



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 3rd of October 2023

Venue Henstridge Village Hall in the Lounge

Councillors will be discussing the all items on the attached agenda

Ann Lee Parish Clark 22.9.23

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 Henstridge 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 3rd October 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, each individual restricted to 3 minutes 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.

- 1. Apologies for absence. Cllr J Graham**
- 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 5 September 2023.**
- 4. To discuss any actions and matters arising from the previous minutes.**
 - 4/10/22 8g: To arrange quotes from local tree surgeons to remove overhanging branches over the open track area and take appropriate action on the crown of the Red Beech tree. **ACTION: Cllr 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 8j: To obtain 3 quotes for VH patio drainage solutions. **ACTION: Cllr J Graham**
 - 7/3/23 8f: To obtain 3 quotes for gates & signage in the woods. **ACTION Cllr Thompson**
 - 5/9/23 8bi To investigate damage to memorial stone in cemetery and establish cost for repair or replacement **ACTION Cllr Scard**
 - 5/9/23 8bii To arrange notices for the public advising them when work is likely to commence on the Jubilee Border **ACTION Cllr Steel**
 - 5/9/23 8biv To receive progress for an extra dog excrement bin for PC cemetery from Somerset Council **ACTION Cllr Steel**
 - 5/9/23 8d To contact all Cllrs to confirm Committee membership details and contact details and update website **ACTION Clerk A Lee**
 - 5/9/23 8e To contact Air Ambulance charity to seek rules and assurance of flight height & operational flight paths to and from incidents **ACTION Clerk Lee**
 - 5/9/23 8f To seek warranty / quotes for repair and prepare budget for playground, and prepare for budget 24/25 **ACTION Cllr Finch**



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5/9/23 8h To hear outcome of letter seeking funding for defibrillators **ACTION Cllr Finch**

5/9/23 8l To receive neighbouring parish prices for burial. Internment, memorials **ACTION Clerk A Lee**

5. Reports

- a) To receive any police matters.
- b) To receive Unitary Councillor report. Cllr Nicola Clark

6. Planning

- a) To hear an update on planning applications 22/02240/S73, 23/01470/OUT and 21/03369/REM (Cllr Gaymer) To identify progress following residents meeting before County Council meeting (October) to co-ordinate response from Parish.
- b) To consider the following Planning Applications:

Application number	Proposal	Applicant Details
23/00319/COL 23/00320/COL	Application for Lawful Development Certificate for 75 touring caravans, course fishing on airfield	Lee Park Estate Ltd
23/01989/HOU	Proposed alterations and extensions to existing garage at Copse Farm Cottage, Landshire Lane, West Henstridge	Applicant Mr C Cliver Agents TJ Hawkins Architectual Design Consultants
23/02036/COU	Change of use from animal rescue to equestrian use. Plot 12B Marsh Lane Trading Estate BA8OTG	Mrs Tracey Mogridge

- c) To note recent SSDC Planning Decisions:

Application number	Proposal	Applicant details	Decision
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	Approved
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 Templecombe	Awaiting decision
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	Awaiting decision
23/00289/HOUSE	Two story front extension and new garage, Mulberry House, Landshire lane, West Henstridge, DT102SB	Mr and Mrs Aden and Lauren Ottewill	Awaiting decision



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7. Finance

To note 2023-24 budget spend to date

a) To approve the cashbook and bank reconciliation to 31st August 2023

HENSTRIDGE PARISH COUNCIL 2023-24							
Receipts and Payments Summary for the year ending 31st March 2024							
	Last Year	This Year	Budget	Remaining £	Remaining %	Next year	Variance
	2022/23	2023-24	2023-24	2023-24	2023-24	Budget	between yrs
RECEIPTS							
Precept		£ 73,447.00					£ 73,447.00
Deposit Interest		£ 733.30					£ 733.30
Cemetery Fees		£ 1,015.00					£ 1,015.00
Grants		£ -					£ -
Allotment Fees		£ 380.00					£ 380.00
VAT repayment		£ -					£ -
Other refunds		£ -					£ -
Donations		£ -					£ -
TOTAL RECEIPTS	£ -	£ 75,575.30					£ 75,575.30
PAYMENTS							
Salaries		£ 1,545.94	£ 17,525.00	£ 15,979.06	91.18%		£ 1,545.94
Admin - General		£ 645.72	£ 2,504.00	£ 1,858.28	74.21%		£ 645.72
Admin - Subs		£ -	£ 1,802.00	£ 1,802.00	100.00%		£ -
Audit Fees		£ 225.00	£ 750.00	£ 525.00	70.00%		£ 225.00
Insurance		£ 1,416.33	£ 2,000.00	£ 583.67	29.18%		£ 1,416.33
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		£ 2,039.83	£ 2,600.00	£ 560.17	21.55%		£ 2,039.83
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	£ -	£ 30,046.54	£ 73,447.00	£ 43,400.46		£ -	
Excess of Receipts over Payments	-£ 3,777.28	£ 45,528.76					
plus balances b/fwd	£ 94,129.35	£ 90,352.07					
Balances c/fwd	£ 90,352.07	£ 135,880.83	CHECK - CASHBOOK TOTAL				
Reconciliation with bank accounts - 31 August 2023							
	-	£ 1,897.27	CHECK - BANK STATEMENT TOTALS				
	-	£ 133,983.56					
Less Outstanding payments	-						
Add Outstanding lodgements	-						
Total balances at bank	-	£ 135,880.83	CHECK - RECONCILIATION				



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Henstridge Parish Council October 23 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARIES & EXPENSES SEP23	TBA
2	HENSTRIDGE VILLAGE HALL	HIRE FEE 1294	£21.00
3	T J YOUNG	SERVICING MACHINERY	£169.03
4	SOMERSET COUNCIL	RANGER AUGUST 23	£633.77
5	TIMEBACK ACCOUNTS	PAYROLL AUG23	£12.00
6	PETER J BOND	TBA	£589.00
7	BARRY HOWLETT	REIMBURSE WASP TREATMENT	£75.00
8	DAVID THOMPSON	REINSTALLATION OF BENCH	£110.00 REPORT
9	PKF LITTLEJOHN	EXTERNAL AUDIT FEE	£378.00
	TOTAL	OCTOBER 2023	£1,987.80

- b) To approve the payment schedule for Oct 2023
- c) To approve accounts for payment via internet banking
- d) To note the external audit report for 2022-23 (**Cllr Howlett**)
- e) To agree Financial working Group meeting in October 2023 for budget (**Cllr Howlett**)

8. Council Matters

- a) To receive allotment report following inspection on the 18th September (**Cllr Howlett**)
- b) Parish events (**Cllr E Graham**)
- c) Work on Website (**Cllr E Graham**)
- d) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, other) and provide guidance as appropriate.
- e) To receive LCN update (**Cllr Rose and Courtenay**)

9. Date of next meeting – Tuesday 7th November 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 23 October 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.

- 1. Staffing Maintenance Team – **ACTION Cllr E Graham**

Ann Lee
September 22nd 2023