

HENSTRIDGE PARISH COUNCIL

Clerk: Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

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Approved Minutes of the Annual Meeting of Henstridge Parish Council at Henstridge Village Hall on Tuesday 3rd May 2016 from 7.30pm.

Present: David Nichols (Chair), Ken Courtenay, Peter Crocker, Simon Cullum, Dennis Finch, John Graham, Carolyn Nichols, Barry Paginton, Michael Player and District Councillor Tim Inglefield.

Clerk: Zöe Godden

The meeting started at 19:31.

1. To elect a Chairman and Vice-Chairman of the Council and receive declarations of acceptance of office.

Simon Cullum nominated and John Graham seconded David Nichols for Chairman. It was unanimously **RESOLVED** to elect David Nichols as Chairman for the coming year. The Chairman signed the declaration of acceptance of office form.

David Nichols nominated and John Graham seconded Simon Cullum for Vice-Chairman. It was unanimously **RESOLVED** to elect Simon Cullum as Vice-Chairman for the coming year. The Vice-Chairman signed the declaration of acceptance of office form.

2. Public Participation: The meeting will continue after there has been an opportunity for members of the electorate of the Parish to speak. In normal circumstances this will be restricted to approximately 15 minutes in total and shall be at the Chairman's discretion.

Please note, items raised by the public in this session will not be discussed by the council and will not be minuted. Items for inclusion on the agenda should be put to the Clerk in writing prior to the meeting as listed in the final item. Press and public are invited to remain but have no right to speak unless specifically invited.

There were no members of public at the meeting.

3. Apologies for absence.

Apologies had been received from Richard Kaskow, Jean Oswick, Michael Petheram, Sue Place and William Wallace.

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

4. Declarations of interest.

There were no declarations of interest.

5. To elect a Chairman and Vice-Chairman of the Open Spaces Committee and receive declarations of acceptance of office.

John Graham nominated and Carolyn Nichols seconded Simon Cullum for Chairman of the Open Spaces Committee. It was unanimously **RESOLVED** to elect Simon Cullum as Chairman for the coming year. The Chairman signed the declaration of acceptance of office form.

John Graham nominated and Simon Cullum seconded Carolyn Nichols for Vice-Chairman of the Open Spaces Committee. It was unanimously **RESOLVED** to elect Simon Cullum as Vice-Chairman for the coming year. The Vice-Chairman signed the declaration of acceptance of office form.

6. To appoint 4 members of the Open Spaces Committee and receive declarations of acceptance of office.

RESOLVED: It was proposed and unanimously agreed that the members of the Open Spaces Committee for the coming year would be Simon Cullum, Carolyn Nichols, John Graham and Barry Paginton.

7. To elect a Chairman and Vice-Chairman of the Personnel Committee and receive declarations of acceptance of office.

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

8. To appoint 4 members of the Personnel Committee and receive declarations of acceptance of office.

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

9. To review the arrangement that the finance committee is made up of the entire council and agree any changes.

It was **unanimously agreed** to continue with this arrangement.

10. To review the arrangement that the planning committee is made up of the entire council and agree any changes.

It was **unanimously agreed** to continue with this arrangement.

11. To review the representatives of the council to other groups and agree any changes.

It was agreed that the representatives for the groups below would be:

Allotments	Barry Paginton
Community Speedwatch	Michael Player
HALT	Michael Player
Henstridge Airfield Consultative Committee	David Nichols
Highways/Drains Representatives	Peter Crocker
Somerset Association of Local Councils	David Nichols
Tree Warden	Simon Cullum
Village Hall Management Committee	David Nichols
Youth Representative	Carolyn Nichols

It was **agreed** to rename the Yenston Representative to Yenston and Bowden Representative and to **defer** choosing a representative until the next meeting.

12. To approve as a correct record the minutes of the previous meeting held on 25/04/16.

RESOLVED: It was proposed and agreed to approve the minutes as presented. Peter Crocker abstained from voting. All other members voted in favour.

13. To consider the following planning applications:

Application number	Proposal	Applicant details
16/01742/FUL	Erection of a warehouse, security fence and use of land for storage.	Mr T LeMesurier, Land at Henstridge Airfield, The Marsh, Camp Road, Henstridge.
RESOLVED: It was proposed and agreed that the Parish Council supports this application but that the holistic effect on the traffic system of additional development must be examined and taken into account.		

14. Recent SSDC Area East planning decisions:

Application number	Proposal	Applicant details	Current status
16/00983/FUL	Erection of a building to use as workshop and store for groundwork plant machinery contractor.	Mr Robin Chapman, Land at Henstridge Airfield, Grid Ref 375338 120545, The Marsh, Camp Road, Henstridge.	Approved with conditions

Noted.

15. Planning Correspondence

To note receipt of a proposed planning application for the site in Furge Lane and to agree three members who can communicate directly with the developer for information sharing purposes but without consent to enter into any agreement on behalf of the Parish Council.

RESOLVED: It was proposed and agreed that David Nichols, Carolyn Nichols, Richard Kaskow, John Graham and the Clerk would meet with Greenslade Taylor Hunt but that no authority to make any decisions on behalf of the council was granted. The Clerk was instructed to arrange a meeting.

Action 160503/1: Parish Clerk

16. Matters deferred and arising from previous meetings:

- a) To hear an update from Richard Kaskow Stalbridge Road footway scheme; to decide any further action to be taken.

The Clerk was instructed to contact Mrs Nardell to ask for a meeting to discuss the footpath project. The Clerk was also instructed to forward Richard Kaskow's report to all members.

Action 160503/1: Parish Clerk

- b) To receive a report from the Clerk on a request from the VHMC re the siting of a replacement container adjacent to the village hall.

The Clerk reported that she had received a request from Jim Ackland, Chair of the Village Hall Management Committee, to remove the gate post between the vehicle and pedestrian gates at the entrance to the Village Hall car park to enable a lorry to enter the car park to deliver the new storage container. It was **agreed** that the post could be removed as long as it was replaced within two days. The Clerk was instructed to find out when the new container would be delivered.

Action 160503/3: Parish Clerk

c) To review Standing Orders and Financial Regulations.

The Clerk was instructed to remove the struck through sections of the Standing Orders and to liaise with Ken Courtenay on this matter

Action 160503/4: Parish Clerk

RESOLVED: It was proposed and agreed that no amendments were required to the content of either the Standing Orders or Financial Regulations.

17. Correspondence

a)	06/04/16	Jenny Bates, Churchwarden	Thank you letter for regarding grant
Noted.			
b)	07/04/16	SSDC	Invitation for members to attend Planning Training; to agree any members to attend.
The Clerk was instructed to book places for the following members on the 12 th May training: Ken Courtenay, Simon Cullum, Dennis Finch, Carolyn Nichols, David Nichols and Michael Player.			
Action 160503/5: Parish Clerk			

18. Council Matters

a. To receive a visit/report from a local police representative.

The PCSO was not at the meeting, but the Clerk confirmed that he had attended Loose Ends coffee morning the previous Friday and that there had been no new matters to report.

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

The Clerk was instructed to report that the road markings indicating the one-way system in Furge Lane were not adequate.

Action 160503/6: Parish Clerk

c. To note the arrangements for the Annual Parish Meeting and to agree any further action to be taken.

In addition to the arrangements already in place, the Clerk was instructed to bring information regarding the Community Speedwatch scheme to the meeting. The Clerk was also instructed to invite Ron Valentine, PPLO.

Action 160503/7: Parish Clerk

Peter Crocker and John Graham gave their apologies for the Annual Parish Meeting.

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

There were no matters arising.

e. To receive reports from representatives (VHMC, HALT, Footpaths, Tree Warden, Other) and provide guidance as appropriate

VHMC – David Nichols reported that he and Carolyn Nichols had attended the Village Hall Management Committee’s AGM on 26 April and noted that there was some disagreement about how the accounts should be presented.

RESOLVED: It was proposed and agreed that the Clerk should write to the Village Hall Management Committee to request sight of their audited accounts and to inform it that any future grant requests would need to be accompanied by audited accounts, as per the Parish Council’s Grant Criteria.

Action 160503/8: Parish Clerk

It was noted that the lease and trustee documents relating to the Village Hall would need to be renewed soon. The Clerk was instructed to seek advice with this from SALC.

Action 160503/9: Parish Clerk

Footpaths – Simon Cullum reported that the Open Spaces committee had allocated £250 for footpath maintenance. A local resident called Richard Holme had volunteered to be the Warden to the woodland. A report of theft of wood from Oak Vale Woodland had been received and was being dealt with.

19. Finance

a. To review and agree signatories for the bank account.

It was **agreed** that the signatories for the bank account would remain the same: Ken Courtenay, Simon Cullum, Dennis Finch, John Graham, David Nichols and Jean Oswick.

b. To note that a sealed envelope has been passed to the chairman containing relevant passwords to access the council’s financial records, as required in section 6.11 of the financial regulations.

Noted.

c. To approve the cashbook and bank account reconciliation for April 2016 as presented.

The Clerk was instructed to find out when the contract for the Village Hall broadband expires.

Action 160503/10: Parish Clerk

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

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

Plusnet	Broadband at village hall	£34.20
Viking	Stamps & file storage	£83.86
Canon	Printer agreement (Oct 15 to Mar 16) 2 x invoices	£59.50

G B Sports & Leisure Ltd	Matting for play area path	£78.00
Ring Street Filling Station	Fuel & Oil for mowers	£22.29
Stalbridge Building Supplies	Tarmac etc for car park	£40.16
M P Bennett & Son	Hedge Trimming and allotment clearance	£944.40
Staff	Salaries	£1,088.77
Staff	Expenses	£154.16
HMRC	Tax & NICs April 2016	£145.05

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

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

20. Date of Next meeting – The next meeting will be the Annual Parish Meeting to be held on **Monday 16th May 2016**. The next Parish Council meeting will be held on **Monday 6th June 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 21st May.

The meeting ended at 20:54.

Agreed and signed by the Chair _____

Date _____