



HENSTRIDGE PARISH COUNCIL

Clerk: Ann Lee

Address: 3, Sparkford Road, Sparkford, Yeovil, Somerset, BA22 7FA

Tel: 07841392242

e-mail: clerk@henstridgeparishcouncil.org.uk

Website: henstridgeparishcouncil.org.uk

NOTICE OF THE NEXT PARISH COUNCIL MEETING

Members of the public are invited to attend all Council Meetings

(Public Bodies (Admission to Meetings) Act 1960)

Dear Councilors,

You are hereby summoned to attend the following meeting:

Meeting of: Henstridge Parish Council

Time 19.00 hrs

Date 5th of September 2023

Venue Henstridge Village Hall in the Lounge

Councillors will be discussing the all the items on the attached agenda

Ann Lee Parish Clerk 25.8.23

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

PUBLIC SESSION

Questions and comments are invited from members of the public (**limited to 15 minutes in total, each individual limited to 3 minutes**). As issues raised during the public session may not relate to items on the agenda, no resolution for action can be taken¹. A record of public participation shall not be included in the Minutes.

Reports from District and County Councillors

Short oral reports are invited from District and County Councillors, regarding matters affecting Charlton Horethorne and the wider local community (if applicable to the local community)



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AGENDA

**A meeting of Henstridge Parish Council will be held at the Village Hall (in the Lounge), Ash Walk, Henstridge on Tuesday 5 September 2023 at 7.00pm.
All Councillors are summoned to attend.**

The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak. In normal circumstances this will be restricted to approximately 15 minutes in total and shall be at the Chairman's discretion.

Please note, any new items raised by the public in this session will not be discussed by the council and will not be minuted. Items for inclusion on the agenda should be put to the Clerk in writing prior to the meeting as stated in the final item.

a) Linda Jones Dog Warden and Environmental Warden

1. Apologies for absence. Cllr Howlett, Cllr Rose

2. Declarations of interest (Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Council's Code of Conduct).

3. To approve as a correct record the minutes of the previous meeting held on 25 July 2023.

4. To discuss any actions and matters arising from the previous minutes.

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

4/10/22 8b: To investigate VH PV solar panels. ACTION: Cllr T Cowles

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

3/1/23 9a: Review VHMC fees. ACTION: Cllrs E Graham, J Graham, Steel, Courtenay

31/1/23 8c: To investigate parish communication methods. ACTION: Cllrs Smith and E Graham

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

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

22/6/23 8b: To agree location of new parish bench. ACTION Cllr Steel

22/6/23 7i: To undertake agreed Oak Vale Wood Parish Bench repair ACTION: Cllr Steel

25/8/23 8i To discuss the LCN voting restriction Action Cllr Courtney and Rose

5. Reports

a) To receive any police matters.

b) To receive County and District Councillor reports. Cllr Clark

6. Planning

a) To hear an update on planning applications 22/02240/S73, 23/01470/OUT and 21/03369/REM (Cllr Gaymer) and to consider response from Jon Fellingham Highways. To identify progress with residents meeting before County Council meeting (September) to co-ordinate response from Parish.

b) To consider the following Planning Applications:



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Application number	Proposal	Applicant Details
23/00319/COL 23/00320/COL	Application for Lawful Development Certificate for 75 touring caravans, course fishin on airfield	Lee Park Estate Ltd
23/01822/FUL alternative ref. PP-12304556	Erection of 1 No. self –building dwelling Land Adj. to 2, Yenston Hill, Henstridge, Templecombe	Debbie Warnes The Hollies Cabbage Lane Horrington Templecombe
23/01983/PAMB	Rhodes House Farm, Landshire Lane Henstridge, Templecombe BA8 0SD Prior approval from Agri. To dwellings	Barnes Asset Shere Ltd 5, Hound St, Sherbourne, Dorset, DT93AB
23/00289/HOUSE	Two story front extension and new garage, Mulberry House, Landshire lane, West Henstridge, DT102SB	Mr and Mrs Aden and Lauren Ottewill

c) To note recent SSDC Planning Decisions:

Application number	Proposal	Applicant details	Decision
23/01486/HOUSE	First floor side extension and new porch	Mr and Mrs Goddard 1, Bookland Way Henstridge, BA8 0QR	Application permitted with conditions
23/01293/OLAC	Erect up to 160 No, dwellings, form vehicular access and public open space, 2 hectares of land for a primary school, landscaping and sustainable drainage system (SuDS).	Land North of Station Road Stalbridge	Application pending
23/00220/FUL	The erection of new workshop building at J Day Engineering	Land At Bowbridge, The Marsh Camp Road Henstridge Templecombe Somerset BA8 0TF	Application permitted with conditions

7. Finance

To note 2023-24 budget spend to date

- a) To approve the cashbook and bank reconciliation to 31st July 2023
- b) To approve the payment schedule for August 2023
- c) To approve the following accounts for payment to be paid via internet banking
- d) To agree Financial working Group meeting in October 2023 for budget ACTION RFO and Cllr Howlett
- e) To agree the purchase of 8 short gilet high visibility jackets for litter picking ACTION Cllr Steel
- f) To agree increase cost of repair for Bench in Oak Wood from £100 - £110 ACTION Cllr Steel
- g) To discuss the grant application from Wot's On for £500 Cllr Smith and E Graham



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HENSTRIDGE PARISH COUNCIL 2023-24

Receipts and Payments Summary for the year ending 31st March 2024

	Last Year 2022/23	This Year 2023-24	Budget 2023-24	Remaining £ 2023-24	Remaining % 2023-24	Next year Budget	Variance between yrs
RECEIPTS							
Precept		£ 73,447.00					£ 73,447.00
Deposit Interest		£ 733.30					£ 733.30
Cemetery Fees		£ 490.00					£ 490.00
Grants		£ -					£ -
Allotment Fees		£ 380.00					£ 380.00
VAT repayment		£ -					£ -
Other refunds		£ -					£ -
Donations		£ -					£ -
TOTAL RECEIPTS	£ -	£ 75,050.30					£ 75,050.30
PAYMENTS							
Salaries		£ 1,545.94	£ 17,525.00	£ 15,979.06	91.18%		£ 1,545.94
Admin - General		£ 601.12	£ 2,504.00	£ 1,902.88	75.99%		£ 601.12
Admin - Subs		£ -	£ 1,802.00	£ 1,802.00	100.00%		£ -
Audit Fees		£ 225.00	£ 750.00	£ 525.00	70.00%		£ 225.00
Insurance		£ 1,324.32	£ 2,000.00	£ 675.68	33.78%		£ 1,324.32
Training		£ 130.00	£ 500.00	£ 370.00	74.00%		£ 130.00
Locum Fees		£ 6,600.00	£ 5,800.00	£ 800.00	-13.79%		£ 6,600.00
Ranger Fees		£ 992.34	£ 6,000.00	£ 5,007.66	83.46%		£ 992.34
General maintenance and fuel		£ 1,978.58	£ 2,600.00	£ 621.42	23.90%		£ 1,978.58
Rec Gnd grass cutting		£ -	£ 1,700.00	£ 1,700.00	100.00%		£ -
Rec Gnd trees and hedges		£ 607.50	£ 1,000.00	£ 392.50	39.25%		£ 607.50
Oak Vale Wood trees		£ -	£ 1,000.00	£ 1,000.00	100.00%		£ -
Inspections (all)		£ -	£ 300.00	£ 300.00	100.00%		£ -
Parish Bins		£ -	£ 875.00	£ 875.00	100.00%		£ -
Parish Noticeboards		£ -	£ 500.00	£ 500.00	100.00%		£ -
Furge Lane Field		£ 200.00	£ 250.00	£ 50.00	20.00%		£ 200.00
Allotments		£ -	£ 2,500.00	£ 2,500.00	100.00%		£ -
Play Days		£ 620.00	£ 1,000.00	£ 380.00	38.00%		£ 620.00
Coronation event		£ 463.16	£ 750.00	£ 286.84	38.25%		£ 463.16
SW in bloom		£ -	£ 500.00	£ 500.00	100.00%		£ -
Grants (other)		£ 5,000.00	£ 2,000.00	£ 3,000.00	-150.00%		£ 5,000.00
Grants (Youth Club)		£ 9,019.00	£ 13,042.00	£ 4,023.00	30.85%		£ 9,019.00
Xmas Trees		£ -	£ 1,500.00	£ 1,500.00	100.00%		£ -
GPC		£ -	£ 2,800.00	£ 2,800.00	100.00%		£ -
To General Reserves			£ 4,249.00	£ 4,249.00	100.00%		£ -
VAT incurred on payments in year		£ 541.72					
TOTAL PAYMENTS	£ -	£ 29,848.68	£ 73,447.00	£ 43,598.32		£ -	
Excess of Receipts over Payments plus balances b/fwd	-£ 3,777.28 £ 94,129.35	£ 45,201.62 £ 90,352.07					
Balances c/fwd	£ 90,352.07	£ 135,553.69	CHECK - CASHBOOK TOTAL				
Reconciliation with bank accounts - 31 July 2023							
	-	£ 1,570.13	CHECK - BANK STATEMENT TOTALS				
	-	£ 133,983.56					
Less Outstanding payments	-						
Add Outstanding lodgements	-						
Total balances at bank	-	£ 135,553.69	CHECK - RECONCILIATION				



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Henstridge Parish Council Sept 23 Payment Schedule

Invoice	Payee	Particulars	Amount
1	STAFF	SALARIES & EXPENSES	tba
2	HENSTRIDGE VILLAGE HALL	HIRE FEE 1266	£61.00
3	PLAY INSPECTION COMPANY	OUTDOOR ANNUAL INSPECTION	£156.00
4	SOMERSET COUNCIL	RANGER JULY 23	£845.02
5	TIMEBACK ACCOUNTS	PAYROLL SETUP FEE & JULY PAYROLL	£77.00
	TOTAL		SEPT 2023 £1,139.02

8. Council Matters

- a) To discuss holding Council surgeries on a regular basis in addition to visiting Loose Ends and Warm Room meetings in order to make this service accessible to all parishioners (Cllr Smith and Rose)
- b) To receive recommendations from Open Spaces Committee for:
 - i) The allocated or roles and job descriptions for the Ranger and Handyman (Cllr Scard, E Graham)
 - ii) Jubilee Boarder discussion and quotes received and cemetery grass cutting update
 - iii) To agree allocation of a PC email domain for Footpath Warden
 - iv) To agree an additional dog excrement bins at the exit of the PC cemetery
- c) To discuss Events within the Parish (Cllr E Graham)
- d) To Review membership of all Committees (Cllr Courtenay)
- e) To discuss noise pollution from cars, bikes and air ambulance (Cllr Smith)
- f) To receive Playground/gym/skateboard annual report and recommendations (Cllr Dennis)
- g) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, other) and provide guidance as appropriate.
- h) To note Emergency Planning Matched Funding for Defibrillator responses to PC letter (Cllr Finch)
- i) To discuss PC grave yard burial plot fees (Cllr Smith)

9. Date of next meeting – Tuesday 3th October 2023

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 15 September 2023.

Exempt Session – Exclusion of the Press and Public

The Council is recommended to resolve that under section 1, paragraph 2 of the Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting and the following items of business because the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

a) Staffing maintenance team

**Ann Lee
August 24th**