



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 meeting of Henstridge Parish Council held on Tuesday 4th October at 7.30pm at Henstridge Village Hall

Present: Cllrs - Ken Courtenay (Chair), Barry Howlett, Ashley Shirlin, Christine Steel, John Graham, Jane Rose, Peter Thompson and Dennis Finch

Also Present: There were no District or County Cllrs present.

Public Question Time: There were 3 members of the public present. **The meeting opened at 7:32pm.**

1. **Apologies for absence:** Received from County Cllr Sarah Dyke, District Cllr Hayward Burt, Cllr Elspeth Graham, Cllr Adrian Gaymer and Cllr Andy Scard.

RESOLVED: It was proposed and agreed to approve the apologies for absence as presented.

2. **Declarations of interest:** None received at this time.

3. **To co-opt members to the Parish Council**

RESOLVED: Deborah Petherham and Veronica Smith were proposed, seconded and duly co-opted on to the Parish Council. They both signed the Declaration of Acceptance of Office before taking a seat on the Parish Council.

4. **To approve as a correct record the minutes of the previous meeting held on Monday 5th September 2022:**

RESOLVED: It was proposed and agreed by members to approve the minutes of the meeting held on 5th September 2022 as a true and accurate record of the meeting.

5. **To note circulation of the Actions from Meeting list and discuss any matters arising:**

Cllr Courtenay gave an update on each action from the previous meeting:

5a) Cllr Finch had responded with comments in objection to the application as agreed.

6b) Delayed until after Christmas. 7b) In progress. 8e) Laptop, access codes, burial files and store keys with locum clerk, handyman keys with Cllr Steel, remainder of clerks key with Cllr Courtenay. 8k) Completed. All other actions were ongoing and would be reported back at a future meeting.

6. **Reports**

a) **To receive any police matters:** A Police report for Aug 2022 was presented and Cllrs expressed disappointment that no Police foot patrols were apparent in the parish.

b) **To receive County and District Councillor reports:** There were no Cllrs present, reports had been circulated via email.

7. **Planning**

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

| Application number | Proposal | Applicant Details |
|---|---|----------------------------------|
| 22/01690/FUL | Proposal for the creation of a new vehicular access & track to serve the business and farmhouse | Manor Farm, High Street, Yenston |
| RESOLVED: It was proposed and agreed to recommend this application for approval. | | |
| 22/02464/HOU | Alterations, extension and conversion of | Lea Hill, Bowden, Henstridge |

Chairman

Date

| | | |
|---|--|--|
| | domestic outbuilding into residential annexe, creation of new terrace and associated landscaping alterations | |
| RESOLVED: It was proposed and agreed to recommend this application for approval. | | |

ACTION: Parish Clerk

b) To note recent SSDC Planning Decisions:

| Application number | Proposal | Applicant details | Decision |
|------------------------------|-----------------------------------|---|---------------------------------------|
| 22/01542/FUL | Erection of a Yard Cover Building | Rhodes House Farm, Landshire Lane, Henstridge | Application permitted with conditions |

Noted.

8. Finance

- a) To approve the cashbook and bank account reconciliations dated 31th August 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

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

| Supplier/Contractor | Narrative | Amount |
|-------------------------|------------------------------|----------|
| Staff | Clerk August Expenses | £51.20 |
| SSDC | Ranger Labour | £768.30 |
| SALC | SALC & NALC affiliation fee | £492.84 |
| Scribe | Cemetery Annual Subscription | £705.60 |
| J Ferguson | Locum fee | £1650.00 |
| Henstridge Village Hall | Hall Hire Fee | £16.50 |
| Elsbeth Graham | Reimburse admin | £89.73 |
| PKF Littlejohn | External Audit Fee | £480.00 |

RESOLVED: It was proposed and agreed to approve the payments as presented with Cllr Howlett and Cllr Finch agreeing to authorise.

8. Council Matters

- a) To consider support for the 'Henstridge Community Hub' Warm/Talking Room (Cllr Howlett). Cllr Howlett had circulated a project brief/plan in advance of the meeting, explaining how a Community Hub/Warm Room could be organised in the parish to the benefit of those residents who find themselves 'in need' over the coming winter months. Grants had been applied for, with any additional funding request to the Parish Council being dependent on their outcome. The Parish Council were supportive of the project and individual Cllrs gave offers of help with identifying and reaching out to those who might find themselves in need, in the coming months.

- b) To consider a climate project to install PV solar on the Village Hall roof (Cllr Howlett). A further project brief/plan had been circulated detailing an aspiration to have a PV solar panel installation on the village hall roof. It was agreed that this was a longer term plan and investigations into permissions and suitability of the roof would need to be carried out. The Parish Council were broadly in support of the feasibility study being completed and would look forward to future updates.

ACTION: Cllr Howlett

Chairman

Date

- c) To consider support for Henstridge Parish to identify and support people in the cost-of-living crisis (Cllr Howlett).

A report explaining the possible impact of the ongoing cost-of-living crisis had been produced, helping prepare the Parish Council for assistance that it might need to consider and put in place, alongside existing local charities that are stepping up their aid as the need increases. The Parish Council were once again supportive of the work that Cllr Howlett had carried out to this point and Cllrs agreed to help, as needed.

- d) To consider fitting a lock box to the recreation ground shed

RESOLVED: To approve a spend of up to £50 on a lockbox for the recreation ground shed.

ACTION: Cllr Finch

- e) To consider the response to the Local Community Network (LCN) Questionnaire (Cllr Rose).

The responses to the LCN questionnaire from the LCN working Group had been presented and all Cllrs agreed to take those responses forward as the PC response to the LCN consultation. In summary, boundary proposal A was most favoured.

ACTION: Parish Clerk

- f) To consider a repeat order form from the Play Inspection Company (Cllr Scard).

RESOLVED: To instruct the Play Inspection Company to carry out the recreation ground inspections in 2023.

ACTION: Parish Clerk

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

CSW – There was a request for a volunteer to be the CSW administrator, managing the roadside teams and collating and managing the data.

VHMC – Everything was functioning well and they were preparing for supporting the Warm Room project.

Footpaths – Reported in the Open Spaces (OS) minutes.

Tree Warden – Cllr Steel and Gaymer were planning on walking and inspecting the parish trees in preparation for reporting Ash Dieback for the village to the Forestry Commission.

ACTION: Cllrs Steel & Gaymer

YCSW – Cllr Rose gave a detailed report on the current position of YCSW and input to the LCN Health & Wellbeing Pilot Study. Phase 1 had concluded and they were waiting to move to Phase 2. She further reported that 1 young person had been put forward for an award for outstanding achievement.

- h) 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/Contractor details and would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

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

A status report was heard, currently ongoing with the OS Committee.

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

Applications were being considered and invitations to interview would be sent out before the next meeting.

- iii) To consider candidates for the Chairs Award for Services to the Community 2022/23

Potential nominee's were put forward and a worthy candidate was agreed.

iv) To receive an update on a grievance complaint.

The Grievance Panel provided an update to the Parish Council.

- 9. Date of Next meeting** – The next Parish Council meeting was confirmed as **Tuesday 1st November 2022 at the earlier time of 7.00pm**. 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 21st October 2022**

The meeting closed at 9.02pm.

Draft

Chairman

Date