



# HENSTRIDGE PARISH COUNCIL

**Clerk:** Ann Lee

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

**Tel:** 07841392242

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**Website:** [henstridgeparishcouncil.org.uk](http://henstridgeparishcouncil.org.uk)

## AGENDA

**A meeting of Henstridge Parish Council will be held at the Village Hall (in the Lounge), Ash Walk, Henstridge on Tuesday 7th November 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 Howlett**

**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 3rd October 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. Cllr Gaymer to brief Cllrs on visit by tree surgeon on the 4 October 2023 **ACTION: Cllr Gaymer**

4/10/22 8b: To investigate VH PV solar panels and progress with Village Hall Committee **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 Oak Vale Wood . This will be completed when the flooding issue has been resolved. **ACTION Cllr Thompson**

5/9/23 8bi To investigate damage to a memorial stone in the 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**



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- 5/9/23 8biv To receive progress for an extra dog excrement bin for PC cemetery from Somerset Council **ACTION Cllr Scard and Open Spaces Committee**
- 5/9/23 8e To invite Air Ambulance charity to PC meeting in April 24 to speak about height & operational flight paths to and from incidents.  
**ACTION Clerk Lee**  
Cllr Smith to update Cllrs on MOD low level flying and contact Gail Cullum regarding a Wot's On article **ACTION Cllr**
- 5/9/23 8f To seek warranty / quotes for repair and prepare budget for playground, and prepare for budget 24/25 **ACTION Cllr Finch**
- 5/9/23 8h To hear further progress post outcome of successful pledge for donations from businesses for defibrillators **ACTION Cllr Finch**
- 5/9/23 8l To receive business case with recommendations for increasing parish prices for burial, Internment, memorials **ACTION Clerk A Lee**
- 3/10/23 9c Cllrs to promote positive PR for Open Spaces progress and Youth work **ACTION All Cllrs**
- 3/10/23 9d To receive progress on website initiative **ACTION Cllr E Graham**

## 5. Reports

- To receive any police matters.
- To receive Unitary Councillor report from Cllr Nicola Clark

## 6. Planning

- To hear an update on planning applications 22/02240/S73, 23/01470/OUT and 21/03369/REM **ACTION (Cllr Gaymer)** To brief position post the County Council Planning held in Yeovil on the 24 October 23 October following co-ordinated response from Parish and A375 group
- To consider the following Planning Applications:

Application number	Proposal	Applicant Details
23/02609/HOU	Proposed Outbuilding 4 Church Farm Cottages, Church Street, Henstridge, Templecombe, BA8 0QE	Mr Andy Brown
23/01609/S73A	Application to vary condition 2 (approved plans) to amend the proposed dwelling reducing the property in scale Land adjoining Keyham Cottage Vale Street, henstridge, BA80SQ	Mr and Mrs Kearly



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c) To note recent SSSC Planning Decisions:

Application number	Proposal	Applicant details	Decision
23/02036/COU	Change of use from animal rescue to equestrian use. Plot 12B Marsh Lane Trading Estate BA80TG	Mrs Tracey Mogridge	Awaiting decision
23/00319/COL 23/00320/COL	Application for Lawful Development Certificate for 75 touring caravans, course fishing on golf course	Lee Park Estate Ltd	Appeal withdrawn
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 Architectural Design Consultants	Approved with conditions
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
23/00289/HOUSE	Two story front extension and new garage, Mulberry House, Landshire lane, West Henstridge, DT102SB	Mr and Mrs Aden and Lauren Ottewill	Awaiting decision
23/01881/REM	Reserved Matters application for approval of appearance, landscaping and scale following outline approval 20/01212/OUT for 1no. detached dwelling house and detached garage. Formation of new access and new detached garage for existing house.	Whitechurch Manor Whitechurch Lane Henstridge	Awaiting decision
23/02151/S73	Removal of visibility requirement S73 application to vary the wording of condition 05 (by removing the visibility requirement) of approval 23/00534/FUL	Land at Chapel Lane Yenston	Awaiting decision
23/02422/TCA	Notification of intent to fell No1 tree within conservation area	Oak Tree House, High Street	Awaiting decision

## 7. Finance

To note 2023-24 budget spend to date

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



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<b>HENSTRIDGE PARISH COUNCIL 2023-24</b>						
<b>Receipts and Payments Summary for the year ending 31st March 2024</b>						
	<b>Last Year</b>	<b>This Year</b>	<b>Budget</b>	<b>Remaining £</b>	<b>Remaining %</b>	<b>Variance</b>
	<b>2022/23</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>2023-24</b>	<b>between yrs</b>
<b>RECEIPTS</b>						
Precept		£ 73,447.00				£ 73,447.00
Deposit Interest		£ 1,657.80				£ 1,657.80
Cemetery Fees		£ 1,715.00				£ 1,715.00
Grants		£ -				£ -
Allotment Fees		£ 380.00				£ 380.00
VAT repayment		£ -				£ -
Other refunds		£ -				£ -
Donations		£ -				£ -
<b>TOTAL RECEIPTS</b>	<b>£ -</b>	<b>£ 77,199.80</b>				<b>£ 77,199.80</b>
<b>PAYMENTS</b>						
Salaries		£ 3,091.88	£ 17,525.00	£ 14,433.12	82.36%	£ 3,091.88
Admin - General		£ 1,387.43	£ 2,504.00	£ 1,116.57	44.59%	£ 1,387.43
Admin - Subs		£ 35.00	£ 1,802.00	£ 1,767.00	98.06%	£ 35.00
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		£ 1,696.52	£ 6,000.00	£ 4,303.48	71.72%	£ 1,696.52
General maintenance and fuel		£ 2,149.83	£ 2,600.00	£ 450.17	17.31%	£ 2,149.83
Rec Gnd grass cutting		£ -	£ 1,700.00	£ 1,700.00	100.00%	£ -
Rec Gnd trees and hedges		£ -	£ 1,000.00	£ 1,000.00	100.00%	£ -
Oak Vale Wood trees		£ 607.50	£ 1,000.00	£ 392.50	39.25%	£ 607.50
Inspections (all)		£ 130.00	£ 300.00	£ 170.00	56.67%	£ 130.00
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		£ 970.00	£ 1,000.00	£ 30.00	3.00%	£ 970.00
Coronation event		£ 463.16	£ 750.00	£ 286.84	38.25%	£ 463.16
SW in bloom		£ -	£ 500.00	£ 500.00	100.00%	£ -
Grants (other)		£ 5,500.00	£ 2,000.00	£ 3,500.00	-175.00%	£ 5,500.00
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		£ 743.56				
<b>TOTAL PAYMENTS</b>	<b>£ -</b>	<b>£ 34,365.21</b>	<b>£ 73,447.00</b>	<b>£ 39,081.79</b>		
Excess of Receipts over Payments	-£ 3,777.28	£ 42,834.59				
plus balances b/fwd	£ 94,129.35	£ 90,352.07				
Balances c/fwd	£ 90,352.07	<b>£ 133,186.66</b>	<b>CHECK - CASHBOOK TOTAL</b>			
<b>Reconciliation with bank accounts - 30 September 2023</b>						
	-	£ 1,778.60	<b>CHECK - BANK STATEMENT TOTALS</b>			
	-	£ 131,408.06				
Less Outstanding payments	-					
Add Outstanding lodgements	-					
Total balances at bank	-	<b>£ 133,186.66</b>	<b>CHECK - RECONCILIATION</b>			



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- b) To approve the payment schedule for November 2023

Henstridge Parish Council November 23 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARIES & EXPENSES OCT23	£2,006.88
2	JIMMY FLYNN	ANNUAL WEB SUPPORT	£100.00
3	HENSTRIDGE VILLAGE HALL	HIRE FEE 1340	£68.00
4	SOMERSET COUNCIL	RANGER SEPT23	£1,056.28
5	SALC	ANNUAL AFFILIATION	£512.04
6	ALPHA SIGNS	BOULES COURT PANELS	£36.00
7	MILBORNE PORT COMPUTERS	LAPTOP MAINTENANCE	£306.97
8	GEOXPHERE LTD	PARISH ONLINE	£60.00
9	TIMEBACK ACCOUNTS	PAYROLL OCT23	£25.50
10	MR T PULLING	GROUND MAINTENANCE (S/O)	£61.25
11	PETER BOND	CHURCHYARD MAINTENANCE	£486.00
	<b>TOTAL</b>	<b>NOVEMBER 2023</b>	<b>£4,718.92</b>

- c) To approve accounts for payment via internet banking  
d) To agree proforma invoice for Christmas Trees (budget £1,500) **(Cllr Steel Open Spaces Committee)**  
e) To agree provision for hedge cutting expenditure recreation ground **(Cllr Scard Open Spaces Committee)**  
f) To agree the purchase of 3 addition bins for the parish **(Cllr J Graham)**  
g) To agree outcome of Financial working Group meeting in October 2023 for budget **(Cllr Howlett)**

## 8. Council Matters

- a) Discuss a suggestion for a Community Fete next year, by Ashley Shirlin **(Cllr Smith)**  
b) Concerns relating to anti-social behaviour **(Cllr Smith)**  
c) Threat to Community Bus services as advised by Susan Lattimer **(Cllr Smith)**  
d) Parish Key Events listing **(Cllr E Graham)**  
e) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, other) and provide guidance as appropriate. **(All reports must be sent to all Cllrs at least 4 days prior to the meeting, to be included for discussion)**  
f) To receive LCN update and appoint another representative **(Cllr Rose and Courtenay)**  
g) **Discuss complaints re styles & footpaths in the area (Cllr Scard)**  
h) **Future maintenance of the War Memorial (Cllr J Graham)**

## 9. Date of next meeting – Tuesday 5 December 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 19 November 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 of 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. Appraisal outcome and salary review of employee: **ACTION Cllr E Graham**

Ann Lee November 1st 2023