

HENSTRIDGE PARISH COUNCIL

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

Tel: 01747 826401 Mobile: 07745 270285

e-mail: clerk@henstridgeparishcouncil.org.uk

www.henstridgeparishcouncil.org.uk

AGENDA

The next meeting of Henstridge Parish Council will be held at the Village Hall, Ash Walk, Henstridge on Monday 4th June 2018 from 7.30pm.

The meeting will commence 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.

1. Apologies for absence.
2. Declarations of interest.
3. To approve as a correct record the minutes of the previous meeting held on 01/05/18.
4. Reports
 - a) To receive a report from Linda Jones, Parish Dog and Environmental Warden
 - b) To receive any Police matters.
 - c) To receive County and District Councillor reports.

5. To consider the following planning applications:

	Application number	Proposal	Applicant details
a)	18/01331/FUL	Erection of a single storey side extension.	Mr & Mrs Phelps, The Bowery, Chapel Lane, Yenston. BA8 0NH
b)	18/01128/FUL	The erection of an extension and conversion of existing barn to residential dwelling and amendments to vehicle access.	The Trustees of the Count GPMA De Pelet, The Barn, Sally Lovells Lane, Henstridge
c)	18/01688/S73A	S73A application to vary conditions 1, 2, 6, 12 and 13 and remove condition 14 of approval 15/04069/FUL	Mr G Jarvis, Henstridge Airfield, The Marsh, Camp Road, Henstridge
d)	18/01687/DPO	Application to modify a Section 106 agreement between Losan Limited, Henstridge Airfield Partnership No. 2 LLP, EGHS Limited, Mr Geoffrey Charles Jarvis and South Somerset District Council dated 05.12.2017	Geoff Jarvis, Henstridge Airfield, The Marsh, Camp Road, Henstridge

6. Recent SSDC Area East planning decisions:

	Application number	Proposal	Applicant details	Current status
a)	17/04945/FUL	Conversion of garage to habitable accommodation.	Mr Nathan Hart, 37, Townsend Green, Henstridge. BA8 0TT	Granted with conditions
b)	18/00779/COU	Change of use of agricultural land to residential (retrospective)	Mr & Mrs I Tribe, The Crossing House, Common Lane, Yenston. BA8 0NB	Granted with conditions

c)	18/00808/FUL	Replace existing single storey extension with two storey rear extension and new garage carport.	Mr Andrew Gartell, Common Lane Farm, Common Lane, Yenston. BA8 0ND	Granted with conditions
d)	18/01070/FUL	Alterations to Garage and replace French Doors.	Mrs Beth Aggett, Orchard House, Marsh Lane, Henstridge. BA8 0TQ	Granted with conditions

7. Planning Correspondence

a)	18/05/18	SALC	Invitation to respond to a survey regarding a proposal from Barrowden Parish Council (Leicestershire) to end the division of responsibility between planning bodies and building control; to agree a member(s) to respond.
b)	19/05/18	Planning Local	To note receipt of a newsletter, which includes guidance on giving evidence at planning appeals; to agree any action to be taken.
c)	22/05/18	Hayward Burt	Guidance on taking part in planning appeal proceedings; to agree any action to be taken.

8. Matters deferred and arising from previous meetings:

- a) To elect one more member to the Open Spaces Committee.
- b) To elect one more member to the Personnel Committee
- c) To agree members to act as Yenston and Highways & Drains representatives.
- d) To consider holding the 2019 Annual Parish Meeting on Wednesday 29 May.

9. Correspondence

a)	08/05/18	Local Government Boundary Commission	To note the results of the recent ward boundary review.
b)	16/05/18	Somerset County Council	Road closure notice – Whitechurch Lane from outside Whitechurch Farm House, north-westwards for a distance of 15 metres, from 11 th June for 5 days.

10. Council Matters

- a) To note receipt of a Service Level Agreement from the Community Council for Somerset in relation to the work of a Village Agent for Henstridge and to agree two members to sign on behalf of the Parish Council.
- b) To hear an update on work towards the commemoration of the end of WW1 and to agree any further action to be taken. (HB-M).
- c) To note receipt of draft minutes from the Henstridge Airfield Consultative Committee held on 25th April.
- d) To hear an update on progress with the Housing Needs Survey.
- e) To note that the Clerk has been dealing with complaints from a resident about parking in Townsend Green and agree how the Council wishes to respond.
- f) To consider adopting two new policies in relation to the General Data Protection Regulation.
- g) To consider adopting a communications policy for works to open spaces.
- h) To discuss any outstanding highways issues or highways matters which councillors wish to raise and agree any actions arising.
- i) To hear any matters arising from playground, skate park and green gym inspection reports.
- j) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Other) and provide guidance as appropriate

11. Finance

- a) To receive the Internal Auditor's report.
- b) To approve section 1 of the Annual Governance and Accountability Return
- c) To approve section 2 of the Annual Governance and Accountability Return
- d) To approve the cashbook and bank account reconciliations for April and May 2018 as presented.

- e) To note receipt of the precept (£43350) and SSDC grant (£340).
- f) To note the offer of a grant from Avon and Somerset Police Community Trust of £2150 towards the cost of white gates to be installed at entrances to Henstridge and to agree two members to sign the Conditions of Offer of Grant form.
- g) To consider contributing to the cost of the Clerk's Principle membership of the Society of Local Council Clerks of £16.66.
- h) To agree to pay overtime to the Clerk in relation to her work on the Housing Needs Survey, amounting to £165.59, as approved by the Chairman of the Council and the Chair of the Personnel Committee.
- i) To approve the following accounts for payment and two signatories for cheques:-

Minute ref	Supplier/Contractor	Narrative	Amount
	Staff	Salary May 2018	£81.39
	Staff	Salary May 2018	£1012.06
	Staff	Salary May 2018	£42.68
	HMRC	Tax and NICs May 2018	£147.62
	Staff	Expenses May 2018	£197.56
	Viking	Stationery	£90.80
11b) 04/07/16	NEST	Staff pension April 2018	£48.97
11f) 04/07/16	bOnline	Village Hall broadband	£28.07
11b) 04/07/16	NEST	Staff pension May 2018	£48.97
	Lightatouch	Internal Audit Oct 17 to March 18 and End of Year work	£217.50
11c) 05/02/18	Glasdon	White Gates	£3264.28
	Grassby & Sons Ltd	Overpayment of memorial fee	£20.00
	SALC	Affiliation fees 2018/19	£460.40
10f) 05/02/18	Community Council for Somerset	Village Agent support	£3500.00
19j) 01/05/18	Howard Bentley-Marchant	Reimbursement for Silent Soldier	£250.00
OS 10a) 10/04/17	David Nichols Associates	2 x back panels for skate park shelter	£1620.00
20f) 01/05/18	White Hart Link	Grant towards walks information board	£200.00

12. 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.

13. To consider recommendations from the Personnel Committee in relation to staff salaries and job evaluation.

14. Date of Next meeting – The next Parish Council meeting will be held on **Monday 2nd July 2018**. 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 June**.



**Zoe Godden
Parish Clerk**