



# HENSTRIDGE PARISH COUNCIL

Clerk: Emma Curtis,  
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## AGENDA

The next meeting of Henstridge Parish Council will be held at the Village Hall, Ash Walk, Henstridge on Monday 5<sup>th</sup> September 2022 at 7.30pm.

All Councillors are summoned to attend.

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, any new items raised by the public in this session will not be discussed by the council and will not be recorded in the Minutes. 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 and to note the Clerk is absent due to illness**
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)
3. **To approve as a correct record the minutes of the previous meeting held on Monday 15<sup>th</sup> August 2022.**
4. **Reports**
  - a) To receive any police matters
  - b) To receive County and District Councillor reports

### 6. Planning

#### a) To consider the following Planning Applications:

Application number	Proposal	Applicant Details
22/00418/FUL	Change of use from B8 (Storage and Distribution) to commercial land which will include the erection of offices, workshop and storage areas together with parking area and boundary fencing. <a href="#">22/00418/FUL   Change of use from B8 (Storage and Distribution) to commercial land which will include the erection of offices, workshop and storage areas together with parking area and boundary fencing.   Land At Henstridge Airfield East Of The Marsh Camp Road Henstridge Templecombe Somerset BA8 0TN (southsomerset.gov.uk)</a>	Land At Henstridge Airfield, East of The Marsh, Camp Road, Henstridge
22/02240/S73 Cllr Gaymer	To vary Condition 10 point iii (scheme for pedestrian improvements), and to also discharge points i and ii of Condition 10 of Approval 17/03029/OUT. <a href="#">Planning Documents   South Somerset District Council</a>	Land Os 5439 Part, Townsend Green, Henstridge

#### c) To note recent SSSDC Planning Decisions:

Application	Proposal	Applicant details	Decision
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number			
22/02035/HOU	Proposed single storey side extension to form garden room.	Roundhill Lodge, Landshire Lane, Henstridge	Application Permitted with Conditions
22/01442/HOU	Construction of timber framed single storey elderly persons annex in garden of main house	6 Brookland Way, Henstridge, Templecombe,	Application Refused

## 7. Correspondence

- a. To consider/note letter (sent to PC Clerk) from Robin Carr Associates concerning proposed diversion of Public Footpath WN12-25 (in the Townsend Green development). See plan circulated with the agenda.
- b. To consider request for use of the Village Hall Car Park for selling Bengali Cuisine on alternate Fridays.

## 7. Finance

- a) To approve the cashbook and bank account reconciliations dated 31<sup>st</sup> August 2022 as presented for the Current and Reserves account
- b) To amend the Councils banking mandate to remove previous Cllrs and add two Cllrs as banking signatories
- c) To note VAT reclaim of £1,502.64
- d) To approve the following accounts for payment to be paid via internet banking and agree two signatories to authorise

Supplier/Contractor	Narrative	Amount
Staff	August Salary	£1,321.55
Staff	August Salary	£109.30
Staff	August Salary	£61.25
Staff	Clerk August Expenses	£54.80
The Leveller	Recruitment Advert	£48.00
SALC	Code of Conduct Training	£25.00
SALC	Cllr Essentials Training	£15.00
The Blackmore Vale Ltd	Recruitment Advert	£360.00
SSDC	Ranger Labour	£576.23
The Play Inspection Company	Annual Inspections	£156.00

## 8. Council Matters

- a) To note resignation of two Cllrs and agree co-option procedures, from 8<sup>th</sup> September 2022, if elections have not been lawfully requested.
- b) To appoint a Temporary Responsible Financial Officer for Henstridge Parish Council.
- c) To elect a Vice Chairman for Henstridge Parish Council.
- d) To elect a Chairman for the Open Spaces Committee and two additional members.
- e) To agree temporary keyholders/responsibilities for Parish Council property including Parish Notice Boards etc.
- f) To receive a report from the Chair of the Finance Committee (Cllr Shirlin):
  - (i) Website – finance page enhancement.
  - (ii) Purchasing Procedures.
  - (iii) 2023/4 Budget and Precept Planning.
- g) To agree/instigate urgent repairs to be carried out to the Village Hall car park and meanwhile ensure warning signs are put in place. **Open Spaces Committee**

- h) To resolve to sign the consent form from Somerset Highways for planting on the Highway in various locations in Henstridge.
- i) To note circulation of annual inspection reports for the BMX pump track, skate park, MUGA and green gym.
- j) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, Other) and provide guidance as appropriate.
- k) To resolve to sign an agreement with South West Councils, a provider of HR support, for a fee of £767.92 + vat for the period to 31 March 2024 (minimum initial period).
- l) **Exclusion of Press and Public:** To consider exclusion of press and public for the remainder of the 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 HR or commercial matters.
- m) To consider employing a contractor to undertake Handyman tasks on a short term basis.
- n) To receive an update on the recruitment of a new Parish Clerk/RFO.
- o) To consider a grievance letter from an employee.
- p) To appoint a panel of three councillors to hear the grievance.

**9. Date of Next meeting** – An Extraordinary Meeting of the Council will be held on **Monday 19<sup>th</sup> September 2022**.

The next Ordinary Meeting will be held on **Monday 3<sup>rd</sup> October**. Items for the agenda must be received by the Temporary Proper Officer by Friday 30<sup>th</sup> September 2022.



**Cllr D Finch**  
**Temporary Proper Officer, Henstridge Parish Council**  
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