



HENSTRIDGE PARISH COUNCIL

Cllr Ann Lee

Address 3, Sparkford Road, Sparkford, Yeovil Somerset, BA227FA

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Draft Minutes

Minutes of the Henstridge Parish Council held at the Village Hall (in the Lounge), Ash Walk, Henstridge on Tuesday 3rd October 2023 at 7.00pm.

1. **Present:** Cllrs Veronica Smith, Elspeth Graham, Peter Thompson, Adrian Gaymer, Ken Courtenay, Deborah Petheram, Dennis Finch, Barry Howlett,

In attendance: Ann Lee Clerk, no members of the public
2. **Apologies for absence:** Cllr John Graham, Jane Rose, Tony Cowles, Christine Steel, Andy Scard, RFO J Furguson, Unitary Cllr N Clark.
3. **Declarations of interest:** Cllr Howlett declared a reimbursement payment for clearance of a wasp nest in the community allotment for £75.
4. **To approve as a correct record the minutes of the previous meeting held on 5 September 2023.**
RESOLVED to approve as a correct record the minutes of the previous meeting held on the 5 September 2023. Proposed Cllr Gaymer, Seconded Cllr E Graham, Unanimously in favour. Minutes signed by the Chair.
5. **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. Cllr Gaymer reported that a tree surgeon will visit on the 4 October and he will brief colleagues at the PC meeting on the 7th of November. **ACTION: Cllr Gaymer**
 - 4/10/22 8b: To investigate VH PV solar panels. **ACTION: Cllr Cowles** Cllr Smith stated there hasn't been any further progress from the VH on this matter.
Action: Cllr Cowles Ongoing
 - 6/12/22 9g: Flooding issues in Oak Vale Wood. **ACTION: Cllr Thompson** Cllr Thompson reported that he is still waiting for quotes from the original contenders and has now had to start again to get a contractor to clear the ditch and move the rubble at the lower end. Cllr Courtenay advised that as long as the PC are satisfied with the value quoted, and where it has not been possible to attract interest for the work, the PC can use its discretion to award a contract. Cllr Gaymer endorsed this and Cllr Smith asked for a progress report from Cllr Thompson on the 17th October at the Open Spaces meeting. **ACTION: Cllr Thompson Ongoing**
 - 3/1/23 9a: Review VHMC fees. **ACTION: Cllrs E Graham, J Graham, Steel, Courtenay.** Cllr E Graham has arranged a meeting week commencing the 9 October to progress this. **ACTION: Ongoing**



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- 31/1/23 8j: To obtain 3 quotes for VH patio drainage solutions. **ACTION: Cllr J Graham Ongoing**
- 7/3/23 8f: To obtain 3 quotes for gates & signage in the woods. **ACTION: Cllr Thompson** advised that he is waiting for work in the wood to be completed before he can reinstate signage. **ACTION: Cllr Thompson Ongoing**
- 5/9/23 8bi To investigate damage to a memorial stone in cemetery and establish cost for repair or replacement **ACTION Cllr Scard Ongoing**
- 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 Ongoing**
- 5/9/23 8biv To receive progress for an extra dog excrement bin for PC cemetery from Somerset Council **ACTION Cllr Steel Ongoing**
- 5/9/23 8d To contact all Cllrs to confirm Committee membership details and contact details and update website **ACTION: Clerk**
RESOLVED All changes made.
- 5/9/23 8e To contact the Air Ambulance charity to seek rules and assurance of flight height & operational flight paths to and from incidents.
ACTION: Clerk
The response from Air Ambulance was discussed. Cllrs remain concerned about patterns of flight paths undertaken and flight corridors used. Cllrs resolved to invite Air Ambulance to attend the open meeting in April 2024 to allow residents to hear more about aviation rules, audit results. Cllr Smith has information from she will bring to the next meeting.
ACTION: Clerk To invite the CEO from the Charity to talk to Cllrs and residents on the 2 April 2024. **ACTION: Cllr Smith** to update Cllrs at next meeting.
- 5/9/23 8f To receive warranty / quotes for repair and prepare budget for playground, and prepare for budget 24/25. **ACTION: Clerk** to provide Cllr Finch with contract details. **Cllr Finch** to organise repairs accordingly. **Ongoing**
- 5/9/23 8h To hear outcome of letter seeking funding for defibrillators **ACTION Cllr Finch**. Cllr Finch reported that the gap on the Industrial site has been addressed. A Company is going to enable 24/7 access to a defibrillator on the outside of their company which is central to the industrial site vicinity. This will supplement another company's defibrillator that is restricted as their equipment is only available in their operating hours.
ACTION Cllr Finch to thank the companies concerned once installed.



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- 5/9/23 81 To receive neighbouring parish prices for burial. Internment, memorials **ACTION Clerk.** The Clerk submitted costs and Cllrs favourably discussed raising the fees gradually and requested the Clerk to write a formal business proposal to increase fees, including tiered charging, revision of the existing policy explaining why charges exist, recognising increased fees for those living outside the parish, for decision at the November meeting and aligned to budget planning **ACTION: Clerk**

6. Reports

- a) To receive any police matters. None received.
- b) To receive Unitary Councillor report. Cllr Nicola Clark Report noted in her absence.

7. Planning

- a) **To hear an update on planning applications 22/02240/S73, 23/01470/OUT and 21/03369/REM (Cllr Gaymer)**

Cllr Gaymer made reference to his circulated report. Speed signage is now facing the right directions. The public A357 yellow box meeting was successful and attended by 60 people. Additional key features included the significant impact the yellow box scheme would have on those wanting to drop off shopping as they have no rear access to their properties. It was noted that this would be particularly problematic for disabled and elderly residents. Pedestrian safety concerns were expressed as the road is only 16 feet wide. Cllr Gaymer stated that he had been advised that HGV vehicles can be 8feet and 2.5 ins wide resulting in vehicles having no room to manoeuvre other than mounting pavements and footways. Pavements are not clearly denoted on the plans so this is being checked. There is a possibility that Ben McGrail from ITV will visit the village. Mary Firth living in the high street has shown interest in attending the County Planning Meeting along with Keith Waterhouse, a HGV driver who is also willing to speak. Cllr Gaymer explained that that the agenda for the Planning Meeting will not be published until 5 days before the meeting.

Cllr Gaymer reported that he had not spent the £500 allocated for scrutiny of the safety audit or the £1500 allocated for legal fees. **Cllrs collectively proposed instead to delegate the Clerk in consultation with the Chair and Cllr Gaymer to pay an expert to review the safety of the Yellow Box scheme and/or suggest another solution.**

Proposed by Cllr Howlett, seconded by Cllr Smith – Unanimously agreed

- 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	Lee Park Estate Ltd

The PCC found out by chance, from an email from the appellant's agent to the Somerset Planning dated 22 September, that the appeals will be withdrawn when "the resubmitted applications are determined". As the applications were subject to appeal for non-determination, we were advised by Catherine Pearce by email on 7 August that an extension for our comments



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could not be agreed. Consequently, when the appeals are withdrawn and the applications are put in their place, we will not have been given the opportunity to comment. Cllrs opposed the application 17/04766/FUL for 60 caravans and it follows that the PC do not agree to increasing the number to 75. The application 23/00320/COL to grant permanent residential status to the 75 caravan pitches, if agreed, could have a serious impact on the parish which have not been assessed and this causes considerable concern to the Parish Council. Parish Council recommends refusal of these applications until a thorough impact assessment is carried out.

**TO OBJECT : Proposed Cllr Courtenay Seconded by Cllr Gaymer Unanimously agreed
ACTION: Clerk to write to Cllr Clark and the Planning Officer for an extension until the end of November.**

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
TO SUPPORT: Proposed Cllr Courtenay Seconded by Cllr E Grahame Unanimously agreed		
23/02036/COU	Change of use from animal rescue to equestrian use. Plot 12B Marsh Lane Trading Estate BA80TG	Mrs Tracey Mogridge
TO SUPPORT: Proposed Cllr Howlett Seconded by Cllr Petheram Unanimously agreed		
23/02151/S73	Alteration to Visability condition s73	Land At Chapel Lane Yenston Templecombe
TO SUPPORT: Proposed Cllr Gaymer Seconded by Cllr Courtenay Unanimously agreed		

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.	Land North of Station Road Stalbridge	Awaiting decision
23/00289/HOU	Two story front extension and new garage, Mulberry House, Landshire lane, West Henstridge,	Mr and Mrs Aden and Lauren Ottewill	Awaiting decision

- 8. Finance** To note 2023-24 budget spend to date
Cllr Howlett reported that the year budget spend to date is favourable against targets.



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

The Clerk reported the position for 2023 -24 budget expenditure to date was £30,046.54. Bank reconciliation was £133,983.56 in the Instant Access Account with a balance of £1897.27 in the current account. The cashbook and bank reconciliation checks were made and considered correct by Cllr Howlett.

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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b) To approve the payment schedule for Oct 2023

The payment schedule was discussed. The Clerk explained that the table below had been amended as circulated with a revised list due to late submissions. Table A details the original list and Table two provides the new payment schedule for approval.

Table A

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

Table B

Henstridge Parish Council October 23 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARIES & EXPENSES SEP23	£1,815.86
2	HENSTRIDGE VILLAGE HALL	HIRE FEE 1294, 1311	£61.00
3	T J YOUNG	SERVICING MACHINERY	£169.03
4	SOMERSET COUNCIL	RANGER AUGUST 23	£633.77
5	TIMEBACK ACCOUNTS	PAYROLL AUG23 - 6306,6339	£74.00
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
10	STALBRIDGE BUILDING SUPPLIES	250565	£33.92
11	MR L PETERS	GROUND MAINTENANCE	£206.16
12			
	TOTAL	OCTOBER 2023	£4,145.74

c) To approve the payment schedule for Oct 2023 **RESOLVED Proposed Cllr E Grahame Seconded Cllr Courtenay Unanimously agreed**

d) To approve accounts for payment via internet banking **RESOLVED Proposed Cllr Finch Seconded Cllr Courtenay**

e) To note the external audit report for 2022-23.

Cllr Howlett reported it was a really good report and that there were no issues.

Congratulations on this achieved were commended by all Cllrs with thanks to Julie Furguson for all her hard work.

f) To agree Financial working Group meeting in October 2023 for budget **ACTION: Cllr Howlett to arrange date with Committee members**

9. Council Matters



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- a) To receive allotment report following inspection on the 18th September. Cllr Howlett reported that he will be writing to some allotment tenants to express concerns over their allocated spaces. **ACTION Cllr Howlett to distribute letters written by Clerk**
- b) Parish events. Cllr E Graham outlined key events
- c) Communications Cllr E Graham explained that the first group that she has supported with the assistance of the Clerk is the A357 group and compliment all the work that Cllr Gaymer has undertaken. Other areas in the future might include the Youth club, and advertising for the Litter pick. **ACTION Cllr Grahame to work with Cllrs responsible for these areas with their respective committee members**
- d) Work on Website Cllr E Graham reported progress on revamping the website to update content, make it more attractive, friendly and intuitive for users with complementary links to other community activity. **ACTION Cllr E Graham Ongoing**
- e) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, other) and provide guidance as appropriate.
Cllr E Graham reported on behalf of Cllr Steel that Peter Bond has been undertaking work while the Ground Workers have been recruited. Work on the Jubilee Border will start in November. Terry Pulling was congratulated on his 40 years of continuous service. Cllr E Graham outlined all the areas of responsibility covered by the Ranger. She outlined the area of work that a new recruit will cover and that Terry will take up the remaining hours previously worked by George.
- f) To receive LCN update (**Cllr Rose and Courtenay**) Cllrs delegated Cllr Courtenay to attend with voting rights at the next meeting.

10. 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. All reports for the meeting must be made available to Council Members at least four days prior to the meeting.

Cut off for all payments for all invoices and agenda items must be in before the calling notice for the meeting is posted.

Exemption Session

Staff Maintenance Team – A new appointment was made.

Ann Lee

October 10th 2023



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