



# HENSTRIDGE PARISH COUNCIL

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

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## SUMMONS

**You are summoned to attend the next meeting of Henstridge Parish Council at the Henstridge Village Hall Lounge on Monday 1<sup>st</sup> April 2019 from 7.30pm until 9.30pm.**

## AGENDA

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: The Code of Conduct, Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

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 04/03/19.**
4. **Reports**
  - a) To receive a report from Linda Jones, Volunteer 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)	19/00585/FUL	Erection of building and use of site for builders' merchants and plant and tool hire with 2.4m high fence and gates.	Stalbridge Building Supplies Limited, Land at Henstridge Airfield, Landshire Lane, Henstridge. BA8 0TN
b)	19/00586/FUL	Installation of permanent lighting column.	S Chalmers, Sensible Automotive Ltd, Henstridge Airfield, Henstridge. BA8 0TN

### 6. Recent SSSDC Area East planning decision:

Application number	Proposal	Applicant details	Current status
18/04033/S73A	Application to vary condition 1 (approved plans) of approval 18/01724/S73 to allow the inclusion of air source pumps to plots 1 - 16.	Ms May Palmer, Land at Furge Lane, Henstridge. BA8 0RS	Granted with conditions

### 7. Other Planning Matters

To note that the Clerk has requested an update on any agreement in relation to the drainage scheme for the development in Furge Lane (12/01887/OUT & 16/02380/REM) and agree any action to be taken.

## **8. Council Matters**

- a) To note that Simon Cullum has asked the Clerk to set dates for future Open Spaces Committee meetings and to consider approval of the following dates: 17/06/19, 16/09/19, and 16/12/19.
- b) To consider any nominations to be made to the SCC Chairman's Award.
- c) To note receipt of a letter of thanks for the grant recently awarded to Yeovil Shopmobility.
- d) To consider a request from SSDC for the Parish Council to consider allowing non-Christian burials in the burial ground.
- e) To note that the Next Henstridge Airfield Consultative Committee meeting is taking place on 4<sup>th</sup> April.
- f) To consider a request from a resident to ensure that the grit bin in Summerfields is refilled.
- g) To note receipt of a specification document relating to the proposed installation of solar panels at the Village Hall and to consider granting permission for this to go ahead.
- h) To note that Carolyn Nichols and the Clerk have attended a meeting of the Wild East Partnership, which is a network of local councils and youth groups; to hear an update.
- i) To note that the Clerk has handed in her notice and will cease working for the Parish Council on 28<sup>th</sup> June 2019; to agree the process of recruiting a new Clerk.
- j) To consider draft terms of reference for the role of Co-ordinating Councillor for Personnel and HR matters.
- k) To consider draft Recreation Ground rules and guidelines, booking policy and event application form.
- l) To receive a report from the Open Spaces Committee regarding a proposed BMX/Pump track and associated grant application; to agree any action to be taken.
- m) To consider setting dates for future Litter picking events.
- n) To consider arrangements for the Family Fun Event, to be held on either 14<sup>th</sup> or 21<sup>st</sup> August and to agree the fee of £440 to be paid to Steve Burrows Training.
- o) To discuss any other outstanding highways issues or highways matters which councillors wish to raise and agree any actions arising.
- p) To hear any matters arising from playground, skate park and green gym inspection reports.
- q) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, Events Group, Other) and provide guidance as appropriate

## **9. Finance**

- a) To consider a grant request from Henstridge Summer Festival for £900.
- b) To consider a grant request from Explorers Pre-School towards the cost of a bouncy castle for their Easter event.
- c) To receive a report from the Internal Auditor (no recommendations made).
- d) To consider allowing the Internal Auditor to have access to the Parish Council's accounts via the Scribe software.
- e) To note that SSDC will soon make a payment to the Parish Council under the Community Infrastructure Levy scheme of £402.00 in respect of planning application 17/04492/FUL and consider any action to be taken.
- f) To consider quotes for the removal of the concrete benches and base near the shed at the Recreation Ground and making good the area, plus removal of two other large stones/concrete blocks.
- g) To approve the asset register for 2019-20.
- h) To approve the risk assessment and management document for 2019-20.
- i) To approve a list of direct payments and authorise the Clerk to make these at the agreed frequency for the coming financial year 2019/20; to agree two bank signatories to sign the authorisation sheet.
- j) To approve the cashbook and bank account reconciliations for the deposit account to 26<sup>th</sup> February 2019 and the current account to 28<sup>th</sup> February 2019.

k) 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 Feb 2019	£28.24
11b) 04/07/16	NEST	Staff pensions (March & April 2019)	£137.86
	Staff	Salary March 2019	£1081.08
	Staff	Salary March 2019	£81.39
	HMRC	Tax & NICs March 2019	£192.71
	Staff	Salary March 2019	£42.68
	Staff	Expenses March 2019	£131.74
	T J Young	Repair to hedge trimmer	£72.17
10c) 05/11/18	NALC	Registration fee re Local Council Award Scheme	£60.00
	Lightatouch	Internal Audit fee – Oct 2018 to Jan 2019	£145.00
10a) 03/12/18	Milborne Port Computers	Member email addresses	£45.49
	Milborne Port Computers	IT support re email addresses	£24.00
11d) 07/01/19	LexisNexis	Local Council Administration – book	£110.99
	Henstridge Cricket Club	Grass cutting at Recreation Ground April 2018 to March 2019	£1513.78

**10. 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.**

**11. To note the issue of new pay scales for 2019-2020 and to agree to adopt these in line with the Clerk's contract of employment.**

**12. Date of Next meeting** – The next Parish Council meeting will be held on **Tuesday 7<sup>th</sup> May 2019**. 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 25<sup>th</sup> April.



**Zoe Godden  
Parish Clerk**