



HENSTRIDGE PARISH COUNCIL

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Draft Minutes of the Henstridge Parish Council meeting held on Monday 7th September at 7.30pm via Zoom Conference Call Facilities

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

Also Present: District Councillor Hayward Burt
District and County Councillor William Wallace

Clerk: Emma Curtis

Public Question Time: There was one member of the public in attendance. No questions were asked.

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

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

2. **Declarations of Interest (Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Council's Code of Conduct):** Declarations of interest were received from Ken Courtenay, Carolyn Nichols, David Nichols, Andrew McMillan and Adrian Gaymer who all stated they knew the applicant in agenda item 5 but none had a pecuniary interest.
3. **To approve as a correct record the minutes of the previous meeting held on 6th July 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 6th July 2020 as a true and accurate record of the meeting.

4. Reports

a) To receive any police matters: It was agreed to consider the crime statistics circulated by the Clerk prior to the meeting under agenda item 7g.

b) To receive County and District Councillor reports: **District Councillor Hayward Burt** reported that the SSDC planning department were currently running at a slow pace and encouraged the Council to respond to NALC on the current planning consultations. Cllr Burt stated that there was uncertainty surrounding local government in South Somerset at present but it looked likely that there would be a unitary authority in Somerset with the possibility of a shadow authority being in place by next April. **District and County Councillor William Wallace** stated that he had been looking at a unitary authority from both a district and county level and supports the change but was uncertain of the transition period.

5. To consider the following planning applications:

Application number	Proposal	Applicant details
20/02404/LBC	The installation of window sills to 3 No. windows	Mr G Wiederman, Church Close, Church Street, Henstridge, BA8 0QE
RESOLVED: It was proposed and agreed to support and recommend approval of this application <i>Action: 070920/1: Parish Clerk</i>		
20/01995/ADV	The display of 1 No. free standing externally illuminated sign	James Day Engineering, Bow Bridge Works, The Marsh, Camp Road, Henstridge
RESOLVED: It was proposed and agreed to support and recommend approval of this application <i>Action: 070920/2: Parish Clerk</i>		

6. To note recent SSDC Planning Decisions:

Application number	Proposal	Applicant details	Decision
20/01702/HOU	Erection of a single storey extension to front of dwelling to create a porch	The Meadow, Blackmoor Lane, Henstridge, Templecombe, BA8 0SN	Approved
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	Ash House, Shaftesbury Road, Henstridge, Templecombe, BA8 0PP	Approved

Noted.

7. Council Matters

- a) To resolve to remove the requirement for the Coronavirus Business Continuity Motion:

RESOLVED: It was proposed and agreed to put the Coronavirus Business Continuity Motion into abeyance and for upcoming meetings to revert to their normal schedule via Zoom with electronic online banking to be continued.

- b) To review and adopt the Parish Council Standing Orders:

RESOLVED: It was proposed and agreed to adopt the amended Standing Orders document as presented.

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

RESOLVED: It was proposed and agreed to re-adopt the Financial Regulations as presented

- d) To adopt revised Complaints Procedure:

RESOLVED: It was proposed and agreed to adopt the revised Complaints procedure as presented.

- e) To adopt revised Data Protection Policy, Information Privacy Notice and General Privacy Policy:

RESOLVED: It was proposed and agreed to adopt the revised Data Protection

Policy, Information Privacy Notice and General Privacy Policy as presented.

- f) To receive an update and consider A357 issues and consider speeding and lorries within the village following a number of complaints: Adrian Gaymer provided quotations received for a professional highways consultation but stated he was disappointed that Somerset Highways had indicated a professional report would not be considered and it would be a waste of parish funds. Ken Courtenay commented that there were serious safety concerns within Henstridge and that the parish would benefit from a coherent plan put together by professionals that would be considered by Somerset Highways. John Graham commented that the Highways issue had worsened since the Furge Lane development and would be exacerbated when the Gladman estate was completed. The Clerk warned that the quotes received were substantial and advised not spending public funding unless the Council had assurance the consultation would be considered by Highways. The Clerk also reminded Councillors that the costs were not within the current year's budget. The Clerk commented it may be worth escalating the issue to Somerset County Council's management team, which Cllr Wallace agreed with. Cllr Wallace volunteered to assist with the issue and act as a conduit between the Parish Council and Somerset Highways. Cllr Wallace explained the way forward may be through a Small Improvement Scheme (SIS) and stated he would provide further information on this scheme. Carolyn Nichols suggested that the Community Speed Watch scheme be resurrected and the Council reconsider purchasing their own Speed Indicator Devices as any major project may take years to complete.

RESOLVED: It was proposed and agreed that Adrian Gaymer and Cllr Wallace would meet with Highways and prepare a plan for a way forward. Cllr Wallace to provide information on the Small Improvement Scheme.

Action: 070920/3: Adrian Gaymer & Cllr Wallace

- g) To consider writing a letter to Avon and Somerset Constabulary regarding their conduct of recent arson attacks in the village: Councillors considered the recent arson attacks within the parish and the apparent lack of coordination, communication and action by Avon and Somerset Constabulary. Simon Cullum queried whether the parish had a PCSO covering the area. Councillors noted the statistics received on recent reports did not appear to tally with crimes that had occurred in recent months.

RESOLVED: It was proposed and agreed to write a letter to Avon and Somerset Constabulary voicing concerns about recent conduct and copy the letter to Avon and Somerset Crime Commissioners.

Action: 070920/4: Clerk, Barry Howlett & Ken Courtenay

- h) To note circulation of the latest Open Spaces Committee minutes: Noted.
- i) To note the cancellation of Family Fun Day and confirm financial support for the following year: Cancellation of the Family Fun Day due to the pandemic was noted and Councillors confirmed financial support for a Fun Day in 2021.
- j) To consider establishing a working party to conduct a survey of drains within the parish: Councillors stated it was best for residents to report blocked drains directly to Somerset County Council. The Clerk confirmed she would advertise the process for reporting. Councillors agreed that Andrew McMillan and Peter Crocker would create a list of blocked drains in the parish and provide photographic evidence.

Action: 070920/5: Clerk, Andrew McMillan & Peter Crocker

- k) To consider correspondence to Hastoe Housing and deliberate how to proceed with fencing issue at the allotments: Barry Howlett reminded Councillors that Hastoe

Housing had declined to replace the fence or deal with the issue involving their tenants. The Clerk reported someone had taken down the temporary fence and David Nichols confirmed he had recovered the panels and tarpaulin. The Clerk stated she had received complaints from allotment holders that the fence had been removed and Barry Howlett stated it was currently an unpleasant environment to be in. David Nichols warned that should a fence be erected then some inconvenience may be experienced. John Graham requested the Clerk write to Hastoe Housing to express the Council's displeasure on how the issue had been handled.

RESOLVED: It was proposed and agreed that quotations would be gained for a permanent fence with a ceiling budget of £2,000. Delegation for this was passed to the Open Spaces Committee with Barry Howlett agreeing to produce a specification and gain quotes.

Action: 070920/6: Open Spaces Committee & Barry Howlett

- l) To receive information from Mogers Drewett regarding the tenancy agreement for the field at Furge Lane and consider proposals for future of the field: Prior to the meeting the Clerk had circulated information from Mogers Drewett including a quote to provide information on how to formally terminate the farm business tenancy agreement should the Parish Council wish to do so. It was noted that notice to quit would have to be issued by 31st March 2021. David Nichols shared information about a "notice to occupy." Simon Cullum shared his idea of claiming back the land to create new allotments along with the possibility of some houses, community garden and orchard. Other ideas for the field were shared such as a village car park or CLT for housing. The Clerk informed Councillors that these legal costs were not within the current year's budget and if approved would need to be funded out of reserves. John Graham suggested that a working party be formed to look at a variety of options for the site. Carolyn Nichols, Adrian Gaymer and Barry Howlett expressed a view that we should talk to the tenant to avoid any potential conflict.

RESOLVED: It was proposed and agreed by the majority to liaise with Mogers Drewett to get clarity on the legalities of claiming back the land at a cost of £450 - £500 +VAT

Action: 070920/7: Parish Clerk

- m) To receive an update from working party regarding the Village Agent: Simon Cullum informed Councillors that the working party had met and discussed a report which had analysed data from CCS which concluded that CCS had given little value to the community. Simon confirmed that a meeting had been held with The Balsam Centre and they were putting a proposal together with synergistic benefits and this would be presented at the October meeting.
- n) To hear any matters arising from playground, skate park and green gym inspection reports: The Clerk reported that all areas had been very well used since lockdown had eased with few issues other than a broken crotch strap on one cradle swing. The Clerk stated that the Ranger had recently repainted the football goal posts and new nets had been purchased to be fitted.
- o) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, Other) and provide guidance as appropriate: **VHMC** – David Nichols reported that the Village Hall had reopened and was in good use and that a new hallmaster booking system would soon be going live. **Youth** – Jane Rose reported that the new Youth Club committee was now in place along with a new Treasurer and six volunteers to assist Young Somerset.

8. Finance

- a) To consider quotations for the valuation of Parish Council assets: The quotes for valuation were considered by Council and queries were raised regarding the ownership of the recreation ground and value of the cemetery. It was agreed to put the valuation in abeyance for the time being and for the action plan working party to discuss when they meet.
- b) To note fraudulent direct debits on the Lloyds Current Account and consider closing accounts with Lloyds Bank and opening a current and savings account with Unity Trust Bank: The Clerk provided information about the recent fraudulent direct debits and problems accessing Lloyds to resolve the issue. The Clerk referred Councillors to information provided prior to the meeting regarding Unity Trust Bank.

RESOLVED: It was proposed and agreed to close both bank accounts with Lloyds Bank and open a current and savings account with Unity Trust Bank.

Action: 070920/8: Parish Clerk

- c) To consider grant application form from Henstridge Youth Club: Simon Cullum queried some funding which had been received from the Youth Club and David Nicholas asked whether the budget for the Youth Club had already been spent for the current year. The Clerk confirmed it had and if approval was given the funding would need to come from reserves.

RESOLVED: It was proposed and agreed to fund the Youth Club grant request of £4029.62 for the remainder of the financial year; funding would come from reserves.

Action: 070920/9: Parish Clerk

- d) To note circulation of bank reconciliations for the current account dated 26th June and 27th July and deposit account dated 7th July and agree for Cllr signature at a later date:

RESOLVED: It was proposed and agreed to approve the bank reconciliations as presented to be signed at a later date

- e) To approve the following payments:

Supplier/Contractor	Narrative	Amount
SLCC	Virtual National Conference	£30.00
SALC	NALC & SALC Affiliation Fees Apr 20 – Mar 21	£466.33
bOnline	Village Hall Broadband	£32.57 (DD)

RESOLVED: It was proposed and agreed to approve the payments to be processed via online banking. It was further agreed to review the Village Hall Broadband contract.

9. Correspondence

	From	Content
a)	Resident	To note email and consider request for permanent Fencing at allotments
Noted		
b)	Stronger Somerset	To note email from Stronger Somerset and confirm Chairman's attendance at a Zoom discussion

Noted		
c)	SALC	Email from the Department of Business, Energy & Industrial Strategy Regarding grants
Noted		
d)	SALC/NALC	Email regarding Consultation on transparency and competition
Clerk to circulate and request comments by the deadline to reply on the Councils behalf		
e)	SALC/NALC	Email regarding Consultation on planning for the future white paper
Clerk to circulate and request comments by the deadline to reply on the Councils behalf		
f)	SALC/NALC	Email regarding Consultation on changes to the current planning system
Clerk to circulate and request comments by the deadline to reply on the Councils behalf		
g)	Resident	Email regarding On-Street Parking in Henstridge
Noted – Clerk was asked to put a link to the national car parking consultation on the Parish Council website and Nextdoor		
h)	Cllr Hayward Burt	Email regarding The Future of Local Government in Somerset
Noted		

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 Council will be considering confidential HR information.

RESOLVED: It was proposed and agreed to exempt the public for the remainder of the meeting. No press were present. The member of public present left the meeting.

a) To consider request from the Clerk to undertake further part time employment as per item 7 in the Clerks Contract of Employment:

RESOLVED: It was proposed and agreed to approve the request to allow the Clerk to undertake further part time work.

b) To note conclusion of Clerks appraisal: Ken Courtenay reported that the Clerk's appraisal was concluded and had been successful with the Council noting the Clerk had produced very good work during her first year. It was noted that as per the Clerks Contract of Employment the Clerk would move up a salary scale point in April 2021.

c) To note the issue of new pay scales for 2020-2021 and to agree to adopt these in line with the Clerk's Contract of Employment:

RESOLVED: It was proposed and agreed to adopt the new pay scales in line with the Clerks Contract of Employment with a back payment from April 2021 agreed of £115.95

d) To confirm committee to conduct Handyman appraisals:

RESOLVED: It was proposed and agreed for the Clerk, Elspeth Graham and Carolyn Nichols to conduct the Handyman appraisals.

e) To re-establish an HR Committee and confirm its members:

RESOLVED: It was proposed and agreed that the HR Committee would be re-

established with Elspeth Graham, John Graham, Howard Bentley-Marchant and Ken Courtenay as members.

11. Date of Next meeting – The next Parish Council meeting will be held on **Monday 5th October 2020**. 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 25th September 2020.

The meeting closed at 9.30pm.



Emma Curtis
Parish Clerk

Draft