

# 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 6<sup>th</sup> November 2017

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**Present:** David Nichols (Chair), Howard Bentley-Marchant, Ken Courtenay, Simon Cullum, Dennis Finch, John Graham, Carolyn Nichols, Barry Paginton and Sue Place.

**Also present:** District Councillor Hayward Burt

**Clerk:** Zöe Godden

No members of the public were present at the start of the meeting.

### The meeting began at 19:34.

#### 1. Apologies for absence.

Apologies had been received from Jean Oswick, Bruce Pike, Michael Player and District and County Councillor William Wallace.

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

#### 2. Declarations of interest.

Carolyn and David Nichols declared disclosable pecuniary interests in item 12b as one of the payments was for David's mileage claim.

Sue Place declared a personal interest in item 5.

#### 3. To approve as a correct record the minutes of the previous meetings held on 04/09/17 and 02/10/17.

**RESOLVED:** It was proposed and agreed to approve both sets of minutes as presented. Simon Cullum abstained from voting as he was not present for the September meeting.

#### 4. Reports

##### a) To receive any Police matters.

The Clerk reported that she had forwarded analysed Speed Indicator Device results from the A357 to PCSO John Winfield, which had led to Police stopping speeding vehicles to warn them to reduce their speed at this location. A speed enforcement camera was also due to visit the site.

##### b) To receive County and District Councillor reports.

**District Councillor Hayward Burt** reported that SSDC was reorganising its services due to reductions in Government grant revenue. SSDC was looking at ways of generating income from land and buildings and had purchased the Marks and Spencer building in Yeovil town centre. Care was being taken to ensure profitability on this and other new income sources. Regarding the Local Boundary Commissions review of ward allocations, Hayward said that some comments had been made in relation to Blackmore Vale ward and could be viewed on the Boundary Commission's website.

#### 5. To consider the following planning application:

Application number	Proposal	Applicant details
17/04002/FUL	Erection of an extension to rear of property (resubmission 17/02372/FUL)	Mr Robert Kearley, Foxbury, Vale Street, Henstridge. BA8 0SQ
<b>RESOLVED:</b> It was proposed and unanimously agreed to support the application in its new form.		

## 6. Recent SSDC Area East planning decisions:

	Application number	Proposal	Applicant details	Current status
a)	17/03104/FUL	The erection of 2 No. dwellings and formation of associated access.	Mrs Rosalind Browning, Hobbyts House, Vale Street, Henstridge. BA8 0QZ	Withdrawn
b)	17/03587/FUL	Change of use of land for storage of log and woodchip/mulch along with laying of track/turning (Part Retrospective)	Mr J Pitman, Land off The Marsh, Camp Road, Henstridge.	Granted with conditions
c)	17/03660/FUL	Alterations to include the erection of a single storey extension.	Mr Jeremy Mercer, Greystones, Vale Street, Henstridge. BA8 0SQ	Granted with conditions
d)	17/03928/PDE	Proposed conservatory/orangery (i) the projection of the extension beyond the rear wall is 0.5m (ii) the maximum height of the extension is 3.3m (iii) the height of the eaves of the extension is 2.2m	Mr Keith Greenaway, 3 Brookland Way, Henstridge, BA8 0QR	Planning permission not required

**Noted.**

## 7. Planning correspondence/other matters

- a) SSDC – Information relating to a review of the Local Plan and associated drop-in sessions; to agree members to attend drop-in sessions and agree any further action to be taken.

It was **agreed** that Carolyn Nichols, David Nichols and possibly Sue Place would attend the drop-in session on 22<sup>nd</sup> November and that the Clerk would attend on 7<sup>th</sup> November.

**Action 171106/1: Carolyn Nichols, David Nichols, Sue Place & Parish Clerk**

- b) SSDC – To note receipt of the SSDC Highway Consultant's report relating to planning application 17/02712/FUL and to agree any comments the Council may wish to submit.

**Noted.** Members raised several concerns, namely that Planning Officers seemed to be trying hard to ensure that planning permission was granted for this site, that no reference had been made to the Parish Council's assertion that three dwellings on the site represented overdevelopment, that there would not be adequate space for car parking and that many children and other pedestrians would have to negotiate a dangerous vehicle access when walking past the site.

Hayward Burt added that, although the development was small, it would have a huge impact on the village and that the A30 was not a normal road as data showed that the amount and speed of traffic had increased significantly.

Members agreed that representation at the relevant Area East meeting was needed.

- c) To note that Gladman Developments has submitted a traffic survey in relation to planning application 17/03029/OUT and agree any action to be taken.

**Noted.**

8. Stalbridge Town Council – To consider an invitation to work with Stalbridge Town Council in attempting to secure S106 monies towards a trailway linking Stalbridge and Henstridge. John Graham and Simon Cullum **agreed** to represent the Parish Council in this matter. The Clerk was instructed for forward their contact details to Jan Wardell.

**Action 171106/2: Parish Clerk**

9. **Matters deferred and arising from previous meetings:** There were no matters arising.

## 10. Correspondence

a)	06/10/17	Nick Weeks, Chairman, Area East Committee	To note receipt of a request for financial support from the Parish Council to maintain the South Somerset Community Accessible Transport Scheme and to agree how to respond.
<p>Hayward Burt told members that SSCAT had applied for a grant of £67,000 from the National Lottery but had been unsuccessful.</p> <p>Sue Place said that the service was very valuable especially as it was accessible to people with mobility problems and wheelchair users.</p> <p>Ken Courtenay said that SSCAT supported access to medical services.</p> <p>Members were not clear of the sum needed from Parish Councils to maintain the service and were interested in other sources of funding that might be available to SSCAT.</p> <p>The Clerk was instructed to invite representatives from SSCAT and SSDC to speak at the next Parish Council meeting or to provide a report on SSCAT's financial situation, including the sum required, how much had already been pledged and sight of the business plan.</p> <p style="text-align: right;"><b>Action 171106/3: Parish Clerk</b></p>			
b)	10/10/17	Charlton Horethorne Parish Council	To note an invitation to attend a meeting with Police and Crime Commissioner Sue Mountstevens in Charlton Horethorne on 27 November at 7.30pm.
Carolyn Nichols and David Nichols volunteered to attend.			
c)	24/10/17	Somerset County Council, Highways	To note that the Parish Council can collect 10 bags of winter grit; to consider if this is needed and agree members to make the collection.
No bags of grit were needed as stocks from previous years had not been used. The Clerk informed members that George Edwards would check grit bins to find out if they needed to be replenished.			
d)	26/10/17	Jan Wardell, White Hart Link	To note that the White Hart Link project is bidding for funds from Aviva for improvements to rights of way in the area and to note that members can vote for this project if they wish.
<b>Noted.</b>			

## 11. Council Matters

- a) To note that the Clerk has received a Freedom of Information request relating to the ongoing sale of Common Lane Field and to note the Clerk's actions to date.

The Clerk reported that she had responded to a freedom of information request in line with the Parish Council's policy but that the enquirer had not been satisfied with the response, requesting original documents relating to the ongoing sale of Common Lane Field. Currently the only document available was the tenancy agreement and the Clerk had contacted the Information Commissioners Office to check that sharing this with the enquirer would not conflict with the Data Protection Act.

The Clerk went on to say that the solicitor engaged by the Parish Council had not responded to the purchase's solicitor's original email from August 2017 and Howard Bentley-Marchant said he would contact the Parish Council's solicitor to ensure the contact was made and that the sale was going ahead.

**Action 171106/4: Howard Bentley-Marchant**

Ken Courtenay said that there was a danger that members of the public would think that the Parish Council was disposing of assets underhandedly and asked why there had not been a public consultation to ask the public if they were happy for the sale to go ahead. The Clerk reminded members that all matters pertaining to the ongoing sale of Common Lane Field had been listed in public agendas and recorded in public minutes and that there was no obligation on the Parish Council to seek public approval for the disposal of any land, except allotment land.

- b) To hear information of the status of the Village Hall CCTV system; to note that the Chairman and the Clerk have attended a session to learn how to operate system and to agree any further action to be taken.

The Clerk reported that the Village Hall Management Committee (VHMC) had not been able to provide CCTV footage to the Police after an incident earlier in the year. As a result it had been found that no-one on the committee was able to effectively operate the system. The Clerk had attended a session with the CCTV system installation company to find out how the

system operated and had produced instructions that had been shared with the Chair of the VHMC. The Clerk would check the system each week to make sure it was operating. David Nichols agreed to ask the VHMC to arrange for the cameras to be cleaned regularly.

**Action 171106/5: David Nichols**

Dennis Finch asked if the relevant CCTV warning signs were displayed and the Clerk was instructed to take this up with the Chair of the VHMC.

**Action 171106/6: Parish Clerk**

- c) To note that the members and the Clerk had attended SSDC's Planning Workshop and to hear any feedback accordingly.

The Clerk reported that the presentation slides from this workshop had been distributed to all members.

- d) **Proposal from David Nichols** – That the Parish Council should write a letter of support for the PCSO role in South Somerset and request that Avon and Somerset Police retains the role, despite having to find budget savings.

It was **agreed** that David Nichols and the Clerk should write a letter as described. Members were asked to send any comments for inclusion in the letter to the Clerk. Sue Place suggested that the letter could be handed to Police and Crime Commissioner Sue Mountstevens at the meeting in Charlton Horethorne on 27<sup>th</sup> November.

**Action 171106/7: David Nichols & Parish Clerk**

- e) **Proposal from David Nichols** – That the Parish Council should consider registering the Glebe Field in Furge Grove as an Asset of Community Value.

**RESOLVED: It was proposed and agreed that the Clerk should take steps to register the Glebe Field as an Asset of Community Value.**

**Action 171106/8: Parish Clerk**

f) To hear any matters arising from playground, skate park and gym inspection reports. Simon Cullum reported that a child had fallen and hit her head on the skate park and that the Clerk had recorded details of the incident. There were no further matters to report.

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

**Community Speedwatch** – Michael Player had asked the Clerk to report that he and Bruce Pike had run a CSW session on Sunday 22<sup>nd</sup> October on the A30. Due to bad weather, the session only lasted for half an hour, but nine drivers were clocked exceeding the speed limit, with the highest speed recorded at 47 mph. Although traffic was light, Michael and Bruce received a high number of rude gestures.

**Highways** – Simon Cullum referred to the recent fatal road collision that took place on the A30 east of Henstridge. Simon noted that part of a roadside fence close to the site of the fatality had been removed and the Clerk was instructed to contact SSDC's Planning Department to ask them to ascertain if planning permission for vehicular access had been granted at this location.

**Action 171106/9: Parish Clerk**

The Clerk reported that she had had a site meeting with Gary Warren, Traffic Engineer, to highlight various issues of importance in terms of road safety and to discuss the possible installation of white gates at the entrances to the village for the purposes of traffic calming. Gary Warren had confirmed in an email that he would arrange for the following work to be carried out:

- A30 East - Repaint 30 roundel, add 40 roundel, add rumble strips
- A30 West (between 40mph and traffic lights) - Repaint 30 roundel, add 40 roundel, add rumble strips, replace 30mph signs with yellow-backed equivalents
- A30 corner of Camp Road – Replace missing Somerset sign

- A30 hill near Vale Motors (site of recent 5 vehicle RTC) - Add double white lines, add SLOW marker to the road, add blind summit sign
- A357 North - Add 30 roundel, add rumble strips
- A357 North of Yenston - Move the 30mph signs north to the location of the Yenston village sign to make them more visible
- A357 South - Replace Somerset sign at corner of Landshire Lane, add 30 roundel, add rumble strips
- A357 outside St Nicholas School - Install safety fence on corner of Park Road and on opposite side of the road outside the school
- Bowden Road - Address erosion to the side of this single-track road

Gary Warren had also agreed to obtain a quote for the installation of white gates at the four entrances to Henstridge, but these would have to be funded by the Parish Council.

## 12. Finance

- a) To approve the cashbook and bank account reconciliation for October 2017 as presented.

**RESOLVED: The Cash Book and Bank Reconciliation for October 2017, as verified by Dennis Finch, was approved and signed by the Chair.**

- b) 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 September 2017	£28.07
	SSDC	Perimeter track payment (lost cheque see PN 53)	£18,703.52
11b) 04/07/16	Nest	Pension payments October 2017	£20.03
	Staff	Salaries October 2017	£1,053.10
	HMRC	Tax and NICs October 2017	£207.50
	Staff	Salary October 2017	£32.10
	Somerset Playing Fields' Association	Annual membership 17-18	£15.00
	David Nichols	Mileage re Planning Workshop 12/10/17	£13.50
	Staff	Expenses October 2017	£312.76
	Viking	Stamps and pens	£64.38
	WI	Provision of refreshments for CSW meeting 21/11/17	£25.00
	SALC	Affiliation fee 2017-18	£444.28
	Lightatouch	Internal Audit services April to Sept 2017	£217.50
	SSDC	Mark out football pitch and install goal post sockets	£276.00
	T J Young	Repair to hedge trimmer	£90.38
	Ring Street Filling Station	Fuel for mowers etc	£29.85

Simon Cullum took the Chair for this item. Due to the previously declared disclosable pecuniary interest, David Nichols did not chair this part of the meeting and he and Carolyn Nichols did not take part in discussions or voting.

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

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

David Nichols took over as Chair for the remainder of the meeting.

- c) To note that cheque number 3314 made out to SSDC in respect of payment for the perimeter track and patio was lost in transit and that the Clerk made a bank payment for the sum of £18,703.52 in its place.

**Noted.** The Clerk was instructed to record that the original cheque had been cancelled with the bank.

- d) To consider earmarking proceeds of the sale of Common Lane Field to a specific capital project.

**RESOLVED:** It was proposed and agreed that the proceeds of the sale of Common Lane Field would be earmarked for a capital project to be decided at a future date by the Parish Council.

- e) To consider quotes for accounting software.

It was **agreed** to defer this matter as the Clerk was waiting for one remaining quote.

- f) To consider the amended draft budget and agree any changes required.

It was **agreed** to defer this matter until after information had been received regarding the level of funding that might be allocated to South Somerset Community Accessible Transport.

**13. Date of Next meeting** –The next Parish Council meeting will be held on **Monday 4<sup>th</sup> December 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 23<sup>rd</sup> November**.

**The meeting ended at 20:45.**

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

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