



HENSTRIDGE PARISH COUNCIL

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Draft Minutes of the Extraordinary meeting of Henstridge Parish Council held on Monday 15th August 2022 at 7.30pm at Henstridge Village Hall

Present: Cllrs - Ken Courtenay (Chair), Elspeth Graham, Ashley Shirlin, Andy Scard, Christine Steel, John Graham, Dennis Finch, David Nichols and Carolyn Nichols

Also Present: Emma Curtis – Parish Clerk

Public Question Time:

There was one member of the public in attendance. No questions were asked. **The meeting commenced at 7.30pm.**

- 1. Apologies for Absence:** Received from Cllrs Jane Rose, Barry Howlett and Adrian Gaymer
RESOLVED: It was proposed and agreed to approve the apologies for absence as presented.
- 2. Declarations of Interest:** Received from Cllrs D Nichols and C Nichols, agenda item 5b, *payments to David Nichols Associates Ltd.*
- 3. To approve as a correct record the minutes of the previous meeting held on Monday 18th July 2022:**
RESOLVED: It was proposed and agreed by members to approve the minutes of the meeting held on 18th July 2022 as a true and accurate record of the meeting.

4. Planning

a) To consider the following Planning Applications:

Application number	Proposal	Applicant Details
22/01243/FUL	Proposed new steel fabrication building	Land Henstridge Airfield, Landshire Lane, Henstridge
RESOLVED: It was proposed and agreed to recommend this application for approval.		
22/02035/HOU	Proposed single storey side extension to form garden room	Roundhill Lodge, Landshire Lane, Henstridge
RESOLVED: It was proposed and agreed to recommend this application for approval.		

5. Finance

- To approve the cashbook and bank account reconciliations dated 31st July 2022 as presented for the Current and Reserves account:

RESOLVED: It was proposed and agreed to approve the bank reconciliations as presented and sign as approved. Cllr Shirin signed as approved.

- To approve the following accounts for payment to be paid via internet banking and agree two signatories to authorise:

Cllrs D Nichols and C Nichols left the meeting for this item.

b) Supplier/Contractor	Narrative	Amount
Staff	July Salary	£1,321.55
Staff	July Salary	£109.30
Staff	July Salary	£61.25
Staff	Clerk July Expenses	£29.00
HMRC	Tax & NICs	£269.29

SSDC	Ranger Labour	£576.23
David Nichols Associates Ltd	Christmas tree mains supply installation and lights	£978.43
David Nichols Associates Ltd	Parts for refurbishment of Parish Notice Boards	£151.22
David Nichols Associates Ltd	5 litre Hand Sanitiser for outside Village Hall	£72.00
David Nichols Associates Ltd	Green Gym grease	£118.00
David Nichols Associates Ltd	Lenovo Tablet and Case	£103.98
David Nichols Associates Ltd	Sundries: Key cutting, bin bags	£88.01
David Nichols Associates Ltd	Watering system for Queens Jubilee boarder	£594.00
David Nichols Associates Ltd	Queens Jubilee boarder – Extra requirements for watering system	£386.30
David Nichols Associates Ltd	Plants & compost for South West in Bloom	£312.00
David Nichols Associates Ltd	Third connection for manual watering in water metering cabinet	£30.54
Barry Howlett	Drinking Fountain	£321.60
Castle Gardens	Mulching	£2,867.20
Milborne Port Computers	Domain Charges & SSI Certificate	£192.00
Henstridge Village Hall	Hire Fees	£24.50

RESOLVED: It was proposed and agreed to approve the payments as presented with relevant signatories approving as appropriate.

Cllrs D Nichols and C Nichols returned to the meeting.

6. **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 HR information:

RESOLVED: It was proposed and agreed to exclude the press and public for the remainder of the meeting. The member of the public in attendance left the meeting.

7. **To note resignation of the Parish Clerk dated 25th July 2022:**

Resignation of the Parish Clerk was noted.

8. **To consider variation to Clerks resignation notice period:**

RESOLVED: It was proposed and agreed that the Clerks last working day would be Friday 30th September 2022.

9. **To note resignation of Parish Council Handyman:**

Resignation of the Handyman was noted and the way forward considered.

10. **To appoint Panel Members – The Panel will be delegated to process the procedures required to recruit a new clerk for the Parish Council:**

RESOLVED: It was proposed and agreed that Cllrs Courtenay, Scard, Steel, E Graham and G Graham be elected recruitment panel members. It was further agreed that there be a recruitment budget of £500 for advertising.

11. **To consider and agree the Terms of Reference for the Panel:**

RESOLVED: It was proposed and agreed to adopt the Terms of Reference as presented.

12. To consider recruitment timeline and appointment of a temporary Proper Officer:

The closing date for Parish Clerk applications was confirmed as Monday 5th September. Cllr Courtenay stated that recruitment documents had been scrutinised by SALC. It was agreed that the recruitment panel would meet as soon as possible to consider any issues. It was further agreed that Cllr Finch be appointed temporary Proper Officer for the Council if required.

RESOLVED: It was proposed and agreed that Cllr Finch be appointed temporary Proper Officer if required.

13. Date of Next meeting – The next Parish Council meeting was confirmed as **Monday 5th September 2022**. All items for inclusion on the agenda and all items to be listed under issues arising from the previous meetings must be received by the **Clerk by 9.00am on Friday 26th August 2022**

The meeting closed 8.35pm



Emma Curtis
Parish Clerk

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