

HENSTRIDGE PARISH COUNCIL

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Approved minutes from the Meeting of Henstridge Parish Council at Henstridge Village Hall on Monday 7th March 2016 from 7.30pm.

Present: David Nichols (Chair), Ken Courtenay, Peter Crocker, Simon Cullum, Dennis Finch, John Graham, Richard Kaskow, Carolyn Nichols, Jean Oswick, Barry Paginton, Sue Place, Michael Player, Tim Cook (Neighbourhood Development Officer, SSDC) and Tim Inglefield (District Councillor).

Clerk: Zöe Godden

8 members of the public were present at the start of the meeting.

The meeting began at 19:31.

1. To receive any apologies for absence

Apologies had been received from Mike Petheram.

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

2. To receive any declarations of interest in items on the agenda

Jean Oswick declared a personal interest in item 5b.

3. To approve as a correct record the minutes of the previous meeting held on 15th February 2016.

RESOLVED: It was proposed and agreed to approve the minutes as presented.

The Chairman asked Linda Jones, Volunteer Dog Warden to give her report next:

Linda reported that the litter and dog fouling situation was quite good. There had been complaints of fouling in the churchyard, so Linda had spoken with the Vicar to alert him to the problem. The Clerk was instructed to contact the Vicar and SSDC to discuss installing signs requesting that dogs are kept on leads in the churchyard.

Action 160307/1: Parish Clerk

19:33 – Sue Place arrived at the meeting.

4. To hear information on Neighbourhood Planning from Tim Cook, Neighbourhood Development Officer, SSDC.

Tim Cook summarised his work with Queen Camel Parish Council on their Neighbourhood Plan and noted that many of the community's goals had been achieved before the Neighbourhood Plan itself had been completed. After describing the Neighbourhood Planning process and potential associated costs, Tim made the final point that any plan must identify what a community needs, rather than what it wants.

The Chairman thanked Tim for coming to the meeting.

Tim Cook left the meeting.

It was **agreed** to bring item 8 to this point in the meeting.

8. To agree any further action to be taken in relation to planning application 15/004069/FUL (Henstridge Airfield) following receipt of Environmental Protection Officer's report and Planning Officer's report, including member attendance at the relevant Area East planning meeting taking place on Wednesday 9th March.

19:51 – The meeting was opened for public comment.

19:58 – The public session was closed.

The matter was discussed thoroughly by members. There was disagreement about the reliability of certain aspects of the planning officer's report and the EHO report.

It was **proposed** by David Nichols that the Parish Council should support the application as originally submitted, provided the necessary controls were introduced to prevent the requested changes in operation from becoming detrimental to the local amenity. There was **no seconder** to this proposal.

RESOLVED: It was proposed and agreed that the Area East committee should be allowed to consider the new information without any further representation from the Parish Council. 9 votes in favour, 2 abstentions.

4 members of the public and Tim Inglefield left the meeting.

5. To consider the following planning applications:

	Application number	Proposal	Applicant details
a)	16/00490/FUL	Erection of a timber frame structure for animal housing (Retrospective)	Mr & Mrs Mogridge, Land adjacent Unit 8, Marsh Lane, Henstridge.
RESOLVED: It was proposed and agreed that the Parish Council recommends refusal of this application and reiterates the view that development outside of the boundary line of Unit 8 Marsh Lane should not be allowed due to the detrimental effect on the visual amenity of neighbouring properties.			
b)	16/00770/FUL	Revised vehicular access, erection of a new fence to road frontage and construction of a first floor extension to side of existing house.	Mr & Mrs William Gillam, Townsend Farm, Towns End, Stalbridge Road, Henstridge. BA8 0RQ
RESOLVED: It was proposed and agreed that the Parish Council recommends approval of this application.			
c)	16/00402/FUL	Erection of three storey rear extension to the dwelling.	Mr Robert Kearley, Foxbury, Vale Street, Henstridge. BA8 0SQ
Sue Place declared a personal interest in this item.			
RESOLVED: It was proposed and agreed that the Parish Council recommends approval of this development. 7 votes in favour, 4 abstentions.			

It was **agreed** to bring item 12b to this point in the meeting.

12b. To consider registering The Glebe Field as an Asset of Community Value.

The Chairman opened the meeting for public comment.

Mrs Laura Courtenay informed members that Bath and Wells Diocese had agreed to meet with her and the Parish Council to discuss the possible future needs of the Diocese with regards to The Glebe Field and see if these plans could also help address Parish needs, including extending the Parish burial ground.

The public participation was brought to a close.

The Clerk was instructed to liaise with Mrs Courtenay to organise a meeting with Bath and Wells Diocese to discuss possible future uses for the Glebe Field and issues concerning potential acquisition.

Action 160307/2: Parish Clerk

6. Recent SSDC Area East planning decisions:

Application number	Proposal	Applicant details	Current status
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a)	15/01500/FUL (Additional information) See 2015	Residential development, erection of 20 dwelling houses with associated roads and parking.	Mr David Matthews Halsall Homes Land at Furge Lane, Henstridge BA8 0RS	Refused
<p>David Nichols reported that he, Carolyn Nichols, Richard Kaskow and the Clerk had arranged to meet Halsall Homes on 17th March, as agreed at the previous meeting. It was agreed no authority to negotiate on behalf of the Parish Council was granted to the above members or the Clerk. Any new information would be reported back to the Parish Council at the next meeting. Any new proposals would have to be submitted by the developer to SSDC in the form of a new planning application, which the Parish Council would be able to comment on without prejudice.</p> <p>Sue Place felt that any affordable housing should include shared ownership properties to enable young people to stay in the Parish.</p> <p>Ken Courtenay felt that the development should offer downsizing opportunities for older people. It was agreed that the Parish Council favours retention of the hedge in Furge Lane.</p>				
b)	15/03481/FUL	Erection of an industrial building.	Ablebox Ltd, Land at Henstridge Airfield, Landshire Lane, Henstridge. BA8 0TN	Granted with conditions
c)	15/05327/FUL	Erection of an outbuilding used for dog grooming with raised platform and parking area (Retrospective).	Mrs Debbie Warmes, 2 Yenston Hill, Henstridge. BA8 0NA	Refused
d)	15/05599/FUL	Erection of building to cover existing livestock yard	Mr Giles Simpson, Manor Farm, High Street, Yenston. BA8 0NF	Granted with conditions
e)	15/05622/LBC & 15/05616/FUL	To extend an existing low natural stone boundary wall.	Mrs C Etherington, Old Bakery, Shaftesbury Road, Henstridge. BA8 0PP	Granted with conditions
f)	16/00273/FUL	Erection of a new dwelling	Mr & Mrs R Kearly, Land adjoining Keyham Cottage, Vale Street, Henstridge. BA8 0SQ	Withdrawn

Noted.

7. To consider commenting on a recent Appeal relating to:

Application number	Proposal	Applicant details	Current status
15/02187/FUL	Proposed development of solar photovoltaic modules, including an access track, temporary construction compound, double inverter platforms, transfer station, collecting station, security fencing, CCTV cameras and poles, landscaping and associated works	Old Bowden Way, Off Station Road, MILBORNE PORT	Refused
The Parish Council did not wish to make any comment on this appeal.			

8. To agree any further action to be taken in relation to planning application 15/004069/FUL (Henstridge Airfield) following receipt of Environmental Protection Officer's report and Planning Officer's report, including member attendance at the relevant Area East planning meeting taking place on Wednesday 9th March.

Dealt with after item 4 above.

9. Reports

a) To receive any Police matters

No Police representative attended the meeting and there were no new matters to report.

b) To receive County and District Councillor reports

No County or District Councillors remained at the meeting.

10. Matters deferred and arising from previous meetings:

- a) To hear a report from the Clerk and Carolyn Nichols on the Parish Environmental Warden Scheme and to agree any further action to be taken.**

The Clerk reported that Linda Jones, Volunteer Dog Warden, had volunteered to act as Parish Environmental Warden.

- b) To agree that the Clerk can sign a Community Benefit Agreement from Bowden Lane Solar Park Limited and to agree a member to witness the Clerk's signature**

RESOLVED: It was proposed and agreed that the Clerk should sign the agreement and that her signature would be witnessed by David Nichols.

Action 160307/3: Parish Clerk

- c) To consider a plan received from Somerset County Council for installation of a new footway from Townsend to Landshire Lane and to agree any further action to be taken.**

The Clerk was instructed to ask the following questions of SCC:

- Would SCC be responsible for cutting the field side of the hedges?
- Will the solar lights work in the winter?

The Clerk reported that she had visited one of the nearby residents to see how the proposal would affect their property. It was noted that the entrance to the proposed footpath was directly adjacent to the property known as Kaos. Richard Kaskow provided an additional diagram to show how access to the path could be moved away from Kaos.

RESOLVED: It was proposed and agreed that the Clerk should ask the above questions and report back to the next meeting. It was further agreed that the Clerk would pass contact details of the landowners involved in this proposal to Richard Kaskow and Peter Crocker to arrange personal visits.

Action 160307/4: Parish Clerk

- d) To hear a report on progress with the Community Speed Watch scheme and agree any further action to be taken.**

Michael Player reported that five people had volunteered to help with the CSW and that the next step was for the CSW organisers to help with the selection of suitable locations. The Clerk was instructed to make contact with CSW organisers to progress the scheme.

Action 160307/5: Parish Clerk

11. Correspondence

a)	29/01/16	Nick Weeks, Area East Chairman, South Somerset District Council	Letter asking for help identifying properties that could be used for employment purposes; to agree any further action to be taken.
No relevant properties could be identified at this time.			
b)	09/02/16	Lynn Lindsley, Henstridge	Request for two additional dog waste bins.
The Clerk was instructed to reply to suggest encouraging more members of the public to complain about the situation in Whitechurch Lane and to say that it would not be possible to install any additional bins at the Recreation Ground.			
<i>Action 160307/6: Parish Clerk</i>			
c)	10/02/16	Paul Wheatley, Principal Spatial Planner, South Somerset District Council	Notification of a consultation regarding the proposed Community Infrastructure Levy; to agree a member(s) to take part.
It was agreed that Richard Kaskow and David Nichols would complete the consultation exercise on behalf of the Parish Council.			
<i>Action 160307/7: RK & DN</i>			

d)	10/02/16	Sue Crowley, Strategic Manager Library Services, Somerset County Council	Notification of the withdrawal of the mobile library stop outside St Nicholas School; to agree any further action to be taken.
The Clerk was instructed to promote any remaining mobile library stops locally. <i>Action 160307/8: Parish Clerk</i>			
e)	13/02/16	Peter Oswick, HALT	Request that the Parish Council asks for a diversion to keep lorries from using the A357 through Henstridge; to agree any further action to be taken.
The Clerk was instructed to respond to Mr Oswick to say that any diversion for HGVs would be worked into the ongoing and comprehensive plans to improve traffic throughout the village. <i>Action 160307/9: Parish Clerk</i>			
f)	15/02/16	Jenny Bates, Church Warden	Invitation to participate in Church celebrations for the Queen's 90 th Birthday; to agree any further action to be taken.
RESOLVED: It was proposed and agreed to make a grant of £35 to this event to help fund refreshments. <i>Action 160307/10: Parish Clerk</i>			
g)	01/03/16	Alex Vassiliou, PA to the Chair of Somerset County Council	Invitation to take part in Somerset Day (11 th May); to agree any further action to be taken.
The Parish Council did not wish to take part in this event.			

12. Council Matters

- a. To agree that members who have not yet attended Good Councillor training may do so; to agree the dates that members will attend.**

RESOLVED: It was proposed and agreed that Jean Oswick and Barry Paginton would attend the training taking place on 11/05/16 in Somerton.

Action 160307/11: Parish Clerk

- b. To consider registering The Glebe Field as an Asset of Community Value.**

Dealt with after item 5 above.

- c. To review responsibilities for repairs and maintenance to utilities at the Village Hall; to agree any further action to be taken.**

The Clerk confirmed that the drains are categorically the responsibility of the VHMC, as per the Lease.

RESOLVED: It was proposed and agreed that the Clerk should write to the VHMC to ask for sight of their monthly accounts and to point out that repair of the drains is the responsibility of the VHMC, which the Parish Council expects to be carried out as soon as possible to enable the Parish Council to move forward with required repairs to the car park surface.

Action 160307/12: Parish Clerk

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

Members noted the results of the recent Speed Indicator Device installations. The Clerk reported that the new SID outside the Bird in Hand, Ash Walk, had not registered excessive speeds, so it would not be possible to have another device at that location.

Responses from County Highways to previously reported problems were as follows:

- Parking on the verge outside 10 Ash Walk – Referred to the Police for enforcement, although PCSO John Winfield had told the Clerk that he would refer it back to County Highways.
- One-way sign requested opposite vehicular exit of Waverly Farm Court – Traffic Engineer to investigate.

- Drains need clearing at the Virginia Ash crossroads – County Highways awaiting utility apparatus information to identify whose cables are within the gully. The cables are preventing SCC from clearing out the gullies normally so they block frequently.

e. To hear any matters arising from playground inspection reports.

There were no matters arising.

f. To receive reports from representatives (VHMC, Allotments, Community Speed Watch, Tree Warden, Other) and provide guidance as appropriate

Simon Cullum reported that he would soon be carrying out an annual tree inspection in his role as Tree Warden.

13. Finance

a. To note that Lloyds Bank has confirmed the recent mandate change;

Noted.

b. To consider accepting an offer of compensation from Lloyds Bank of £302.00 relating to the recent problems with the mandate change.

RESOLVED: It was proposed and agreed to accept the offer of compensation and to ask Lloyds Bank to write to the Great Outdoor Gym Company to apologise for the delayed payment and to offer any compensation as appropriate.

c. To approve the Financial Risk Assessment provided by the Internal Auditor.

RESOLVED: It was proposed and agreed to approve the Financial Risk Assessment as presented.

d. To select a pension provider from the options presented.

It was **agreed** to defer this matter until the next meeting.

e. To agree the allocation of earmarked reserves as presented.

RESOLVED: It was proposed and agreed to allocate earmarked reserves as per suggested by the Clerk.

f. To approve the cashbook and bank account reconciliation for February 2016 as presented.

RESOLVED: The Cash Book and Bank Reconciliation for February 2016 as verified by Carolyn Nichols were approved and signed by the Chair.

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

The Outdoor Gym Company	Supply & installation of outdoor gym equipment (replacement cheque)	£22,176.80
Plusnet	Broadband for Village Hall	£34.20
Lightatouch Internal Audit Services	Internal Audit for October 2015 to January 2016	£140.00
Futurform	Stationery	£37.19
Alpha Signs	Allotment safety sign	£36.00
Michael Player	Mileage for AE meeting and Good Councillor Training	£22.50
SSDC	Playground Inspection and Risk Assessment	£94.20
Stalbridge Building Supplies	Gravel for War Memorial	£8.98
George Edwards	Salary February 2016	£69.71

Terry Pulling	Salary February 2016	£29.04
Zöe Godden	Salary & Expenses February 2016	£1,127.83
HMRC	Tax & NICs February 2016	£150.45

All the cheque values were verified against the invoices presented by Jean Oswick and the invoices signed as a correct match.

RESOLVED: The above accounts were approved for payment and Jean Oswick and David Nichols agreed as signatories.

14. 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.

No members of the press or public were present.

15. To consider recommendations from the Personnel Committee:

- a. That the Clerk's contract of employment should be confirmed following successful completion of the trial period.

RESOLVED: It was proposed and agreed to confirm the Clerk's contract of employment with effect from 1st February 2016.

- b. That the Clerk's annual leave entitlement should be increased from 21 to 25 days following 5 years' continuous Local Government Service.

RESOLVED: It was proposed and agreed to increase the Clerk's annual leave entitlement to 25 days per year, pro rata for part time hours worked.

- c. That the amount paid to the Clerk to cover the use of her home as an office be increased from £10.00 per month to £11.50 per month.

RESOLVED: It was proposed and agreed to increase the Clerk's allowance for using her home as an office from £10.00 to £11.50.

- d. That the hourly rate paid to grounds maintenance staff is increased to £7.20 from 1st April 2016, in line with The National Minimum Wage (Amendment) Regulations 2016.

RESOLVED: It was proposed and agreed that all staff hourly rates apart from the Clerk's would be increased to £7.20 from 1st April 2016, in line with The National Minimum Wage (Amendment) Regulations 2016.

16. Date of Next meeting – The next Parish Council meeting will be held on **Monday 4th April 2016**. 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 24th March.

The meeting ended at 21:51.

Agreed and signed by the Chair _____

Date _____