



# HENSTRIDGE PARISH COUNCIL

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## Minutes of the meeting of Henstridge Parish Council held on Tuesday 2<sup>nd</sup> May at 7.00pm at Henstridge Village Hall

**Present:** Cllrs - Ken Courtenay (Chair – part-time), Dennis Finch, Barry Howlett, Any Scard, Christine Steel, Elspeth Graham, Adrian Gaymer, Veronica Smith (Chair – part-time), Peter Thompson

**Also Present:** Locum officer, Cllr Sarah Dyke and one member of the public.

### Public Open Session:

An open 'pit' in a housing development field was reported to the PC as being considered dangerous. Cllr Dyke agreed to investigate and report it back to the County Council.

### 19:05 - Meeting opened.

#### 1. To elect a Chairman

**RESOLVED:** To elect Cllr Smith as Chair. The Declaration of Acceptance of office was signed.

#### 2. Apologies for absence

Cllrs Petheram, Rose and J Graham had sent their apologies, which were accepted.

#### 3. Declarations of interest.

Cllrs Howlett and Gaymer declared an interest in item 12b

Cllr Steel declared an interest in item 12f.

#### 4. To elect a Vice-Chair

Cllr Finch was elected as Vice-Chair.

#### 5. To approve as a correct record the minutes of the previous meeting held on Tuesday 4<sup>th</sup> April 2023:

**RESOLVED:** To approve the minutes of the meeting held on 4<sup>th</sup> April 2023 as a true and accurate record of the meeting.

#### 6. To review the arrangement that the Finance Committee is made up of the entire council and agree any changes.

**RESOLVED:** It was agreed that the Finance Committee would continue to be made up of the entire council.

#### 7. To review the arrangement that the Planning Committee is made up of the entire council and agree any changes.

**RESOLVED:** It was agreed that the Planning Committee would continue to be made up of the entire council.

#### 8. To elect a member to act as Coordinating Councillor for Personnel and Human Resources.

**RESOLVED:** To elect Cllr E Graham as Coordinating Councillor for Personnel and Human Resources.

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

4/10/22 – 8g: To inspect Parish tree's in spring. ACTION: Cllrs Steel /Gaymer. **Ongoing.**

4/10/22 – 8b: To investigate VH PV solar panels. ACTION: Cllr Smith. **Ongoing.**

6/12/22 – 9g: Flooding issues in Oak Vale Wood. ACTION: Cllr Courtenay/Thompson. **Ongoing.**

3/01/23 – 9a: Review VHMC fees. ACTION: E Graham, J Graham, Steel, Courtenay. **Ongoing.**

31/1/23 – 8c: To investigate parish communication methods. ACTION: All Cllrs. **Ongoing.**

31/1/23 – 8f: To instruct Symonds & Sampson to prepare a lease. ACTION: Cllr Courtenay.

**Complete – Cllr Courtenay had signed the lease on behalf of the Parish Council.**

31/1/23 – 8j: To source quotes for VH patio drainage solutions. ACTION: Cllr J Graham.

**Ongoing.**

31/1/23 – 8i: To report on clerk recruitment campaign. ACTION: Recruitment panel.

**Progressing – Cllr E Graham gave an update on applications.**

7/3/23 – 8f: To obtain 3 quotes for gates and signage in the woods. ACTION: Cllr Thompson.

**Progressing – 1 quote had been provided and 2 further quotes were expected.**

## 10. Reports

a) **To receive any police matters:** None.

b) **To receive County and District Councillor reports:** Cllr Dyke gave a brief report on the transition to a Unitary Authority.

## 11. Planning

a) To hear an update on planning application 22/02240/S73 (Cllr Gaymer)

Cllr Gaymer gave an update, explaining the PC are still very concerned and he was waiting for a meeting with Highways representatives to discuss ongoing issues and would keep the PC informed.

**ACTION: Cllr Gaymer**

b) To consider supporting a Stalbridge Town Council campaign ‘Enough is enough’ (Cllr Gaymer)

**RESOLVED:** To SUPPORT the Stalbridge ‘Enough is Enough’ campaign.

**ACTION: Clerk**

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

Application number	Proposal	Applicant Details
<a href="#">23/00727/HOU</a>	Erection of a new dormer to the rear of existing dwelling to allow for the installation of a home lift	Lazy Days Marsh Lane Henstridge Templecombe Somerset BA8 0SF
<b>RESOLVED:</b> Henstridge Parish council SUPPORT the application with a request that the effects of light pollution are considered.		
<a href="#">23/00724/HOU</a>	Erection of a new single storey extension to side of dwelling to form new garage. Internal changes & alterations to existing roof.	Westhaven Whitechurch Lane Yenston Templecombe Somerset BA8 0NJ
<b>RESOLVED:</b> Henstridge Parish Council SUPPORT this application.		

**ACTION: Clerk**

d) **To note recent SSSDC Planning Decisions:**

Application number	Proposal	Applicant details	Decision
<a href="#">22/00418/FUL</a>	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	Application Permitted with Conditions

**Noted.**

## 12. Finance

a) To note 2023-24 budget spend

Cllr Howlett gave an update on the budget spend to date.

b) To consider a grant request of £6,637 from the Explorers Pre-School

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Chairman

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Date

It was agreed to defer this request until the next meeting, when further information would be available

**ACTION: Cllrs Steel, Howlett and Gaymer**

- c) To consider a quote totalling £1290 for work in Oak Vale Wood  
Two further quotes were expected before this would be considered by the PC.  
**ACTION: Cllr Thompson**
- d) To consider purchasing a replacement strimmer for the PC groundsman  
Cllr Scard agreed to look into the reason for the request and report back.  
**ACTION: Cllr Scard**
- e) To note receipt of the precept  
Noted.
- f) 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 (April23)	£1650.00
C Steel	Reimburse - Key & Coronation supplies	£41.24 REPORT
C Steel	Reimburse - Coronation supplies	£261.96
<b>TOTAL</b>	<b>May-23</b>	<b>£1691.24</b>

**RESOLVED:** To approve the payments, totalling £1691.24 as presented with Cllr Courtenay agreeing to set up the payments as the locum did not have bank access and Cllr Howlett and Cllr Graham agreeing to authorise.

**ACTION: Cllrs Howlett, J Graham and Courtenay**

### 13. Council Matters

- a. To resolve to readopt the Council's Standing Orders  
**RESOLVED:** To adopt the Councils Standing Orders.
- b. To resolve to readopt the Council's Financial Regulations  
**RESOLVED:** To adopt the Councils Financial Regulations.
- c. To resolve to readopt the Council's Code of Conduct  
**RESOLVED:** To adopt the Council's Code of Conduct.
- d. To review and readopt the Council's Risk Assessment and Management Document  
**RESOLVED:** To adopt the Council's Risk Assessment and Management Document.
- e. To appoint an LCN representative  
**RESOLVED:** To appoint Cllr Courtenay as the LCN representative.
- f. To report on the Rail and Trail project in Somerset (Cllr Howlett)  
Cllr Howlett reported that a small group of parishioners were in communication with the Rail to Trail Group and would report back to the PC with progress as required.
- g. To consider installation of a Parish Council postbox at the Village Hall.  
It was agreed that it would be a good idea for the PC to have its own postbox in the parish.  
Cllr Courtenay agreed to look into suitable boxes and report back to the PC with a proposal.  
**ACTION: Cllr Courtenay**
- h. To note upcoming events in the parish.
  - 6 May Coronation Day.

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Chairman

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Date

- 7 May Coronation: Big Lunch (to be confirmed)
- 8 May Coronation: The Big Help Out (to be confirmed)
- 8 May Coronation Fun Day on Recreation Ground
- 17 May Annual Parish Meeting
- Dates to be advised: Cricket matches
- 23 August Family Fun day on Recreation Ground

**Noted.**

- To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, other) and provide guidance as appropriate.  
There were no reports at this time.

**14. Date of Next meeting** – The next Parish Council meeting was tbd at this time.

**21:00 – Meeting closed.**

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Chairman

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Date