



## HENSTRIDGE PARISH COUNCIL

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### Draft Minutes of the Henstridge Parish Council held on Monday 5th October at 7.30pm via Zoom Conference Call Facilities

**Present:** Ken Courtenay (Chair), Elspeth Graham, John Graham, Adrian Gaymer, Simon Cullum, David Nichols, Carolyn Nichols, Jean Oswick and Barry Howlett

**Also Present:** District Councillor Hayward Burt  
District and County Councillor William Wallace

**Clerk:** Emma Curtis

**Public Question Time:** One person present. No questions asked.

- 1. Apologies for Absence:** Received from Jane Rose, Howard Bentley-Marchant and Andrew McMillan

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

- 2. Declarations of Interest (Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Council's Code of Conduct):** None received
- 3. To approve as a correct record the minutes of the previous meeting held on 7th September 2020 to be signed by the Chair at a later date:**

**RESOLVED:** It was proposed and agreed by members to approve the minutes of the meeting held on 3<sup>rd</sup> September 2020 as a true and accurate record of the meeting.

*At this point the Chairman brought forward agenda item 5 and a review of the Action List was undertaken. The updated Action List will be circulated by the Clerk after the meeting.*

#### **4. Reports**

- a) To receive any police matters:** The Clerk referred members to a crime report circulated prior to the meeting detailing crimes by offence for September 2020. Simon Cullum reported that he had complained to the PCC as a private individual about the lack of Police presence within the village and that the correspondence was ongoing. Simon stated the district was down to just 2.5 PCSO's to cover the whole area when there should be 5. Carolyn Nichols commented that police had been present at the Village Hall in the past week.
- b) To receive County and District Councillor reports: District and County Councillor William Wallace** commented that he had spoken with Adrian Gaymer since the last meeting regarding Highways to state that now wasn't the right time for the parish to say what improvements they would like until the full Gladman plans had been submitted. Cllr Wallace reported that there had been a marked increase in Covid 19 in the County particularly in Sedgemoor and Mendip with the current R rate being 1.1 - 1.4. Cllr Wallace reported that school attendance was at 92.4% but that home educated children had doubled. Cllr Wallace concluded by stating that County finances had significantly improved.

**District Councillor Hayward Burt** reported that he would circulate South Somerset Connecting Devon and Somerset Broadband Briefing paper and stated that there were more changes within the SSDC Planning Department with an interim head and three new vacancies being advertised.

5. **To note circulation of the Actions from Meeting list and discuss any matters arising:** Considered earlier in the meeting under agenda item 3.

6. **To consider the following planning application:**

Application number	Proposal	Applicant details
20/02315/S73A	Application to vary conditions 01 (accord with plans) and 06 (CCTV equipment or other cameras) of permission ref 19/01379/S73A dated 10 <sup>th</sup> October 2019 to allow the installation of additional security/CCTV coverage, comprising the installation of 5 new cameras (4 new cameras on approved CCTVV poles and one new pole for the fifth camera).	Solar Site Land OS 0034, Bowden Lane, Henstridge
<b>RESOLVED:</b> It was proposed and agreed to support and recommend approval of this application		
<i>Action: 051020/1: Parish Clerk</i>		

7. **To note recent SSDC Planning Decisions:**

Application number	Proposal	Applicant details	Decision
20/02282/TPO	Application to carry out Tree Surgery works on No 1 Tree as shown within the South Somerset District Council (HENS 1) 1974 Tree Preservation Order	1 Park Road, Henstridge, Templecombe, Somerset, BA8 0QP	Approved
20/02676/TCA	Notification of intent to Fell No 1 Tree within a Conservation Area	The Cross, The Coach House, High Street, Henstridge Templecombe, BA8 0QZ	Decided
20/02404/LBC	The installation of window sills to 3 No. windows.	Church Close, Church Street, Henstridge, Templecombe, Somerset, BA8 0QE	Approved

**Noted.**

## 8. Council Matters

- a) To receive proposal from The Balsam Centre for community health and wellbeing support: Sue Place, Manager of The Balsam Centre, provided information on ways the centre may be able to assist residents in Henstridge. Sue explained how The Balsam Centre works and its multifaceted approach to helping people and explained some options which may be viable in Henstridge. Sue suggested the Council think of skills and resources already within the village and asked for feedback from Councillors as to what the village required to support health and wellbeing. Barry Howlett and Adrian Gaymer both stated that the Council were unsure what needs were required and how to reach people. The Clerk suggested information may be gathered from the Health Coaches at the GP surgery. Simon Cullum responded that the Council didn't know what the village required and requested further management, leadership and guidance from The Balsam Centre.

**RESOLVED: It was proposed and agreed for The Balsam Centre to put together a firm proposal with the assistance of Simon Cullum prior to the November meeting.**

***Action 051020/2: Simon Cullum & The Balsam Centre***

- b) To consider the draft 5 year Action Plan: Ken Courtenay commented that the document was thorough and would be useful for steering the Council over the next few years with some major projects on the horizon which may be interlinked. Ken suggested it be made clear on the document that no authority of expenditure had been approved and that the document was a wish list. John Graham questioned when the document should be shared with the wider community and it was agreed to wait until around the time of the Annual Parish Meeting. Barry Howlett stressed that the document was good framework to work from but that getting the community involved was important.

**RESOLVED: It was proposed and agreed that the Council welcome the first draft of the Action Plan which will be developed over time while engaging the community.**

- c) To consider request from SSDC to allow them to park their works van at the Village Hall Car Park: The Clerk explained the Council had been approached by SSDC asking if they could park their van at the Village Hall Car Park as they had closed their Wincanton offices. David Nichols warned it may set a precedent and the van at times may be in the way needing to be moved.

**RESOLVED: It was proposed and agreed to allow the parking of the SSDC van on the condition that contact details be kept in case the van ever required moving.**

***Action: 051020/3: Parish Clerk***

- d) To consider request from the Clerk to use the Parish Council printer to print for the Clerk's other Parish and invoice accordingly:

**RESOLVED: It was proposed and agreed to allow the Clerk to use the printer for the Clerk's other Parish Council and invoice at 5 pence per sheet.**

***Action: 051020/4: Parish Clerk***

- e) To receive an update on the A357 and Highways issues: Adrian Gaymer recapped on the main Highways issues within the Parish stating that he was still hoping for a meeting to be arranged by Cllr William Wallace with a senior member of the Highways team. Adrian commented that the Clerk had passed him an interesting document highlighting a draft Small Improvement Scheme dated 2013 which suggested build ups and coloured roads at the Southern end of the village. Adrian reported he had been looking at other documents such as the 2011 Freight Strategy and a Dorset survey about haulage leaving Poole Harbour. The Clerk stated that the Police Community Trust had emailed to say a grant application for a SID would be considered in October. To conclude, the Clerk stated she would pass Adrian the contact details of a senior official at Somerset Highways.

**Action: 051020/5: Parish Clerk**

- f) To receive a report on Parish Online following demonstration and consider purchase: The Clerk, Carolyn Nichols and Elspeth Graham provided feedback following a demo session about Parish Online agreeing that it would be a beneficial tool for the Parish Council. Carolyn stated that information on roads and historical data was phenomenal. The Clerk commented that due to a current heavy workload she would not be able to dedicate time to uploading data until the New Year; Carolyn stated she knew someone who may be able to help. The cost of the software was confirmed as £99 per annum + VAT.

**RESOLVED: It was proposed and agreed to subscribe to Parish Online and try to seek some assistance in uploading the data.**

**Action: 051020/6: Parish Clerk**

- g) To consider forming a working party to look into options for the Furge Lane field: Simon Cullum suggested that a working party be formed to look at various options for the future of the field and draw up an outline scheme to present to the wider community. Ken Courtenay stated this item could incorporate agenda item 8h and suggested once ideas had been formed an expert consultant be recruited to help draw up plans.

**RESOLVED: It was proposed and agreed that the Open Spaces Committee form the working party and proceed with ideas and gaining consultant advice**

**Action: 051020/7: Open Spaces Committee**

- h) To receive information about Life for Life Memorial Fields: Ken Courtenay referred Councillors to information he had circulated prior to the meeting and commented this may be an idea for usage of the Furge Lane field as discussed during agenda item 8g. Carolyn Nichols suggested that the Open Spaces Committee have a representation from Life for Life in the near future.
- i) To hear any matters arising from playground, skate park, BMX pump track and green gym inspection reports: The Clerk reported that the signs at the BMX pump track had been vandalised and stolen and that the Open Spaces Committee were looking at replacements. The Clerk confirmed that SSDC were in the process of weed killing the pump track and reseeding the area.

- j) To receive reports from representatives (VHMC, Tree Warden, CSW, Youth, Other) and provide guidance as appropriate: **VHMC:** David Nichols reported that the Village Hall had been very busy and that all rules and regulations were being adhered to. David commented that some remedial work was being undertaken and Ken Courtenay suggested a surveyors report be conducted to provide an estimated lifespan for the building. **Allotments:** Barry Howlett reported that a tenant had recently been locked in the allotments by youths who had locked the gate with a bike lock.

## 9. Finance

- a) To consider requesting the £250.00 coronavirus support funding back from The Balsam Centre: The Clerk stated there was an error on the agenda, and the amount actually transferred to The Balsam Centre was currently £250.00 with £1,000 earmarked for the coronavirus support food packages.

**RESOLVED: It was proposed and agreed to donate the unspent £250.00 to The Balsam Centre for their support during the pandemic.**

***Action: 051020/8: Parish Clerk***

- b) To note satisfactory completion of the Annual Governance and Accountability Return and decide display time for the Notice of Conclusion of Audit: Satisfactory completion of the AGAR was noted.

**RESOLVED: It was proposed and agreed to display the Notice of Conclusion of Audit for 14 working days.**

***Action: 051020/9: Parish Clerk***

- c) To note receipt of the Quarter 2 budget report and consider any issues arising: Circulation of the Quarter 2 budget report was noted. Queries were raised about the Councils insurance payment and s106 receipt. The Clerk confirmed she would investigate the concerns and report back.

***Action: 051020/10: Parish Clerk***

- d) To receive an update on the transfer of account to Unity Trust Bank and closure of Lloyds Bank Accounts and note the requirement of a cheque for £500 to be included with the application: The Clerk reported that all application forms for Unity Trust Bank were now completed and she was in the process of gaining Councillor ID and signatures prior to submitting the documentation. Councillors noted the requirement of a cheque for £500 to be submitted with the application.

***Action: 051020/11: Parish Clerk***

- e) To consider quotes for Fixed Assets valuation and confirm that the Parish Council does own the recreation ground: Following the last meeting the Clerk had checked Land Registry and legal documentation and confirmed that the Council does own the recreation ground although there are certain restrictive covenants. Simon Cullum proposed that the Council go ahead with a valuation of its assets as it hadn't been conducted for some years and suggested the cheapest quotation be accepted.

**RESOLVED: It was proposed and agreed to proceed with the valuation of Fixed Assets using the cheapest quotation received. David Nichols abstained.**

***Action: 051020/12: Parish Clerk***

- f) To note circulation of the bank reconciliations for the current account dated 28<sup>th</sup> August and deposit account dated 17<sup>th</sup> August and agreed for Cllr signature at a later date:

**RESOLVED:** It was proposed and agreed to approve the bank reconciliations as presented to be signed at a later date by Barry Howlett

- g) To approve the following payments to be paid via internet banking:

Supplier/Contractor	Narrative	Amount
Staff	September Salary	£1181.36 (DD)
Staff	September Salary	£90.56 (DD)
Staff	September Salary	£50.87 (DD)
HMRC	PAYE	£209.89
Staff	Clerk September Expenses	£113.67
PKF Littlejohn	AGAR year ended March 2020	£360.00
Net World Sports	Football Nets and clips	£88.93
SSDC	Ranger Labour August 2020	£346.32
SSDC	Ranger Labour June and July 2020	£346.32
bOnline	Village Hall Broadband	£32.57 (DD)

**RESOLVED:** It was proposed and agreed to approve the payments to be processed via online banking.

## 10. Correspondence

	From	Content
a)	One Somerset	To note email from One Somerset regarding invitation to attend virtual meetings
<b>Noted.</b>		
b)	PCSO Supervisor	To note email regarding absence of PCSO
<b>Noted.</b>		
c)	Resident	To note email from resident regarding bollards outside London House and speeding
<b>Noted.</b>		
d)	SSDC	To note email from SSDC regarding Remembrance Day
<b>Noted. It was agreed that Ken Courtenay would speak with Howard Bentley-Marchant</b>		

**11. Exclusion of Press and Public: To consider exemption of press and public for remainder of the meeting under Public Bodies Admission To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the Council will be considering confidential HR information:** Hayward Burt left the meeting.

- a) To note conclusion of Handyman appraisals and consider any issues arising: The Clerk confirmed that the Handyman appraisals had taken place with herself, Carolyn Nichols and Elspeth Graham during which their contracts and Job Descriptions had been reviewed and updated. The Clerk suggested the Council consider a pay increase for the Handymen from the National Living Wage to bring them in line with remuneration of other similar roles.

**RESOLVED:** It was proposed and agreed that the Handymen receive a pay increase from 1<sup>st</sup> October 2020 to £10 per hour.

**Action: 051020:13: Parish Clerk**

**12. Date of Next Meeting** – The next Parish Council meeting will be held on **Monday 2<sup>nd</sup> November 2020**. 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 23<sup>rd</sup> October 2020.**

The meeting closed at 9.26pm



**Emma Curtis**  
Parish Clerk

Draft