



HENSTRIDGE PARISH COUNCIL

Clerk: Emma Curtis,
e-mail: clerk@henstridgeparishcouncil.org.uk
www.henstridgeparishcouncil.org.uk

Draft minutes of the meeting of Henstridge Parish Council held on Monday 5th September 2022 at 7.30pm at Henstridge Village Hall

Present:

Cllrs Ken Courtenay, Dennis Finch, Christine Steel, Ashley Shirlin, John Graham, Elspeth Graham, Jane Rose, Barry Howlett, Peter Thompson, Adrian Gaymer, Andy Scard.

Also Present:

District and County Cllr Sarah Dyke and 29 members of the public.

All were welcomed by the Chair and concerns about the traffic on the A357 were heard.

Due to staff sickness, Cllr Finch was appointed temporary proper officer and minute taker.

1. **Apologies for absence:** Apologies had been received from District Cllr Hayward Burt and Parish Clerk. The PC wished the Clerk a speedy recovery.

2. **Declarations of interest:** None received

3. **To approve as a correct record the minutes of the previous meeting held on Monday 15th August 2022.**

RESOLVED: It was proposed and agreed by members to approve the minutes of the meeting held on 15th August 2022 as a true and accurate record of the meeting.

4. Reports

a) **To receive any police matters:** No report received.

b) **To receive County and District Councillor reports:**

District Cllr Sarah Dyke reported having met with the County Highways team in Henstridge, Milborne Port and Templecombe. All were experiencing problems due to high volumes of large vehicle traffic on unsuitable A roads. A concern was raised as to the close proximity to the Dorset border was there any dialogue with Dorset Highways. The District Councillor stated that there was and lobbying hard in this area also. The Council has financial constraints due to cost cutting, rising costs but she was lobbying hard. She encouraged the audience to make contact with her about their concerns. The Local Community Network public consultation has commenced, information to be placed on the website and if anyone from the parish wanted a copy we should encourage that a copy is printed off for them.

5. 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. 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	Land At Henstridge Airfield, East of The Marsh, Camp Road, Henstridge

	Templecombe Somerset BA8 0TN (southsomerset.gov.uk)	
RESOLVED: It was proposed and agreed to recommend this application for approval providing that adequate measures are in place to avoid flooding.		
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. Planning Documents South Somerset District Council	Land Os 5439 Part, Townsend Green, Henstridge
<p>The Chairman read out the definition of S73 application and expressed regret that the Parish Council had not been formally consulted despite having asked to be.</p> <p>Cllr Gaymer reported the considered response from the A357 Group. The application gave no assurance that the level of pedestrian safety required by the Planning Inspector would be maintained and that the mitigation to be achieved by Condition 10 would be excessively reduced. He also directed the council and those present that any objections have to be done via the website or by letter. If submitted via the SSDC planning portal there would be time constraints and the wording would be better penned prior to submitting objections.</p> <p>RESOLVED: It was proposed and agreed to recommend refusal of the application to discharge Condition 10 unless alternative measures, acceptable by residents, to ensure pedestrian and general safety to the same standard are put in place. Cllr Gaymer was asked to produce a draft response.</p>		

ACTION: Cllr Gaymer

b) To note recent SSDC Planning Decisions:

Application number	Proposal	Applicant details	Decision
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

Noted.

6. 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.

The chairman reported having located the letter from Robin Carr Associates and showed councillors the current footpath route and proposed new route.

RESOLVED: The Council had no objections.

b) To consider request for use of the Village Hall Car Park for selling Bengali Cuisine on alternate Fridays.

This request was debated.

RESOLVED: It was proposed and agreed to grant permission for a trial period of 3 months at a cost of £10 per night, provided that car parking was not impeded, and all rubbish is to be removed off site on each of the alternate Fridays, they attend. The Council will review the whole matter after 3 months.

7. Finance

- a) To approve the cashbook and bank account reconciliations dated 31st August 2022 as presented for the Current and Reserves account

No reconciliations could be found in the papers received from the Clerk. Bank account balances were noted.

- b) To amend the Councils banking mandate to remove previous Cllrs and add two Cllrs as banking signatories

Cllrs David and Carolyn Nichols had been removed as Council Bank Signatories. It was agreed that Cllrs John Graham and Dennis Finch would be added as signatories.

- c) To note VAT reclaim of £1,502.64
Noted

- 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 SO	£1,321.55
Staff	August Salary SO	£109.30
Staff	August Salary SO	£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
Ring St Filling Station	Fuel for handyman	£37.63
Jimmy Flynn Web Services	Annual Web Support	£100.00
Steve Burrows Training	Family Fun Day	£440.00

The Chairman could not locate the Clerks August expenses claim for £54.80.

RESOLVED: IT was proposed by Cllr Howlett and seconded by Cllr Scard and agreed by all Councillors to approve the payments as presented including the payments to Ring St Filling Station, Jimmy Flynn Web Services and Steve Burrows Training, but excluding the Clerk's August Expenses as no supporting documentation could be found for this item.

8. Council Matters

- a) To note resignation of two Cllrs and agree co-option procedures, from 8th September 2022, if elections have not been lawfully requested.

It was hoped some parishioners would volunteer to be considered at the PC meeting to be held in October.

- b) To appoint a Temporary Responsible Financial Officer for Henstridge Parish Council. The appointment was deferred as it was intended to appoint a locum clerk.

- c) To elect a Vice Chairman for Henstridge Parish Council.

RESOLVED: It was proposed and unanimously agreed that Cllr Dennis Finch would be Vice Chairman and he signed an Acceptance of Office.

- d) To elect a Chairman for the Open Spaces Committee and two additional members.

RESOLVED: It was proposed and unanimously agreed that Cllr Scard would be Chairman and Cllr Christine Steel a member of this committee. It was hoped that a member of the gardening group would volunteer to join although they would have no voting rights.

- e) To agree temporary keyholders/responsibilities for Parish Council property including Parish Notice Boards etc.

Most files and property were stored at the Village Hall. The Chairman had keys to the store room.

The Chairman had the PC laptop and access codes

The Chairman had the Burial files

The Chairman had the Clerk's and Handyman's key bunches.

The Locum Clerk (if appointed) would be given a key to the Store.

This was noted and agreed.

- f) To receive a report from the Chair of the Finance Committee (Cllr Shirlin):

(i) Website – finance page enhancement.

Cllr Shirlin expressed the wish to enhance the current PC website and thought greater clarity could be achieved regarding the Councils' Financial Reserves.

The Council needed more information from the Finance Committee and would discuss these matters when a full report had been produced later.

(ii) Purchasing Procedures.

Cllr Shirlin reminded members of the Council's current Financial Regulations and it was agreed that Cllrs should become familiar with and ensure they are complied with.

(iii) 2023/4 Budget and Precept Planning.

Cllr Shirlin reported the committee planned to consult with established village groups about their financial needs and report back to Full Council at next meeting.

Action: Finance Committee

- 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.

RESOLVED: It was agreed the Open Spaces Committee would seek quotations from firms with appropriate insurances and availability to resurface the trench (taking electric cables) and adjacent pot holes and meanwhile purchase and erect warning signs.

Action: Open Spaces Ctte

Post Meeting Note (6th Oct) Cllr Graham reported having sourced warning signs which would be put in place.

- h) To resolve to sign the consent form from Somerset Highways for planting on the Highway in various locations in Henstridge.

RESOLVED: Cllr Steel was authorised to sign and return the Consent to Somerset Highways.

Action: Cllr Steel

- i) To note circulation of annual inspection reports for the BMX pump track, skate park, MUGA and green gym.
The Council noted that only low risk items have been reported, with the reports being passed to the Open Spaces Committee for action where necessary.

Action: Open Spaces Cttee

- j) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, Other) and provide guidance as appropriate.
Cllr Rose reported ongoing discussions with neighbouring villages wishing to share help with Youth Clubs and will update the Council in October.

Action: Cllr Rose

Cllr Gaymer reported he will carry out an inspection of trees on identified Parish Council land and record instances of Ash suffering from die back. Cllr Steel suggested that the use of Nextdoor to raise awareness and feedback to council would be an additional mechanism.

Action: Cllr Gaymer/Cllr Steel

- 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). The Council had been advised to consider South West Councils by SALC. The Chairman had circulated information on the organisation before the meeting. Councillors discussed other possible alternatives. It was agreed that the Council needed a source of HR and other professional advice.

RESOLVED: It was proposed by the Chairman and agreed that Henstridge Parish Council would apply for Associate Membership of South West Councils for an initial fee of £767.92 + vat and that the Chairman would submit the application.

Action: Chairman

- 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.

RESOLVED: It was agreed that the press and public would be excluded for the remainder of the meeting.

- m) To consider employing a contractor to undertake Handyman tasks on a short term basis.

The names of possible candidates were passed to the Open Spaces Committee to investigate and report back to the Council. With any longer-term hire going through a formal HR selection process. Cllr Elspeth Graham noted that funds allocated to buying an retirement present have progressed.

Action: Open Spaces Cttee

- n) To receive an update on the recruitment of a new Parish Clerk/RFO.

Cllr E Graham reported that no applications had been received to date. The Council agreed to extend the date for applications to the end of September on free sites. Cllr

Rose asked of the role had to be Clerk/RFO or could be split. The Chairman stated that although it could be split the preference is that is a joint role.

- o) To consider a grievance letter from an employee.

The Chairman reported that he had received a formal letter of grievance, the content of which was read out to the council alongside the context of the resignation letter. Due to the complexities, it was felt that a Specialist HR advice was needed on how to proceed.

Action: Chairman

- p) To appoint a panel of three councillors to hear the grievance.

Cllrs Gaymer, Rose and Finch were elected to form a Grievance Panel and to await guidance from professional advisors.

9. Date of Next meeting – An Extraordinary Meeting of the Council will be held on **Tuesday 20th September 2022 (tbc)**

The next Ordinary Meeting will be held on **Tuesday 4th October**. Items for the agenda must be received by the Temporary Proper Officer by **Monday 26th September 2022**.

Dennis Finch
Temporary Proper Officer and Vice Chair.