



HENSTRIDGE PARISH COUNCIL

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Draft Minutes of the Parish Council Meeting held on Monday 7th October at 7.30pm at the Village Hall

Present: Ken Courtenay (Chair), Andrew McMillan, Simon Cullum, Carolyn Nichols, David Nichols, Howard Bentley-Marchant, Jane Rose, Elspeth Graham, Adrian Gaymer and Peter Crocker

Also Present: District Councillor Hayward Burt and Village Agent Felicity Bailey

Clerk: Emma Curtis

There was one member of the public in attendance regarding a planning application. The Chairman agreed that she would be invited to speak prior to the planning agenda item. **The meeting commenced at 19:31.**

1. Apologies for absence.

Apologies had been received from Jean Oswick, John Graham and Barry Howlett

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

2. Declarations of interest.

Carolyn Nichols and David Nichols disclosed a pecuniary interest in agenda item 8g – Reimbursement for key cutting cost.

3. To approve as a correct record the minutes of the previous meeting held on 2nd September 2019.

RESOLVED: It was proposed by Carolyn Nichols and agreed by the majority of members to approve the minutes of the meeting held on 2nd September 2019 as a true and accurate record of the meeting. Simon Cullum abstained as he was absent from the meeting.

4. Reports

- a) To receive any police matters: **PCSO John Winfield** was absent from the meeting. No report received.
- b) To receive County and District Councillor reports: **District Councillor Hayward Burt** passed on apologies from County and District Councillor William Wallace. Cllr Burt confirmed that the £500 grant for the Youth Club had been approved and reported an Environment Strategy had been drafted by SSDC. Cllr Burt stated he had been receiving a lot of emails regarding the district Parking Charges Review and reported that two new planning applications had been received in Templecombe for 49 and 80 homes which would be increased pressure on the A357.
- c) To receive report from Village Agent: **Village Agent Felicity Bailey** referred members to her report which the Clerk had circulated prior to the meeting. Felicity answered questions from Councillors and stated she was looking at new initiatives such as a Veterans Scheme, Mini Market and Good Neighbour Scheme. Jane Rose recognised it was difficult to get a full overview of the work of the Village Agent due to data protection and confidentiality but suggested it may be beneficial for those who use the service, and feel able, to provide a written overview of the services received.

5. To consider the following planning applications:

Application number	Proposal	Applicant details
a) 19/01043/FUL	The erection of a temporary dwelling (to replace approved temporary caravan) with covered link to existing outbuilding, to be removed when construction of dwelling approved under reference 16/01259/FUL is completed, and retention of shed for storage/workshop use	Land Adjoining Kehyam Cottage, Vale Street, Henstridge, Templecombe, BA8 0SQ
RESOLVED: It was proposed and agreed that Council recommend approval of this application with a condition that the temporary dwelling only be in use for three years.		
Action: 191007/1: Parish Clerk		
b) 19/01234/FUL	The erection of an agricultural building	Mr Samuel Mogridge, Land OS 3200, The Marsh Camp Road, Henstridge, Templecombe
RESOLVED: It was proposed and agreed that the Council recommend the refusal of this application as an established need for an agricultural building is not evident within the planning application.		
Action: 191007/2: Parish Clerk		
c) 19/02343/S73	Application to vary conditions 2 (approved plans) and 3 (amend wording) of planning approval 18/01128/FUL	Deanne Tremlett, Barn At Sally Lovells Lane, Henstridge, Templecombe, Somerset, BA8 0NE
The meeting was suspended at 19:46 and reopened at 19:50		
RESOLVED: It was proposed and agreed to recommend approval of this application		
Action: 191007/3: Parish Clerk		
d) 19/02611/FUL	The erection of a secure storage building.	Land Off The Marsh Camp Road Henstridge Templecombe Somerset BA8 0TG
RESOLVED: It was proposed and agreed to recommend approval of this application		
Action: 191007/4: Parish Clerk		

6. Recent SSDC Area East planning decisions:

Application number	Proposal	Applicant details	Current status
19/02102/HOU	Alterations and the erection of a single storey rear extension, retaining wall and loft conversion.	Lynton, Vale Street Henstridge Templecombe BA8 0SQ	Application Refused
19/01687/FUL	The erection of an extension to existing agricultural building to provide a covered feed area.	Quarry Farm Sherborne Road Henstridge Templecombe BA8 0PH	Application Approved

Noted.

7. Council matters

a) To review Recreation Ground Rules and Regulations:

Andrew McMillan proposed that the line in point 6 requesting dogs be kept on a lead during a formalised activity be removed. This proposal was considered in detail by members including information received from the Parish Council Insurance Company. The proposal was not seconded by another member of the Council, so the motion was not carried.

RESOLVED: It was resolved to keep the Recreation Ground Rules and Regulations as they are

Action: 191007/5: Parish Clerk

b) To receive an update on the BMX Pump Track:

Simon Cullum and the Clerk provided an update on the status of the BMX Pump Track confirming that work would commence on 21st October 2019. The Clerk reported that she had applied for a grant for the remaining funding from SSDC but had withdrawn an application to Viridor due to timescales. The Clerk reported she had prepared an application for a loan from the Somerset Playing Fields Association with good terms and requested approval to submit the application.

RESOLVED: It was proposed and agreed that the Clerk submit the loan application form

Action: 191007/6: Parish Clerk

c) To review Terms of Reference for Parish Council Representatives:

The Terms of Reference were reviewed and discussed by Councillors

RESOLVED: It was proposed and agreed that the Clerk would add information about structure and communications to the Terms of Reference to be presented at the next meeting.

Action: 191007/7: Parish Clerk

d) To review earmarked reserves and to agree any changes:

RESOLVED: It was resolved that the earmarked reserves would be reviewed by the Clerk, Chairman and Carolyn Nichols at their budget setting meeting in November and would be presented back to Council at a later date.

Action: 191007/8: Parish Clerk

e) To review Standing Orders and amend if required:

Prior to the meeting John Graham had suggested a change to Standing Order 4ii proposing it be amended to "*shall determine the minimum frequency of the ordinary meetings*" In his absence this motion was proposed by Howard Bentley-Marchant with all members in favour.

RESOLVED: It was proposed and resolved to amend Standing Order 4ii as suggested

Action: 191007/9: Parish Clerk

f) To adopt new Code of Conduct based on the updated NALC model dated May 2018: Howard Bentley-Marchant proposed that the within section 7c of the Code of Conduct the definition of co-opted members be amended to the following: "*1. A person who is co-opted as a full member of the Parish Council when a vacancy arises on the council and the person applies for membership unopposed and is subsequently voted on to the Parish Council at a meeting of the Full Council. A Parish Council member who is co-opted in this way is accorded full voting rights. 2. A person who is either a member of any committee or sub-committee of the Council... (Continue using the definition as drafted)*" This proposal was seconded by Simon Cullum.

RESOLVED: It was proposed and resolved to amend the Code of Conduct 7c as suggested

Action: 191007/10: Parish Clerk

g) To consider obtaining a charity Air Ambulance Clothes Bank for the Village Hall Car Park:

It was agreed in principle that a charity clothes bank was a good idea but it would be better deferred until after any works are completed on the Village Hall Car Park.

h) To consider unclear road signage at Church Street and ongoing Highways Issues: Jane Rose reported that she was concerned about the unclear road signage at Church Street and the ongoing safety issues along the main A357. The Clerk confirmed that a meeting had been arranged with Highways on Monday 14th October and requested for Councillors to volunteer to attend. It was agreed that Adrian Gaymer, Jane Rose, Carolyn Nichols and Elspeth Graham would attend the meeting.

Action: 191007/11: Adrian Gaymer, Jane Rose, Carolyn Nichols and Elspeth Graham

i) To note circulation of Open Spaces Committee meeting minutes:

Noted.

j) To note the date of the next village Litter Pick as Saturday 16th November:

Noted.

k) To note circulation of SALC Cllr training dates and confirm attendance including Cllr Essentials Training:

Dates of upcoming training events were noted and the Chairman urged Councillors to take advantage of training opportunities. The Clerk confirmed she would find out about a possible in house training Cllr Essentials training session.

Action: 191007/11: Parish Clerk

l) To consider overgrown trees and shrubs outside property on A30
Simon Cullum reported that the trees and shrubs outside a certain property were continually overgrown and that he had requested the Clerk report this to Highways. The Clerk confirmed that Highways had been out to inspect the property and were issuing a letter to the occupier requesting they keep the footpath clear.

m) To hear matters arising from playground, skate park and outdoor gym inspection reports

No issues to report. Simon Cullum requested the Clerk source the original quotation for the outdoor gym to check whether the safety signage had been included.

Action: 191007/12: Parish Clerk

n) To receive reports from representatives (Allotments, CSW, Footpaths, Tree Warden, VHMC, Other) and provide guidance as appropriate

Simon Cullum asked for an update of the laying of a hedge from the Open Spaces Committee. Carolyn Nichols suggested that other options were investigated. Simon Cullum reported that Vale Wood had not been inspected by professional arborists for some time and requested approval of £100 spend if required for an inspection to be undertaken, this expenditure was agreed by Council.

RESOLVED: It was proposed and agreed for up to £100 to be spent on a professional survey of Vale Wood.

Jane Rose reported that she had been attending the Youth Club as much as possible and would continue to do so.

Peter Crocker reported a number of Highways issues and requested that the Clerk report these to Somerset Highways along with contacting Dorset County Council Highways to suggest safety signage be installed at Toomer Hill.

8. Finance

a) To consider upgrade of Parish Council printer

RESOLVED: It was proposed and agreed to purchase a new Parish Council printer along with an extended warranty

b) To note receipt of the completed Annual Governance and Accountability Return 2018-19 from the external auditor and that no action is required

Noted.

c) To consider community grant applications from the Village Hall and Youth Club
Carolyn Nichols requested that the Village Hall grant application be deferred to the next meeting. The Youth Club grant application was considered.

RESOLVED: It was proposed and agreed to award a one off grant to the Youth Club of £476. David Nichols abstained from the vote.

d) To consider amount to donate to the Poppy Appeal and raise a cheque for agreed amount

RESOLVED: It was proposed and agreed to raise a cheque for £45 for this year's wreath and donate to the Poppy Appeal

e) To note transfer of £10,000 from Parish Council Reserve Account to Parish Council Current Account

Noted.

f) To approve the cashbook and bank account reconciliation for the current account to 22nd August 2019 as presented

RESOLVED: It was proposed and agreed that the cashbook and account reconciliation would be verified and signed by David Nichols and Elspeth Graham.

g) To approve the following accounts for payment and two signatories for cheques;

Supplier/Contractor	Narrative	Amount
bOnline	Village Hall Broadband	£32.57 (DD)
Staff	Salary September 2019	£1192.25
Staff	Salary September 2019	£85.33

Staff	Salary September 2019	£44.49
HMRC	PAYE/NI	£163.54 (DD)
Staff	Expenses September 2019	£71.80
ICO	Annual GDPR Fee	£40 (DD)
Glasdon	White Gates for Yenston	£1,852.70
Carolyn Nichols	Reimbursement for Key Cutting	£10.00
Ring Street Filling Station	Fuel	£42.67
Milborne Port Computers	Laptop and Data Transfer	£445.99
The Great Outdoor Gym Company	Gym Signage	£342.00
PKF Littlejohn	External Audit	£360.00
British Legion Poppy Appeal	Poppy Wreath	£45.00

RESOLVED: It was proposed and agreed to approve the payments as presented and that Simon Cullum and Ken Courtenay would sign the cheques.

The meeting was suspended at 21:03 and reopened at 21:04.

9. Communication

- a) To consider email from resident regarding proposal for pedestrian use on the A357
The Clerk confirmed this email had been forwarded to Highways
- b) To consider email from Charlton Horethorne Parish Council regarding sharing the cost of purchasing a Speed Indicator Device

RESOLVED: It was proposed and agreed that the Clerk and David Nichols attend a meeting to discuss this project

- c) To consider response to Independent Review into Local Government Audit
The Clerk confirmed she would respond to this review
- d) To consider email regarding Explorers Preschool

RESOLVED: It was proposed and agreed that the Clerk should find out further information on the two vacant positions

10. Date of Next meeting –The next Parish Council meeting will be held on **Monday 4th November 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 Friday 25th October 2019.

11. 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 relating to an employee: There were no members of the public present.

12. To note the three probationary period for the Parish Clerk has ceased and approve continuation of employment: A letter confirming the permanent employment of the Clerk was signed by the Chairman

The meeting closed at 21:10



Emma Curtis
Parish Clerk