

# HENSTRIDGE PARISH COUNCIL

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

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## Approved minutes of a meeting of Henstridge Parish Council held on Monday 5<sup>th</sup> June 2017 from 7.30pm.

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**Present:** David Nichols (Chair), Ken Courtenay, Peter Crocker, Dennis Finch, John Graham, Carolyn Nichols, Barry Paginton, Bruce Pike and Sue Place.

**Also present:** District Councillor Hayward Burt, Parish Environmental and Dog Warden Linda Jones, District and County Councillor William Wallace and Jan Wardell from White Hart Link.

**Clerk:** Zöe Godden

There were 2 members of the public present at the start of the meeting.

The meeting began at 19:32.

### 1. Apologies for absence.

Apologies had been received from Howard Bentley-Marchant, Simon Cullum, Jean Oswick and Michael Player.

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

### 2. Declarations of interest.

Carolyn Nichols and David Nichols declared Disclosable Pecuniary Interests in item 10c.

### 3. To approve as a correct record the minutes of the previous meetings held on 08/05/17 and 15/05/17.

**RESOLVED:** It was proposed and agreed to approve the minutes for both meetings as presented.

It was **agreed** to move item 7b) to this point in the meeting.

### 7b) To receive a report from Linda Jones, Volunteer Dog Warden and Parish Environmental Warden.

Linda Jones reported that damage had been caused to the seat in the Skate Park shelter as a result of cans being burned, which were now welded to the seat. Stones from the perimeter track construction had been thrown onto the Skate Park. The dog waste bin near the Village Hall needed to be replaced as it was becoming rusty. There had been a significant amount of rubbish at the Recreation Ground over half term, amounting to two bags per day but there had been few instances of dog fouling. Linda had not witnessed any fly tipping, but would report some instances of fly posting if they had not been removed within the next two days. William Wallace added that election posters could only be placed on private land with the landowner's permission and should not be placed on public land. Linda agreed to take this up with SSDC's Environmental Health department if necessary.

The Clerk was instructed to source a replacement dog waste bin.

***Action 170605/1: Parish Clerk***

Linda Jones left the meeting.

It was **agreed** to move item 8e) to this point in the meeting.

**8e) To note the launch of the Stalbridge to Henstridge section of the White Hart Link on 2nd September and the Stalbridge to Gillingham section on 3rd September and to agree how the Council would like to be involved and any further action to be taken.**

Jan Wardell explained that the White Hart Link is a new project started in North Dorset to link five North Dorset towns with already existing footpaths. Local businesses and attractions would be highlighted and the route would pass through Henstridge. The first section to be opened would be the Gillingham to Stalbridge stretch, in conjunction with the Gillingham Walking Festival, on Sunday 3<sup>rd</sup> September. Walkers would start from Henstridge and walk to Gillingham. The small section between Henstridge and Stalbridge would be walked on Saturday 2<sup>nd</sup> September. Work was underway to ensure the paths involved were in good condition within five years of the launch. The whole route had been surveyed, stiles and gates noted and possible problem areas recorded. Jan said that it was hoped that local communities would show an interest in their stretch of the route by perhaps installing a seat or planting a tree etc. Jan asked if the Council would like to be involved in the event on 2<sup>nd</sup> Septembers and in the send-off on 3<sup>rd</sup> September.

Ken Courtenay asked if any financial contribution was being sought. Jan said that this was not anticipated. Jan went on to say that Ron Valentine, Parish Paths Liaison Officer, had offered to help mark the route and that permission had been granted by Eve Wynne for White Hart Link logos to be added to the relevant waymarkers.

Sue Place asked if the disused railway had been considered for the route. Jan said that the White Hart Link project presented a good opportunity to look at opening up the disused railway and that this matter may be addressed.

It was **agreed** that the Council would like to be involved in both events on 2<sup>nd</sup> and 3<sup>rd</sup> September. The Clerk was instructed to gather ideas for inclusion on the next agenda.

**Action 170605/2: Parish Clerk**

Jan Wardell left the meeting.

#### 4. Recent SSSC Area East planning decisions:

	Application number	Proposal	Applicant details	Current status
a)	17/01302/REM	Application for reserved matters following approval of 16/02976/OUT for the erection of a retirement bungalow with a new vehicular access onto Whitechurch Lane.	Mrs Heath, Land at Park House, Whitechurch Lane, Henstridge. BA8 0PA	Granted with conditions
b)	17/01542/FUL	The erection of a single storey rear extension to replace the current extension	Mr Jeremy Mercer, Greystones, Vale Street, Henstridge. BA8 0SQ	Granted with conditions
c)	17/01259/FUL	Formation of a new drive/offroad parking to facilitate the safer transit to and from the property	Mintern, Homelea, High Street, Henstridge. BA8 0RB	Refused
d)	17/01829/FUL	Erection of a single storey rear extension	Mr Joshua Vincent, 10, St Nicholas Close, Henstridge. BA8 0QN	Granted with conditions

**Noted.**

#### 5. Planning Correspondence

a)	11/05/17	K Layard, Henstridge	Request for Parish Council support in obtaining information relating to the drainage of the site in Furge Lane covered by planning permissions 12/01887/OUT & 16/02380/REM.
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Members had received a copy of the correspondence concerned before the meeting. William Wallace noted that it was not the right time to ask questions about pre-commencement conditions on the site as it had not yet been sold. William added that David Norris and Adrian Noon from SSDC had responded appropriately.

Ken Courtenay noted that the pre-commencement approval of a SUDS scheme and the pre-occupation implementation of the same SUDS scheme were key points in the correspondence.

**RESOLVED: It was proposed and agreed that the Clerk should write to SSDC's Planning Department to ask for confirmation that the SUDS scheme would be approved before work at the site commenced and to ask for an explanation of the process for ensuring that pre-commencement conditions were met.**

*Action 170605/3: Parish Clerk*

20:03 – Members of the public began speaking, so the meeting was closed to allow them to comment.

20:04 – The meeting was reconvened.

b)	26/05/17	Andrew Tucker, SSDC Conservation Officer	To note receipt of information regarding the removal of the porch at Ash House, Shaftesbury Road.
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The Clerk reported that Andrew Tucker had been in touch with the owners of the property in question. The porch had fallen into disrepair and had to be removed before it collapsed. It would be replaced on a like for like basis. Peter Crocker reported that a downstairs window at the property had subsequently been removed. The Clerk confirmed that she had reported this to Andrew Tucker.

c)	27/05/17	Debbie Petheram, Yenston	To note that Stalbridge Town Council is running a consultation relating to new developments in the town and to decide if the Parish Council wishes to respond.
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**RESOLVED: It was proposed and agreed that the Clerk should arrange for David and Carolyn Nichols to meet with representatives from Stalbridge Town Council to discuss potential improvements to the highway network. No decisions or commitments would be made on behalf of the Council and any information would be brought to the next available Council meeting.**

*Action 170605/4: Parish Clerk*

John Graham informed members that an exhibition on development proposals for Stalbridge was on show at the HUB.

**6. Matters deferred and arising from previous meetings:**

- a) **To elect a Chairman and one additional member of the Personnel Committee and receive declarations of acceptance of office.**

Sue Place was nominated and seconded.

**RESOLVED: It was proposed and unanimously agreed that Sue Place be elected as Chair to the Personnel Committee. A declaration of Acceptance of Office was signed accordingly.**

It was **agreed** to defer the election of another member of the Personnel Committee to the next meeting.

- b) **To receive a declaration of acceptance of office from Barry Paginton (Open Spaces Committee).**

**The Declaration of Acceptance of Office was signed accordingly.**

- c) **To approve amended terms of reference for the Open Spaces Committee.**

**RESOLVED: It was proposed and agreed to amend the Open Spaces Committee terms of reference to allow five members instead of four.**

- d) **To confirm that the Council wishes to proceed with the idea of facilitating a Village Agent for Henstridge.**

Members **agreed** that they did wish to pursue this matter and that the Clerk should arrange a meeting between Michael Player, Dennis Finch, Carolyn Nichols, David Nichols, Peter Crocker and Jinny Uppington of the Community Council for Somerset.

**Action 170605/5: Parish Clerk**

- e) **To confirm that the Council wishes to go ahead with arranging a Housing Needs Survey for the Parish.**

**RESOLVED:** It was proposed and agreed that the Clerk was authorised to act on behalf of the Council in meeting with Tim Cook to draw up plans for carrying out a Housing Needs Survey plus the inclusion of additional topics, and that she may claim up to two hours overtime to accommodate this work the Clerk was instructed to report back to the next meeting.

**Action 170605/6: Parish Clerk**

Sue Place offered to attend the meeting with Tim Cook.

- f) **To hear a response from Henstridge Airfield regarding complaints relating to the Bike Night in April.**

The Clerk read an email from the Airfield owner, apologising to those affected and stating that attendees to future events would be asked to ride considerately on surrounding roads or risk the event being cancelled. In addition, the Airfield owner would require attendees to enter and leave the site via an alternative route to encourage them to avoid built up areas.

Members noted that there were fewer problems at the May event.

Carolyn Nichols reported that the next Community Speed Watch would take place on 28<sup>th</sup> June to coincide with the next Bike Night.

## 7. Reports

- a) **To receive any Police matters.**

PCSO John Winfield had contacted the Clerk to ask that any instances of anti-social behaviour or illegally ridden motorcycles were reported to the Police when they occurred as it was difficult to investigate when matters were reported days or weeks after the events took place.

- b) **To receive a report from Linda Jones, Volunteer Dog Warden and Parish Environmental Warden.**

This matter was dealt with after item 3 above.

- c) **To receive County and District Councillor reports.**

**District and County Councillor William Wallace** reported that he had been re-elected at the recent County Council elections and had also been selected to be the Chair of Somerset County Council. William said that he intended to continue supporting his parishes as usual.

**District Councillor Hayward Burt** reported that he had attended a public meeting regarding the future of Stalbridge Surgery. Hayward said that Dr Clayton had not been able to attend the meeting but closure of the surgery could take place within six to eight months. The surgery building was to be converted to a residential dwelling. It had been thought that the Blackmore Vale Partnership would take over the surgery in Stalbridge but this was not now going ahead. Hayward noted that, when the surgery closed, residents would have difficulty reaching other local surgeries because of a lack of suitable public transport.

## 8. Correspondence

a)	12/05/17	Lynda Pincombe, SSC Community Health & Leisure	To agree members(s) to respond to the Playing Pitch Strategy Consultation.
It was <b>agreed</b> to refer this matter to the Open Spaces Committee.			
b)	15/05/17	St Margaret's Hospice	To note receipt of a thank you letter for the recent grant given.

<b>Noted.</b>			
<b>c)</b>	19/05/17	Leisa Kelly, SSDC Housing Development Officer	To agree members to attend Community Led Housing events.
It was agreed that John Graham and Sue Place would attend the event in Wincanton on 5 <sup>th</sup> July and that Carolyn Nichols, David Nichols and the Clerk would attend the event in Norton sub Hamdon on 3 <sup>rd</sup> July. <b>Action 170605/7: Parish Clerk</b>			
<b>d)</b>	23/05/17	Clare Spearman, British Renewables	To receive an update from relating to the Community Agreement with Bowden Solar Park.
The Clerk reported that any amount due to the Council as a result of the Community Agreement would be decided by September 2017.			
<b>e)</b>	24/05/17	Jan Wardell, White Hart Link	To note the launch of the Stalbridge to Henstridge section of the White Hart Link on 2 <sup>nd</sup> September and the Stalbridge to Gillingham section on 3 <sup>rd</sup> September and to agree how the Council would like to be involved and any further action to be taken.
This matter was dealt with after item 3 above.			

## 9. Council Matters

### a) To consider quotes for the conveyancing work required in order to sell Common Lane Field.

The Clerk reported that Howard Bentley-Marchant had obtained a second quote from a solicitor for the conveyancing work that would be required to sell Common Lane field.

**RESOLVED: It was proposed and agreed that the Clerk should obtain a quote from Battens in Sherborne and report back to the next meeting. All in favour except Peter Crocker who asked for his abstention to be noted in the minutes.**

**Action 170605/8: Parish Clerk**

**20:38** – William Wallace left the meeting.

### b) To note that a price has been obtained for Village Gateways and to consider how to consult the Parish to determine if these would be supported.

Various ideas for a way forward were discussed.

It was **agreed** that all ideas should be submitted to the Clerk and brought to a future meeting.

**Action 170605/9: All members & Parish Clerk**

### c) To consider pursuing the formation of a Youth Parish Council and to agree how to proceed.

Sue Place reported that Wincanton Town Council was also looking to form a Youth Parish Council and suggested that liaising with them would be a good idea.

It was **agreed** to authorise the Clerk to make initial enquiries on behalf of the Council, to include meeting with Parish representatives where Youth Parish Councils already exist and that information should be brought to a future meeting.

**Action 170605/10: Parish Clerk**

### d) To hear feedback from the Annual Parish Meeting and agree any action to be taken.

David Nichols reported that the format worked well, although the direction of the seating had to be changed to allow one of the groups to project a presentation onto a wall. The meeting had been very well attended and additional chairs had to be put out to accommodate all of the attendees.

Carolyn Nichols noted that there had been a lot of cake left over and that there had not been adequate time before the meeting for people to look at the display tables. Most people left straight after the meeting.

John Graham suggested having an interval half-way through the meeting in future to allow more people to take refreshments and to look at the display tables.

**e) 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 the following:

- Lights into Yenston overgrown on the left hand side
- Drains by zebra crossing in Ash Walk overflowing during heavy rain
- On the opposite side of the road from 50 Ash Walk the drain was filled with gravel.
- Cycle barriers at St Nicholas Path had still not been modified to allow wheelchair access
- The footway in Woodhayes Way from the junction of the A357 was overgrown and causing an obstruction to pedestrians and wheelchair users.
- The new one-way sign at Waverly Farm Court has yet to be installed as agreed.
- One Way markings on the road near the junction of Woodhayes and Furge Lane were faded.

**Action 170605/11: Parish Clerk**

In addition, the Clerk reported that, as instructed, she had contacted Bowden Solar Park regarding making good of the road surface at the site. Works would be completed by the end of June.

**f) To hear any matters arising from playground inspection reports.**

There were no matters arising.

**g) To receive reports from representatives (VHMC, HALT, Footpaths, Tree Warden, CSW, Other) and provide guidance as appropriate**

**CSW** – The Clerk read a report from Michael Player. A recent CSW session at the Stalbridge end of the A357 had detected 13 drivers exceeding 36 mph, with some travelling at up to 46 mph. The next CSW would coincide with the next Bike Night at the Airfield. Michael Player and Bruce Pike had attended a recent South Somerset Area CSW meeting, where it was agreed to implement a new reporting system. The new system was used by all other CSW groups in the Avon and Somerset Police area, meaning that instances of speeding recorded anywhere in the area would be recorded and added together.

Carolyn Nichols added that the last CSW session took place on Sunday 3<sup>rd</sup> June on the A30 at Old Station Gardens and six drivers were recorded travelling at over 36mph.

**10. Finance**

**a) To consider the list of earmarked reserves and approve any changes required.**

The Clerk was instructed to reformat the list of earmarked reserves and to bring this to a future meeting for consideration.

**Action 170605/12: Parish Clerk**

**b) To approve the cashbook and bank account reconciliation for April 2017 as presented.**

**RESOLVED: The Cash Book and Bank Reconciliation for April 2017, as verified by Carolyn Nichols, was approved and signed by the Chair.**

**c) To approve the following accounts for payment and two signatories for cheques:-**

Minute ref	Supplier/Contractor	Narrative	Amount
11f) 04/07/16	bOnline	Village Hall broadband April 2017	£25.67
11b) 04/07/16	NEST	Employee pension June 2017	£20.03
11b) 04/07/16	NEST	Employee pension May 2017	£20.03
	Staff	Salaries May 2017	£1,052.70

	HMRC	Tax and NICs May 2017	£207.90
	Staff	Salary May 2017	£32.10
	Stalbridge Building Supplies	Paint to cover graffiti at skate park	£10.63
10b) 05/10/15	Lightatouch Internal Audit Services	Internal audit Feb to March 2017 & Annual Return work	£72.50
	Milborne Port Computers	Domain updates, email and hosting	£162.00
	Henstridge Village Hall	Hall Hire Oct 2016 to May 2017	£159.50
10a) 05/12/16	David & Carolyn Nichols	Refund for new mower (Rochfords)	£688.00
	Michael Player	Mileage re CSW meetings Aug 2016 to May 2017	£94.50
	Staff	Expenses April & May 2017	£284.77
	Mrs S Norris	Refund of allotment rent, plot 5	£25.00

**At this point in the meeting, Sue Place took the Chair due to the DPI declared by David Nichols. David and Carolyn Nichols took no part in discussions or voting on this matter.**

All the cheque values were verified against the invoices presented by John Graham, and the invoices signed as a correct match.

**RESOLVED:** The above accounts were approved for payment and Ken Courtenay and Dennis Finch agreed as signatories.

**David Nichols resumed the role of Chairman.**

**11. To agree to exclude the press and public for a personnel matter, which is exempt business, as set out in the Schedule 12A to the Local Government Act 1972 \***

It was **agreed** to exclude the members of the public.

**Two members of the public and Hayward Burt left the meeting.**

**12. To note the outcome of the Clerk's appraisal.**

**21:03** – Peter Crocker left the meeting

**21:04** – Peter Crocker returned to the meeting

Sue Place summarised the Clerk's appraisal form and listed her targets and training needs for the coming year.

**13. Date of Next meeting** –The next Parish Council meeting will be held on **Monday 3<sup>rd</sup> July 2017**. 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 22<sup>nd</sup> June**.

**The meeting ended at 21:15**

**Agreed and signed by the Chair** \_\_\_\_\_

**Date** \_\_\_\_\_