



HENSTRIDGE PARISH COUNCIL

Clerk: Emma Curtis, 14 Everlanes Close, Milborne Port, SHERBORNE, DT9 5FT
Tel: 01963 250015 **Mob:** 07745 270285
e-mail: clerk@henstridgeparishcouncil.org.uk
www.henstridgeparishcouncil.org.uk

Draft Minutes of the Henstridge Parish Council will be on Monday 2nd November 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, Barry Howlett and Jane Rose

Also Present: District Councillor Hayward Burt

Clerk: Emma Curtis

There were seven members of the public in attendance. **The meeting commenced at 7.37pm.**

- 1. Apologies for Absence:** Received from Howard Bentley-Marchant, Peter Crocker and County and District Councillor William Wallace. *(Following the meeting Andrew McMillan requested it be minuted that he tried several times over the period of an hour to join the remote meeting but was unable to connect.)*

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 Monday 5th October 2020:**

RESOLVED: It was proposed and agreed by members to approve the minutes of the meeting held on 5th October 2020 as a true and accurate record of the meeting.

- 4. To note circulation of the Actions from Meeting list and discuss any matters arising:** Circulation of the Actions document was noted. The Clerk confirmed a quote from Cooper and Tanner regarding the termination of the Farm Business Tenancy Agreement on Furge Lane Field at been received at a maximum of £600 for the legal process. Simon Cullum stated that the Council could also possibly negotiate with the tenant. Barry Howlett commented that after speaking with the tenant they expressed concern about losing the field. Barry also questioned the purpose of the field's future. Ken Courtenay reminded Councillors that notices needed to be served by 31st March 21. David Nichols suggested that a license to occupy could be arranged on a short term basis if needed. John Graham stated it was important to keep in contact with the tenant.

RESOLVED: It was proposed and agreed to proceed with the termination of the Farm Business Tenancy Agreement

Action: 021120/1: Parish Clerk

5. Reports

a) To receive any police matters: Ken Courtenay referred Councillors to a crime report circulated prior to the meeting which was noted. Barry Howlett stated he had received a letter from Bridgewater Police Centre stating they didn't have enough evidence to proceed with prosecution for the reported arsons. It was highlighted that the letter was full of inaccurate errors. John Graham stressed the need to respond to the letter and seek clarification. It was agreed that Barry Howlett would respond and the Clerk would proceed with sending the formal letter from the Council as agreed at a previous meeting.

Action: 021120/2: Parish Clerk and Barry Howlett

b) To receive County and District Councillor reports: District Councillor Hayward Burt provided a short report detailing grants available for businesses, self-isolation support

payments, Councils becoming involved in lockdown enforcement procedures and recycling centres remaining open during the upcoming lockdown.

6. Planning

a) To consider the following planning applications:

Application number	Proposal	Applicant details
20/02466/LBC	Rerendering of front southeast façade in lime render and lime wash. Colour changes of render and woodwork. Design change of hanging sign boards and the installation of a new front entrance door. (Part retrospective)	Virginia Ash Hotel, Sherborne Road, Henstridge
RESOLVED: It was proposed and agreed to recommend approval of this application		
Action: 021120/3: Parish Clerk		
20/02467/ADV	The display of 2 No. externally signs – Sign 1 – Replacement hanging sign on original iron frame to front face of Pub Sign 2 – Replacement hanging sign in free standing sign gallow at entrance to car park	Virginia Ash Hotel, Sherborne, Henstridge
RESOLVED: It was proposed and agreed to recommend approval of this application but to state the Council would like to see the original sign preserved		
Action: 021120/4: Parish Clerk		
20/02530/FUL	Alterations, conversion and extension of existing takeaway/restaurant (Use Class A3) to Funeral Service Establishment (Use Class A1).	India Cottage Restaurant And Take Away, Shaftesbury Road, Henstridge, BA8 0PP
RESOLVED: It was proposed and agreed by a majority, with six in favour and four against, to support and recommend approval of this application but to note concern about traffic and access and the loss of a valuable village amenity.		
Action: 021120/5: Parish Clerk		

b) To note recent SSDC Planning Decisions:

Application number	Proposal	Applicant details	Decision
20/01433/FUL	Erection of a commercial building.	Area Of Land At Henstridge Airfield Camp Road Henstridge Templecombe BA8 0TN	Permitted
20/02699/TCA	Notification of intent to carry out Tree Surgery works to various trees within a Conservation Area	Hobbyts House, Vale Street, Henstridge, Templecombe, BA8 0QZ	Decided

Noted.

7. Council Matters

a) To consider proposal from The Balsam Centre for community health and wellbeing support: Simon Cullum and Sue Place from The Balsam Centre, provided information about the proposal presented which would provide one day per week of Social and Therapeutic Activities and Support within the Parish at the cost of £6,345 per annum. The proposal was considered by Councillors and it was noted that it was disappointing there were no statistics available from CCS for comparison over the past few months.

RESOLVED: It was proposed and agreed to proceed with the proposal on a trial basis from January 2021.

Action: 021120/6: Parish Clerk

b) To receive an update on the A357 and Highways Issues:

Adrian Gaymer reported that the committee had met and an email had been sent to David Fothergill and Alyn Jones by Ken Courtenay and they were awaiting a response. It was noted a dialogue had commenced with senior officers at SCC. Adrian listed some options which would help Highways within the village and commented that SCC and DCC needed to follow their own strategies.

c) To consider taking on the management and maintenance of the closed churchyard and receive Levy information:

The Clerk and Carolyn Nichols provided information on the requirements should the Parish Council opt to take back management of the closed Churchyard including information regarding the Levy. Carolyn stated that SSDC felt the Churchyard would be best placed under Parish Council control. The Council discussed the need and requirement for headstone safety testing along with a quote provided from SSDC and it was agreed the Clerk would look at undertaking a training course

RESOLVED: It was proposed and agreed to take back the management of the closed Churchyard from SSDC and for the Clerk to seek information on a headstone testing safety testing course.

Action: 021120/7: Parish Clerk

d) To consider way forward with the Diocese regarding the Glebe Field:
Item deferred until the December meeting.

e) To consider applying to the SSDC Community Grant Scheme to construct a footpath to Stalbridge:

Ken Courtenay suggested this grant scheme may be able to assist with design work involved in forming a proposal for a footpath between Henstridge and Stalbridge. David Nichols, Carolyn Nichols and John Graham stated that a lot of design work had already been conducted and should be stored in the archives. It was agreed to approach the grants scheme and state that the Council may wish to make an application and find out what the grant would cover.

Action: 021120/8: Parish Clerk

f) To approve and adopt Council's Investment Policy and Reserves Policy:

RESOLVED: It was proposed and agreed to adopt the Investment Policy and Reserves Policy as presented.

g) To note circulation of the draft Open Spaces Committee minutes dated 7th October:

Circulation was noted. Simon Cullum praised Carolyn Nichols on her ideas to smarten up the Camp Road junction but warned about possible insurance issues with tyre planters.

h) To note circulation of the annual inspection reports for the Play Area, MUGA, Skate Park and green gym and note the Clerk has requested quotes for remedial works:

The Clerk reported that the annual inspections of the play area had highlighted a few risks which required attention and that she had requested quotes for the works to be completed. Circulation of the inspection reports was noted by Council.

i) To consider play area designs and quotations and receive feedback from working party:
Item deferred to the December meeting.

- j) To hear any matters arising from play area, skate park, BMX Pump Track and green gym inspection reports:

The Clerk reported that the green gym would have to close again for the duration of the Lockdown commencing on 5th November and that Events Crew would be sectioning off the equipment. The Clerk confirmed that the play area, skate park and BMX Pump Track could remain open and that weekly inspections of the areas and recreation ground would continue to be completed throughout the lockdown period. The Clerk also stated that new signage for the BMX Pump Track and recreation ground had been designed and that the Open Spaces Committee would consider a quote at their next meeting.

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

Tree Warden: Simon Cullum reported that he, Carolyn Nichols and the Clerk had attended an informative and helpful meeting with Phil Poulton from SSDC.

Youth: Jane Rose stated that the reopening of the Youth Club had again been delayed due to the new Lockdown restrictions but that a virtual Youth Club would be running every week with extra support being offered by Young Somerset via their travelling van. David Nichols reported that the Village Hall Management Committee had agreed a weekly rental price for the Youth Club of £1 which Jane thanked him for.

Allotments: Barry Howlett reported that the new fence was being erected during November and that the Willow Tree overhanging the allotments had now been cut back.

Environment: Barry Howlett commented that he had attended a virtual climate change seminar which was very informative and that a virtual Zoom meeting had been offered to parishes. Barry provided details about an environmental grants scheme which closes on 12th November and Council agreed that any ideas for funding be passed to Barry and any final ideas be shared with Council prior to submission to the grants scheme.

8. Finance

- a) To consider quote for memorial headstone testing from SSDC:

This quote was considered under agenda item 7c and it was agreed the Clerk would get quotes for headstone safety testing training.

- b) To consider draft 2021/22 budget:

Circulation of the draft budget was noted and the item was deferred until the January meeting when further information had been received from SSDC regarding the tax base.

- c) To note receipt of current earmarked reserves document:

Noted.

- d) To receive an update on the transfer of accounts to Unity Trust Bank and closure of Lloyds Bank Accounts:

The Clerk reported that the transfer of accounts was nearing completion and should be concluded within the next few weeks.

- e) To note circulation of bank reconciliations for the current account dated 25th September and agree 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

- f) To note that the new HMRC recommended home working allowance is now £26 per month: The new recommended home working allowance rate of £26 per month was noted.

RESOLVED: It was proposed and agreed to commence payment to the Clerk a home working allowance of £26 per month from November.

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

Supplier/Contractor	Narrative	Amount
Staff	October Salary	£1,181.23 (DD)
Staff	October Salary	£104.00 (DD)
Staff	October Salary	£58.33 (DD)
HMRC	PAYE	£212.80
Staff	Clerk October Expenses	£43.92
National Allotments Society	Membership Fee	£67.00
Parish Online	Membership Fee	£118.80
Viking	Stationery and Postage Stamps	£92.42
Stalbridge Building Supplies	Handyman Supplies	£15.35
Robin Chapman Ltd	Village Hall Car Park Fence	£3,000.00
British Legion Poppy Appeal	Poppy Wreath	£45.00
SSDC	Ranger Labour September	£346.32
Shaw & Sons Ltd	Bespoke Grant of Exclusive Rights Register	£381.60
The Play Inspection Company	Annual Inspections	£114.00
bOnline	Village Hall Broadband	£32.57 (SO)

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

9. Correspondence

	From	Content
a)	Resident	To note upset about dog fouling at the burial ground
Noted. The Clerk confirmed that new signage would be installed		
b)	Somerset Waste Partnership	To note circulation of October Briefing
Noted.		
c)	NALC	To note circulation of Climate Change Survey
Noted. The Clerk confirmed that John Graham had completed the survey		
d)	Cllr Hayward Burt	To note invitation from the Secretary of State for Somerset Councils to bid for Unitary Authority
Noted.		
e)	Resident	To consider request for a new bus shelter at Townsend
It was agreed that the Clerk would start enquiries regarding the implications of a new shelter		

10. Date of Next Meeting – The next Parish Council meeting will be held on **Monday 7th December 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 27th November 2020**.

The meeting closed at 9.23pm.



Emma Curtis
Parish Clerk