19 Risk Assessment and Covid-19 Checklist as presented**

***Action: 060720/6 Parish Clerk***

*David Nichols and Carolyn Nichols joined the meeting at this point.*

h) To consider response from Hastoe Housing and fencing issue at the allotments:

The ongoing issue with the fence and the recent fire at the allotments were discussed by members. The Clerk proposed she escalate the issue and write directly to the Hastoe Housing management team. Simon Cullum proposed an option in the future may be to apply for an antisocial behaviour order. Barry Howlett commented that the temporary fence prevents interaction between the residents and allotment tenants but he had concerns about dangerous dogs. David Nichols stated he refuted the claim that the temporary fence had caused damage to the permanent fence as he had inspected it and no damage was evident.

**RESOLVED: It was proposed and resolved for the Clerk to write to Hastoe Housing management team and for the temporary fence to remain in place**

***Action: 060720/7 Parish Clerk***

i) To consider response to the LGA Model Code of Conduct Consultation:

**RESOLVED: It was proposed and resolved that Cllrs would respond to the consultation individually**

j) To consider the purchase of land for woodland following request from a resident: This suggestion was discussed during agenda item 5e. It was proposed that the Clerk write to the resident and thank them for their idea and ask for suggestions of suitable land.

**RESOLVED: It was proposed and resolved that the Clerk write to the resident and ask for their input**

***Action: 060720/8 Parish Clerk***

k) To receive an update on flooding and drainage improvements at Oak Vale Woods:

**RESOLVED: It was proposed and resolved to defer this item until the September meeting which would be after the next Open Spaces Committee meeting**

***Action: 060720/9 Parish Clerk***

l) To consider request to hold a Bootcamp at the recreation ground on Monday evenings:

**RESOLVED: It was proposed and resolved to allow the usage of the recreation ground for a Monday evening Bootcamp. The Clerk would prepare relevant paperwork**

***Action: 060720/10 Parish Clerk***

m) To receive an update and consider A357 issues:

Adrian Gaymer provided an update from the A357 working group and reported that two quotations had been received from consultants for a professional report to be prepared about Highways issues in Henstridge. A third quote would be received shortly. Cllrs discussed speeding limits and speeding zones and it was agreed that the specialist report would look at these areas. Speeding along the A30 was also discussed and the Clerk was requested to follow this up with Highways. Cllrs reported a number of drains in the parish which required clearing the Clerk was again asked to liaise with Highways but that parishioners would also be encouraged to report issues directly via the Somerset County Council website. The Clerk said she would put a link on the Council website and social media.

***Action: 060720/11 Parish Clerk***

n) To receive an update from the Clerk regarding the reopening of the green gym and play area:

The Clerk confirmed that following government guidance the green gym and play area had been reopened. The Clerk confirmed that inspections had been undertaken along with Covid-19 risk assessments completed. Covid-19 health and safety signage has been erected at both sites. Weekly inspections would now involve disinfecting of equipment.

## 6. Finance

- a) To note circulation of the Quarter 1 Budget Report and consider any issues arising:  
No issues raised however Barry Howlett and John Graham requested clarification on two items on the report.
- b) To note circulation of bank reconciliations for the current year to date and agree for Cllr signature at a later date:

**RESOLVED:** It was proposed and resolved that the cashbook and bank reconciliations for the current year to date were approved and would be signed at a later date

- c) To consider three quotes for Parish Council insurance and approve payment: Andrew McMillan asked whether the term “outworker” meant Handyman, the Clerk confirmed she would check with Came and Company.

**RESOLVED:** It was proposed and resolved that the Parish Council accept the insurance quotation from Pen Underwriting Ltd once the term “outworker” had been established

- d) To approve the following payments:

Supplier/Contractor	Narrative	Amount
SALC	Cllr Remote Training	£60.00
SSDC	Ranger Labour	£519.48
SSDC	Ranger Labour	£346.32

**RESOLVED:** It was proposed and resolved to approve the payments as presented and that the Clerk would pay via online banking

## 7. Correspondence

- a) To note email from Cllr David Fothergill Leader of Somerset County Council regarding a single unitary authority: **Noted – Cllrs resolved not to respond at this point in time**
- b) To note receipt of the Local Government Reorganisation in Somerset email and consider the Councils response: **Noted – Cllrs resolved not to respond at this point in time**
- c) To note receipt of letter delivered to the Clerk from a resident and observe its content: **Noted – The Clerk confirmed she had responded**
- d) To note email from resident regarding Speed Limit on the A30: **Noted – Cllrs requested the Clerk forward the email to Highways and ask for a safety survey due to ongoing concerns and recent accidents. It was proposed the 40mph section be extended.**

**8. Date of Next meeting** –The next Parish Council meeting will be held on **Monday 7<sup>th</sup> September 2020** (unless any urgent business requires an earlier meeting). 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 28<sup>th</sup> August 2020**

**The meeting closed at 5.25pm**