



HENSTRIDGE PARISH COUNCIL

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Draft Minutes of the meeting of Henstridge Parish Council held on Thursday 22nd June at 7.00pm at Henstridge Village Hall

Present: Cllrs - Ken Courtenay, Barry Howlett, Elspeth Graham, John Graham, Adrian Gaymer, Deborah Petheram, Veronica Smith (Chair).

Also Present: Locum officer and one member of the public.

Public Open Session:

The volunteer dog warden provided an update on her activities, with no significant problems to report. Incidents of fly tipping had been reported and it was hoped that all would be collected within the week. The parishioner was thanked for her efforts throughout the parish.

19:05 - Meeting opened.

1. Apologies for absence.

Apologies were received from Cllrs Finch, Scard, Steel, Rose, Thompson and Tony Cowles.

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).

None.

3. To approve as a correct record the minutes of the previous meeting held on Tuesday 2nd May 2023.

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

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

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

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

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

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

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

31/1/23 – 8j: To source quotes for VH patio drainage solutions. ACTION: Cllr J Graham. The cause of the problem was under investigation and potential solutions being considered, which would be reported at a future meeting. **Progressing.**

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

7/3/23 – 8f: To obtain 3 quotes for gates and signage in the Ash Vale wood. ACTION: Cllr Thompson. **Ongoing.**

4/4/23 – 8a: To respond to SSDC regarding Council owner bins. ACTION: Cllr Steel. **Ongoing.**

5. Reports

a) To receive any police matters. None.

b) To receive County Councillor reports. A Unitary report had been circulated via email.

6. Planning

a) **To hear an update on planning applications 22/02240/S73 and 21/03369/REM (Cllr Gaymer)** Cllr Gaymer gave an update on the 2 applications, explaining that 'S73' was relating to the High Street (road/junction planning) and 'REM' covered what had happened already regarding the legal agreement for construction traffic rerouting. Discussions were ongoing and he agreed to keep the PC informed of when the application would be going before the Somerset Council planning committee as it was hoped that there would be a large number of residents attending.

b) To consider the following Planning Applications:

Application number	Proposal	Applicant Details
P/OUT/2023/02643	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). (Outline application to determine access).	Land North Of Station Road Stalbridge
RESOLVED: To OBJECT to the application stating that this development is going to add an unwelcome incremental load to the traffic going through Henstridge and a more strategic view needs to be taken of the traffic going through the three villages along this road.		
23/01306/FUL	Extend storage yard and erection of fencing.	Land At AJN Steelstock Landshire Lane Henstridge Templecombe Dorset
RESOLVED: To SUPPORT the application		
23/00735/FUL	Retention of Existing Extension to previously approved building and new maintenance building (partially retrospective).	Land Henstridge Airfield Landshire Lane Henstridge Templecombe Dorset BA8 0TN
RESOLVED: To SUPPORT the application		
23/01178/HOU	Construction of timber framed elderly persons annex in rear garden of the property	6 Brookland Way Henstridge Templecombe Somerset BA8 0QR
RESOLVED: To SUPPORT the application		

Cllr Gaymer also agreed to produce a letter to Government Minister for Housing explaining that the Parish Council are having trouble getting the two neighbouring County Highways Departments (Somerset and Dorset) to communicate regarding issues with our communal road.

ACTION: Cllr Gaymerc) To note recent SSDC Planning Decisions:

Application number	Proposal	Applicant details	Decision
23/00534/FUL	Erection of a detached dwelling	Land At Chapel Lane Yenston Templecombe Somerset BA8 0NH	Application permitted with conditions
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
23/00724/HOU	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	Application permitted with conditions
23/00727/HOU	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	Application permitted with conditions
22/02677/DOC 1	Discharge of Condition No.5 (Drainage) for Planning Application 19/01262/FUL.	Marsh Lane Trading Estate, Land Adjacent Unit 8 Marsh Lane Henstridge Templecombe Somerset BA8 0TG	Conditions Discharged

Noted.

Chairman

Date

7. Finance

a) To note 2023-24 budget spend to date

HENSTRIDGE PARISH COUNCIL			
Receipts and Payments Summary for the year ending 31st March 2024			
	This Year	This Year	This Year
	2023/24	Allocated budget	Budget remaining
RECEIPTS			
Precept	£ 73,447.00		
Deposit Interest	£ -		
Cemetery Fees	£ 150.00		
Grants	£ -		
Allotment Fees	£ 330.00		
VAT repayment	£ -		
Other refunds	£ -		
Donations	£ -		
TOTAL RECEIPTS	£ 73,927.00		
PAYMENTS			
Salaries	£ -	£ 17,525.00	£ 17,525.00
Admin - General	£ 121.92	£ 2,504.00	£ 2,382.08
Admin - Subs	£ -	£ 1,802.00	£ 1,802.00
Audit Fees	£ -	£ 750.00	£ 750.00
Insurance	£ -	£ 2,000.00	£ 2,000.00
Training	£ -	£ 500.00	£ 500.00
Locum Fees	£ 3,300.00	£ 5,800.00	£ 2,500.00
Ranger Fees	£ 640.25	£ 6,000.00	£ 5,359.75
General maintenance and fuel	£ 427.77	£ 2,600.00	£ 2,172.23
Rec Gnd grass cutting	£ -	£ 1,700.00	£ 1,700.00
Rec Gnd trees and hedges	£ 607.50	£ 1,000.00	£ 392.50
Oak Vale Wood trees	£ -	£ 1,000.00	£ 1,000.00
Inspections (all)	£ -	£ 300.00	£ 300.00
Parish Bins	£ -	£ 875.00	£ 875.00
Parish Noticeboards	£ -	£ 500.00	£ 500.00
Furge Lane Field	£ 200.00	£ 250.00	£ 50.00
Allotments	£ -	£ 2,500.00	£ 2,500.00
Play Days	£ 620.00	£ 1,000.00	£ 380.00
Coronation event	£ 303.20	£ 750.00	£ 446.80
SW in bloom	£ -	£ 500.00	£ 500.00
Grants (other)	£ -	£ 2,000.00	£ 2,000.00
Grants (Youth Club)	£ 9,019.00	£ 13,042.00	£ 4,023.00
Xmas Trees	£ -	£ 1,500.00	£ 1,500.00
GPC	£ -	£ 2,800.00	£ 2,800.00
To General Reserves		£ 4,249.00	£ 4,249.00
VAT incurred on payments in year	£ 289.55		
TOTAL PAYMENTS	£ 15,529.19	£ 73,447.00	£ 57,917.81

Noted.

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

This was deferred to the next meeting to allow for additional information to be provided.

c) To approve the purchase of a strimmer for the PC groundsman

Chairman

Date

RESOLVED: To approve the purchase of a strimmer for the PC groundsman at a cost of £221.67 + VAT.

d) To agree authorised users for Stalbridge Building Supplies account

RESOLVED: To remove previous Parish Councillors from the account and to add Cllrs Scard, Steel, Finch, J Graham and Howlett. **ACTION: Clerk**

e) To agree a budget for planning legal support (Cllr Gaymer)

RESOLVED: To approve a budget of £1000 for planning legal support and for Cllr Gaymer to be in control of the budget **ACTION: Cllr Gaymer**

f) To note £2000 transfer from the savings account to the current account Noted.

g) To approve the purchase of a parish post box, including fitting and location (approx. £100)

RESOLVED: To approve the purchase of a parish post box to a cost of £100 and for it to be located at the Village Hall. It was also suggested that the Village Hall might wish to have their own post box. Cllr Courtenay agreed to investigate and purchase as required. **ACTION: Cllr Courtenay**

h) To approve the purchase of vacuum sealed bags (approx. £50)

RESOLVED: To approve the purchase of vacuum sealed bags at a cost of £50. **ACTION: Cllr Scard**

i) To report on Oak Vale Wood Parish Bench repair and cost

RESOLVED: To approve a £90 repair cost to the bench. **ACTION Cllr Steel**

j) To receive and note the Annual Internal Audit Report

The report was not available at this time, the Clerk reported that it would be circulated when the audit was complete. **ACTION: Clerk**

k) To approve AGAR Section 1 – Annual Governance Statement

RESOLVED: To approve AGAR Section 1 - Annual Governance Statement.

l) To approve AGAR Section 2 – Accounting Statements

RESOLVED: To approve AGAR Section 2 - Accounting Statements.

m) To approve the cashbook/bank reconciliation to 31st May 2023

RESOLVED: To approve the cashbook/bank reconciliation to 31st May 2023.

n) 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 (May/June 23)	£2475.00
Henstridge Village Hall	Multiple Invoices	£147.50
Stalbridge Building Supplies	Black refuse sacks	£5.04
SALC	Training	£130.00
Steve Burrows Training	Coronation Event	£320.00 (REPORT)
Cyril Young	Cutting back overgrowth - Allotments	£150.00
C Steel	Coronation expenses	£159.96
TOTAL	May/June-23	£3387.50

Chairman

Date

RESOLVED: To approve the June payments totalling £3387.50 and for Cllr Courtney and Howlett to authorise.
ACTION: Cllrs Courtenay and Howlett

8. Council Matters

a) To approve the Gryphon Football Club proposal (Cllr J Graham)

RESOLVED: To approve a contract with the Gryphon Football Club as per the proposal presented for an initial period of 1 year. Cllr J Graham agreed to take specialist advice before presenting the contract.
ACTION: Cllr J Graham

b) To agree the location of a new parish bench (Cllr Steel)

The parish council discussed and agreed that the location of the bench around the field was suitable providing it could be on the outside of the path, to not impede grass cutting. Cllr Petheram agreed to pass this on to Cllr Steel.
ACTION: Cllr Steel

c) To appoint a village hall representative

Deferred to the next meeting.

d) To discuss noise pollution from cars, bikes and the air ambulance (Cllr Smith)

Deferred to the next meeting.

e) To consider a letter from the Parish Council to local businesses asking for support for the Parish Emergency Plan (Cllr Finch).

Deferred to the next meeting.

f) To note notice of confirmation of a public path order WN 12/25

Noted.

g) Upcoming Events - To note upcoming events in the parish.

23 August Family Fun day on Recreation Ground Noted.

h) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, other) and provide guidance as appropriate.

There were no reports at this time.

9. Date of next meeting – Tuesday 25th July 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 14th July 2023.

10. Exempt Session – Exclusion of the Press & 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 for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

i) To consider the appointment of a Parish Clerk and an RFO (Cllr E Graham)

RESOLVED: to appoint Ann Lee as Parish Clerk and Julie Ferguson as RFO with a starting date of 1st July 2023. Cllr E Graham agreed to organise the contracts and arrange a meeting with all parties and the Chair as soon as possible to arrange the handover.

ACTION: Cllr E Graham

21:00 – Meeting closed.

Chairman

Date