



HENSTRIDGE PARISH COUNCIL

Clerk: Ann Lee

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

Tel: 07841392242

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Minutes of the Henstridge Parish Council held at on Tuesday 5 September 2023 at 7.00pm at Henstridge Village Hall.

Present:- Cllrs Veronica Smith (Chair), Elspeth Graham, John Graham (arrived at 7.17pm), Adrian Gaymer, Deborah Petheram, Peter Thompson, Andy Scard, Tony Cowles, Dennis Finch,

Also Present:- Clerk Ann Lee, members of the public and one of the Unitary Councillors Cllr Nicola Clark.

Public Open Session:- The Chair welcomed 28 residents of the Parish to the meeting.

Topics covered included:-

- i) Financial requests of support for the Wot's On Magazine
- ii) Concerns about Grave Yard upkeep and access
- iii) PC responsibilities for open spaces and Dorset Council responsibilities for verge cutting
- iv) Fly tipping increase and dog warden matters
- v) Cleaning needs of the War Memorial

This part of the public open session concluded after 13 minutes.

Parish Council meeting opened at 7.13pm

1. Apologies for absence.

Apologies were received from Cllrs Courtenay, Howlett, Rose, Responsible Financial Officer Julie Ferguson.

2. Declarations of interest (Members were 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).

Cllr Elspeth Graham declared an association with the Wot's On magazine.

No other declarations made.

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

RESOLVED To approve as a correct record the minutes of the previous meeting held on Tuesday 22 June 23. Proposed by Cllr E Graham and seconded by Cllr Gaymer.

Cllrs unanimously in favour. Minutes signed by the Chair.

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, Thompson.

Cllr Scard reported work is required to trees overhanging the open track area. Cllr Petheram reported that a resident had identified dieback in the crown of the red beech tree that will require some work. **ACTION: Cllr Gaymer** to arrange quotes. **Ongoing**

4/10/22 8b: To investigate Village Hall PV solar panels. **ACTION: Cllr Cowles. Ongoing**



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6/12/22 9g: Flooding issues in Oak Vale Wood. **ACTION: Cllr Thompson.** Cllr Thompson reported he still waiting for quotes. **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**

The Chair indicated that a meeting is planned for later in the month. Progress will be reported at the next meeting. **Ongoing**

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

Cllr J Graham explained he is waiting for a quote. **Ongoing**

7/3/23 8f: To obtain 3 quotes for gates and signage in the woods. **ACTION: Cllr Thompson.** Cllr Thompson reaffirmed that once the plant vehicles had dug out the ditch in Oak vale Wood he will obtain 3 quotes to replace the gate posts and fencing and put up signage. **Ongoing**

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

RESOLVED for the location to be in the recreation ground near the three trees with a view to Henstridge Church, Henstridge House, and Hambledon Hill. This has been paid for in memorial by the Rogers family, Proposed by Cllr Steel, seconded by Cllr Smith Unanimous decision.

22/6/23 7i: To undertake agreed Oak Vale Wood Parish Bench repair with an increased cost of £10. **ACTION: Cllr Steel RESOLVED:** Proposed by Cllr Steel, seconded by Cllr Graham. Unanimous decision.

22/6/23 8c: To discuss the LCN voting restrictions **ACTION: Cllr Courtenay and Rose.**

RESOLVED Cllr Gaymer clarified that voting rights are swappable between Cllrs as long as the Chair and Officer of the meeting are given prior notification.

MEETING ADJOURNED

The Chair adjourned the PC meeting at 7.35pm to enable the public to raise concerns to Cllr Clark. There was a significant interest in planning matters relating to planning applications 22/02240/S73 and 21/03369/REM.

Residents raised the following concerns to Cllr Nicola Clark. The following themes were covered including points raised in the previous PC meeting of the 25th of July 2025.

- Lack of provision to improve pedestrian safety on the High Street, including a footway.
- Risk of collision for long base vehicles; no safe passing places, and no visibility to ensure clear access when approaching yellow boxes causing risk of road traffic accidents and highway code violations
- Inability of two large vehicles to reverse safely causing street obstruction



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- Lack of transparency and no public publication of an independent safety audit
- No safe drop off zones within the 'yellow box' scheme for residents in this stretch of the high street for safe pedestrian "drop off" provision for disabled residents.
- Impact and risk for oil tankers accessing a private drive which is the only access to households needing oil deliveries.
- Existing subsidence of the pavement in this area already caused by HGV which was reported over a year ago and is still not fixed.

Meeting reopened at 7.47pm Cllr Smith thanked Cllr Clark for her attendance and reopened the meeting.

5. Reports

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

b) To receive County Councillor reports.

The Chair welcomed Cllr Nicola Clark one of the Unitary Councillors. Cllr Clark indicated that her contact details can be found on the Somerset Council Website. She indicated that the Councils financial position is stark and that budgeting for next year will be challenging for Somerset as it is nationally, citing the plight of Birmingham City Council who have just been served a 114 notice. Somerset drew funding from reserves to manage budgeting beyond 2022 -2023 due to their legal obligation to specifically fund Adult and Children's care services and during this fiscal year there has been an unprecedented rise in complexity of need since the pandemic which the Council is having to fund.

Cllr Clark explained that a public consultation process is taking place from the 4th of September until the 16th of October to seek opinions on a set of outline planning principles. Cllr Clark encouraged those present to engage by visiting the Council website and participating in the survey. One area of the consultation concentrates on active travel in urban areas, so it will be important for residents in this parish to comment on the need to consider rural localities too.

The Chair closed the formal part of the meeting and allowed the Public the opportunity to express their concerns about planning applications 22/02240/S73 and 21/03369/REM to Cllr Clark. This opportunity was warmly welcomed by the public. Cllr Clark left the meeting.

6. Planning

a) To hear an update on planning applications 22/02240/S73 and 21/03369/REM (**Cllr Gaymer**)

Cllr Gaymer stated that a planning meeting is scheduled for the 25 September 2023. We will not know if the application is on the agenda until this detail is published on the agenda. This is usually published with 7 -9 days' notice. Cllr Gaymer suggested the Parish Council needs as many parishioners to attend the planning meeting as possible. Attendance will need to be planned, with individuals addressing the committee in a coordinated way, each raising different objections to maximise impact as time to speak will be strictly restricted to a maximum of 3 minutes each. Cllrs



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discussed the valuable use of video footage to emphasise the challenges and practicalities of the proposed yellow box scheme. Photographs and video footage can be viewed on :-

<https://photos.app.goo.gl/82jW99pincwwMqS1A>

RESOLVED: To hold a meeting for all residents before the County Council committee meeting to co-ordinate responses from the Parish. **ACTION:-Cllrs Gaymer and Smith**

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
DEFERRED TO NEXT MEETING. To allow Cllr Courtenay to provide a history of previous applications recognising that Cllrs have no control beyond attending the appeal scheduled in November 2023.		
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
TO SUPPORT THE APPLICATION: Proposed Cllr Gaymer Seconded by Cllr Petheram Unanimous		
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
TO SUPPORT THE APPLICATION: Proposed Cllr Gaymer Seconded by Cllr E Graham Eight Cllrs in favour, Cllr Thompson abstained		
23/00289/HOUSE	Two story front extension and new garage, Mulberry House, Landshire lane, West Henstridge, DT102SB	Mr and Mrs Aden and Lauren Ottewill
TO SUPPORT THE APPLICATION: Proposed Cllr E Graham Seconded by Cllr Gaymer Eight in favour, Cllr Thompson abstained		

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



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7. Finance

a) To note 2023 -2024 budget spend to date.

In the absence of Julie Ferguson, the RFO the Clerk Ann Lee reported the position on 2023-24 budget expenditure to date was £29,848.68 leaving £43,598.32 within the budget remaining.

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		£ 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	£ 45,201.62					
	£ 94,129.35	£ 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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b) To approve the cashbook and bank reconciliation to 30 June 2023

RESOLVED: The Cash and bank reconciliation indicates that the PC have £1570.13 in one account and £133,983.56 in the other. Bank statements were endorsed by Cllr Finch.

c) To approve the payment schedule for August 2023 and approve payment to be made by internet banking

Henstridge Parish Council Sept 23 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARIES & EXPENSES AUG23	£1,729.14
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
6	S BURROWS TRAINING	FAMILY DAY - AUG23	£350.00
7	MILBORNE PORT COMPUTERS	DOMAIN CHARGES	£210.00
	TOTAL	SEPT 2023	£3,428.16

RESOLVED: Cllrs unanimously agreed the payment schedule. Proposed by Cllr Steel and Seconded by Cllr Smith. Invoices endorsed by Cllr Finch and Salaries by Cllr E Graham

d) To agree Financial working Group meeting in October 2023 for budget

ACTION RFO and Cllr Howlett. Cllr Smith reported that Cllr Howlett is arranging a meeting date tbc on return from Cllr Howlett's holiday **ONGOING**

e) To agree the purchase of 8 short gilet high visibility jackets for litter picking

ACTION Cllr Steel **RESOLVED** Cllr Steel to order 8 extra-large high visibility gilets

f) To agree increase cost of repair for Bench in Oak Wood from £100 - £110 **ACTION** Cllr Steel

RESOLVED to accept increase Proposed Cllr Steel Seconded Cllr G Graham Unanimous

g) To discuss the grant application from Wot's On for £500 Cllr Smith

RESOLVED to support application Cllr Gaymer and Cllr J Graham

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).

RESOLVED: To undertake a trial on Saturday mornings from 10 -12 once a month in the VH lounge for the next three months. First occasion on 23 September to coincide with litter picking. Proposed by Cllr J Graham and Seconded by Cllr E Graham Unanimous

b) To receive recommendations from Open Spaces Committee for:

i) The allocation of roles and job descriptions for the Ranger and Handyman (Cllr Scard, E Graham). Cllrs discussed the scope of all roles, outlining gaps in provision.

RESOLVED to extend the hours of work for Mr Terry Pulling from 70 to 110 hours a year.



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ACTION Andy Scard to investigate damaged memorial stone and establish the cost for repair by the next PC meeting.

ii) Jubilee Border discussion and quotes received. Cemetery grass cutting updated. Two quotes had been received.

RESOLVED To award contract a contract to Steve Greenway for weeding, reducing border width, laying permeable membrane and dress with bark material at a cost of £2956.34 (No Vat) insurance checked and work to commence in late November weather dependant. Gardening volunteers to move plants in tandem with this operation. Proposed Cllr Petheram Seconded by Cllr Gaymer. Majority voted in favour 8, 1 objection.

ACTION Cllr Steel to arrange notices to advise when work will commence and arrange for news of these developments on Wots On.

iii) To agree allocation of a PC email domain for Footpath Warden **RESOLVED** to create a domain and publish on the website. Proposed Cllr Smith, Seconded by Cllr Cllr Steel, unanimous

iv) To agree an additional dog excrement bin at the exit of the PC cemetery. Cllr Steel explained that the requirement for this bin had been reported to the Council and she was waiting for a response to her request. **ONGOING**

- c) To discuss Events within the Parish (Cllr E Graham). Cllrs noted the comprehensive range of Village activities and thanked Cllr E Graham for her report. **Ongoing**
- d) To Review membership of all Committees (Cllr Courtenay) **ACTION Clerk** to contact each Cllr to confirm committee membership and contact details. Separate PC matters from volunteering groups by the 3 October 2023. Cllr Petheram will take over from Cllr Scard for the commitment to communicate and engage with Yenston residents.
- e) To discuss noise pollution from cars, bikes and air ambulance (Cllr Smith) **ACTION Clerk** to contact the Air Ambulance charity to seek flight height and operational flight paths to and from incidents.
- f) To receive Playground/gym/skateboard annual report and recommendations (Cllr Finch). Cllr Finch briefed the PC on the content of the independent playground equipment audit. The overall risk score is rated "low" risk. Key areas for action included the edging areas around equipment zones which is considered to be a trip hazard; painting to the peripheral metal fence, 10 perished rubber joints. **ACTION** Cllr Finch to seek quotes for repair and establish warranty for playground equipment and prepare budget needs for 24/25.
- g) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, other) and provide guidance as appropriate. Tree wardens reported as detailed in matters form the previous meeting 4/10/22 8g
- h) To note Emergency Planning Matched Funding for Defibrillator responses to PC letter (Cllr Finch). Cllr Finch will present funds generated at the meeting on the 3 October 2023
ACTION Cllr Finch



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- i) To discuss PC grave yard burial plot fees (Cllr Smith) Cllrs requested neighbouring cost comparisons of all burials and interments, fees for memorials from neighbouring parishes.
ACTION: The Clerk for the meeting on the 3 October 2023

9. Date of next meeting:- **3rd October 2023** All items for inclusion on the agenda and all accompanying papers must be received by the Clerk by 9.00am on 19 September 2023. Cllrs are asked to come prepared with all supporting information to improve the effectiveness and efficiency of the meeting.

The meeting closed at 21.41

Ann Lee

Clerk