



HENSTRIDGE PARISH COUNCIL

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Draft Minutes of the meeting of Henstridge Parish Council held on Tuesday 1st November at 7.00pm at Henstridge Village Hall

Present: Cllrs - Ken Courtenay (Chair), Barry Howlett, Any Scard, Christine Steel, John Graham, Jane Rose, Peter Thompson and Dennis Finch, Elspeth Graham, Adrian Gaymer, Deborah Petheram, Veronica Smith

Also Present: County Cllr Nicola Clark and 1 member of the public.

Public Open Session: The volunteer dog warden gave a report explaining her approach to tackling dog mess in the parish. She regularly walked the paths and chatted with dog walkers, helping to educate adults and children and resulting in much less dog mess being left behind. It was agreed that there are very few complaints with dog owners being more responsible. She was thanked for her efforts by members of the Parish Council.

19:10 - Meeting opened.

1. Apologies for absence: All Cllr were present.

2. Declarations of interest: Cllrs Finch and Steel declared interests in item 7c as they had payments due.

3. To approve as a correct record the minutes of the previous meeting held on Tuesday 4th October 2022:

RESOLVED: To approve the minutes of the meeting held on 4th October 2022 as a true and accurate record of the meeting.

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

Cllr Courtenay gave an update on each action from previous meetings:

5 Sept 22 mtg – 6b. Bengali Cuisine delayed until after Christmas

5 Sept 22 mtg – 7b. Banking mandate changes, Cllrs D and C Nichols removed and Cllrs Finch and Graham added.

4 Oct 22 mtg – 8e. LCN consultation submitted as agreed.

4 Oct 22 mtg – 8f. Play Inspection Company instructed for the following year.

4 Oct 22 mtg – 8g. Tree inspections would be carried out in the springtime.

All other actions were ongoing and would be reported back at a future meeting.

5. Reports

a) To receive any police matters: None.

b) To receive County and District Councillor reports: Cllr Nicola Clark had provided a written report that had been circulated by email and asked the Parish Council to give consideration to the message contained in the recent letter from the leader of Somerset County Council, Bill Revans, explaining the budgetary constraints and projected overspend that the County Council are expecting in the next financial year. Parish Councils were being asked to take these and other key issues into consideration when setting their budgets and submitting their precept requests in January 2023.

'We cannot be definitive at this stage about the impact of the Medium Term Financial Plan (MTFP) process, with the Chancellor's statement on government spending delayed yet again, and we don't yet know the outcome of the work to devolve assets and services to local communities. We believe, however, it is prudent for your organisation to consider how it can take steps to ensure it is financially resilient in the light of the new Somerset Council's profound budget challenges and difficult decisions that may need to be taken.' (extract from

Letter to all City, Town and Parish Councils from the leader of Somerset County Council, Bill Revans – 1st November 2022)

6. Planning

a) To consider the following Planning Applications:

Application number	Proposal	Applicant Details
21/00544/FUL	Change of use of land to equestrian and the erection of a stable block	Oakvale House, Shaftsbury Road, Henstridge
RESOLVED: To recommend this application for approval.		
22/01964/FUL	Erection of 2 No. agricultural workers dwellings.	Poultry Farm Landshire Lane Henstridge Templecombe DT10 2RY
RESOLVED: To recommend this application for approval.		

ACTION: Parish Clerk

b) To note recent SSDC Planning Decisions:

Application number	Proposal	Applicant details	Decision
22/00340/COL	Certificate of Lawfulness application for the proposed use of land for siting of 45 static caravans.	Henstridge Sport And Leisure Marsh Lane Henstridge Templecombe Somerset BA8 0TG	Application Refused

Noted.

7. Finance

a) To approve the cashbook and bank account reconciliations dated 30th September 2022 as presented for the Current and Reserves account

RESOLVED: To approve the bank reconciliations as presented and sign as approved

b) To consider a grant to South Somerset Community Accessible Transport (SSCAT)

RESOLVED: To approve a grant of £350 to SSCAT

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

Supplier/Contractor	Narrative	Amount
J Ferguson	Locum Fee	£1650.00
Dennis Finch	Reimburse Safe Lock	£17.98
SES Ltd	Annual CCTV fee	£30.00
SSCAT	Grant	£350.00
Christine Steel	Reimburse car park paint	£6.99
Antony Graziano	Memorial repair	£63.57
TOTAL	Nov-22	£2118.54

RESOLVED: To approve the payments, totalling £2118.54 as presented with Cllr Howlett and Cllr Finch agreeing to authorise.

ACTION: Cllr Howlett and Cllr Finch

8. Council Matters

Chairman

Date

a) To note the resignation of a Councillor

A letter of resignation from Cllr Shirlin had been received and the Parish Council thanked Mr Shirlin for his considerable efforts whilst serving the parish as a councillor. The clerk reported that the resignation had been notified to SSDC and would advise if co-option could proceed or an election would take place after the required period of time had passed.

b) To elect a Chair for the Finance Committee and appoint an additional member

RESOLVED: To elect Cllr Howlett as Chair of the Finance Committee and for Cllr Smith to join the Finance Committee.

c) To agree councillor roles and responsibilities

The following councillor roles and responsibilities were agreed:

Allotments	Cllr Howlett
Community Speedwatch & Road Safety	Vacant (request for volunteers on 'Nextdoor')
Henstridge Airfield Consultative Committee	Vacant
Highways/Drains Representatives	Cllr Gaymer
Somerset Association of Local Councils	Cllr Courtenay
Tree Warden	Cllr Thompson, Cllr Gaymer
Village Hall Management Committee	Cllr Smith
Yenston and Bowden Representative	Cllr Scard
Youth Representative	Cllr Rose
Dog Warden	Linda Jones (parishioner volunteer)

Open Spaces Committee 2022-23

Cllr Courtenay, Cllr Finch, Cllr Scard, Cllr J Graham, Cllr Thompson, Cllr Steel

Finance Committee 2022-23

Cllr Courtenay, Cllr J Graham, Cllr Howlett (Chair) and Cllr Steel, Cllr Smith

Personnel Committee

Personnel issues are dealt with by Full Council in conjunction with the Co-ordinating Cllr E Graham for Personnel and HR matters.

Emergency Working Group

Cllr E Graham, Cllr Finch, C Savage (parishioner)

Parish Enhancement Group (PEG)

Cllr Steel, H Howlett (parishioner), Cllr E Graham, Cllr Smith, Cllr Petheram, Cllr Howlett

Warm Room Working Group

Cllr Smith, Cllr Howlett, G Marston-Haynes (parishioner)

Gardening Group

Cllr Steel & a number of parishioners

Climate Working Group

Cllr Howlett, Cllr Finch, Cllr Scard

Youth Club

Cllr Howlett, Cllr Steel

A357 Group

Cllr Gaymer, Cllr Howlett, Cllr Petheram, Cllr J Graham, D Sekers (parishioner), P Dimishky (parishioner)

- d) **To consider a policy for flying flags from the parish flagpole. To consider if a policy should be adopted for the flying of flags from the PC flagpole. What should be the normal flag (Union, County) and what others, if any, should be flown on special occasions?**

Cllr Courtenay produced a policy which was discussed before agreement was reached.

RESOLVED: To adopt a protocol for flying flags from the Parish Council flagpole which includes specific flags to be flown on identified dates and the basic principles as follows:

1. A bare flagpole is to be avoided.
2. The default flag shall be the Somerset Flag. As a temporary measure and until otherwise decided by the Parish Council the flag of Ukraine shall be flown below the Somerset flag.
3. In all cases of double flagging (eg above) the lower flag shall not be larger than the principal flag above it.
4. On dates *{identified on the protocol and reviewed annually}*, generally in accordance with the Flag Institute calendar, the flag to be flown shall be as specified *{on the protocol}*.
5. If in doubt the Union flag is to be flown.

The Flag Flying Protocol would be available on the Parish Council website.

ACTION: Cllr Courtenay

- e) **To consider if a policy should be adopted for the use of the VH car park, including commercial use, such as by catering vans.**

It was decided that a policy wasn't required at this time and each request would be considered on its own merits.

- f) **To receive a report on the Village Hall water leak and consider any actions to be taken (Open Spaces)**

A water leak had been confirmed by Wessex Water somewhere between the War Memorial and the village hall, with the pipe going under the new playground. It was decided that the best approach to the repair would be to install a new water supply from the roadside mains water pipe, across the car park to the existing village hall connection. Cllr Scard agreed to provide a scheme of works to the clerk who would obtain quotes for the repair.

ACTION: Cllr Scard and Parish Clerk

- g) **To consider a response to Barrett David Wilson Homes relating to pedestrian improvements.**

Cllr Gaymer reported that he had arranged a meeting to walk the proposed route with Cllr Sarah Dyke and a representative from Barret David Wilson Exeter to understand potential problems with the path and in particular the signage into the churchyard.

ACTION: Cllr Gaymer

- h) **To consider a request from the 'Candy Cabin' to allow a mobile sweet van to trade in the Village Hall car park**

RESOLVED: To not grant permission for the 'Candy Cabin' to trade in the Village Hall car park.

ACTION: Parish Clerk

- i) **To consider the Warm Spaces questionnaire and how to respond, taking account of activities being undertaken in the community.**

Plans to open up the Village Hall lounge and to provide free food, drinks and run a TV & video on initially a Friday afternoon until Spring of 2024 were being explored by the Village Hall Management Committee (VHMC). It was agreed that the potential need in the parish was unknown at this time, but further afternoons could be made available. Cllr Smith agreed to complete the Warm Spaces Questionnaire.

ACTION: Cllr Smith

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

VHMC – Currently very active and supporting the Warm Space initiative, lots of fund raising taking place with a planned race night. There was concern over the financial impact of the water leak.

Tree Warden – Cllr Thompson reported on the problem created by the widening of a gateway into Oakvale Woodland allowing motorbikes access into the woodland. He also suggested that signage at the woodland entrance should be changed to be more welcoming to visitors.

Allotments – Cllr Howlett had taken control of the allotment process and paperwork until a permanent clerk could be recruited. There were plans to create a ‘Community Plot’ with help from a local volunteer to get the project up and running over the winter.

Youth Club – Cllr Rose reported on problems with a tender for a youth worker to be employed on an 18 month contract by Youth Club South West (YCSW), as a 3rd parish/session was needed to obtain the funding required. The Youth Club were considering asking Stalbridge if they would share an additional session for older children only, which could tackle issues that couldn’t be discussed with younger members and enable the recruitment to go ahead.

k) 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.**
Ongoing with the OS Committee.

ii) **To receive an update on the recruitment of a new Parish Clerk/RFO.**
It was decided to relaunch the recruitment campaign in the new year.

iii) **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 6th December 2022 at 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 25th November 2022****

21:05 – Meeting closed.

Chairman

Date