



# HENSTRIDGE PARISH COUNCIL

**Clerk:** Ann Lee

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

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## Minutes of the Henstridge Parish Council held at on Tuesday 9 January 2024 at 7.00pm at Henstridge Village Hall.

**Present:-** Cllrs Veronica Smith (Chair), Ken Courtenay, Elspeth Graham, John Graham, Adrian Gaymer, Deborah Petheram, Andy Scard, Dennis Finch, Barry Howlett and Christine Steel.

**Also Present:** Clerk Ann Lee and 6 residents

**Public Open Session opened at: 7.01pm**

**The public engagement:**

- Cllrs were advised that the Village Fete is scheduled for Saturday 15 June. There is a committee of 6 people who have met once. Their logo is designed and they have set up a NatWest bank account. The cost of the Fete at £1,000. Cllrs were reminded that the group has made a PC grant application for £760 and that the balance of revenue required would be generated from local businesses. Cllr Smith thanked Mr Ashley Shirling and verified that the application was on the agenda for consideration.
- Objections to the Planning Application for 130 Houses: If the developers continue to proceed up to the footings they should be required to restore the land back to its original state if planning is refused. The application suggests that "Pedestrian in road" warning signs are erected at each end of the road – this suggests that pedestrian safety will not be met. The Council has not delayed proceedings – the developer has delayed this by proposing unworkable safety schemes and disregarded public concern.
- A resident asked the PC to consider her application to use the recreation ground as an access route for removal of soil spoil and delivery of building materials to her rear garden, explaining that procedure would take 4 days; that the route would be boarded and that any damage would be made good. Cllr Smith advised that this would be considered under Council Matters on the agenda.
- An announcement that there is a jumble sale on the 27 January at the Village Hall between 10 am and midday. For further information contact Ros Browning.

**The Parish Council meeting opened at 7.11pm**

- 1. Apologies for absence:** Cllr Tony Cowles, Jane Rose, Cllr Thompson and Cllr Nicola Clark from the Unitary Authority,
- 2. Declaration 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 Petheram and Cllr Steel** declared an interest in the Village Fete grant application as they are part of the parishioner group organising the Fete with Ashley Shirling.
- 3. To approve as a correct record the Minutes of the previous meeting held on 5 December 2023. RESOLVED:** To approve as a correct record the minutes of the previous



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meeting held on the 5 December 2023. **Proposed by Cllr Petheram, Seconded by Cllr Courtenay, 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 establish when work will commence on trees requiring attention and ground cover clearance around the Beech Tree bank. **ACTION: Cllr Gaymer: Continuous monitoring in place.**

4/10/22 8b: To investigate VH PV solar panels and progress with Village Hall Committee **ACTION: Cllr T Cowles: On going**

6/12/22 9g: Flooding issues in Oak Vale Wood.

i) To provide a scheme of work in a report for the December PC meeting. **ACTION Cllr Thompson: On going**

ii) To arrange for volunteers to clear a path for a mini digger to gain site access **ACTION Cllr Thompson: Ongoing**

iii) To seek a formal quote from Mr Padfield **ACTION Cllr Thompson: Ongoing**

3/1/23 9a: Review VHMC fees. **ACTION: Cllrs E Graham, J Graham, Steel, Courtenay: No further action.**

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: Ongoing**

5/9/23 8bi To investigate damage to a memorial stone in the cemetery and establish cost for repair or replacement **ACTION: Cllr Scard: Complete no further complaints from the resident's family.**

5/9/23 8biv To establish if the Council will empty an extra dog excrement bin for the PC cemetery before committing to purchase. **ACTION: Cllr Scard and Open Spaces Committee: Ongoing.**

5/9/23 8l To receive business case with recommendations for increasing prices for burial, internment and memorials.  
The Clerk reported concerns about difficulties determining grave plot locations in the cemetery as plots are difficult to locate and the site layout does not resemble the plan. Cllrs discussed the merits of markers and the challenge imposed by grass cutting. Cllr Smith proposed Cllrs join her and the Clerk in March to review/amend the plan and to determine the path route to avoid confusion and potential errors. Cllr John Graham, Cllr Elspeth Graham and Andy Scard volunteered to form a working group to assist the Clerk to resolve this. **ACTION: Price proposals to be prepared by the Clerk for the March meeting.**

3/10/23 9d To receive progress on website initiative following meeting with website developer **ACTION: Cllr E Graham and the Clerk: Ongoing**



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7/11/23 5b To receive update on the Save the Bus Campaign **ACTION: Cllr E Graham (on behalf of Sue Latimer) ACTION Ongoing**

A report from Sarah Dyke MP indicates she has, as promised, raised the importance of rural transport in the House of Commons. The Clerk will support Sue Latimer with construction of the door to door flyer and Cllr John Graham will assist with printing sources.

## 5. Reports

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

b) To receive Unitary Councillor report from Cllr Nicola Clark. Apologies were received from Cllr Clark. **ACTION Clerk to circulate Cllr Clark's report and publish on the website when received.**

## 6. Planning

a) **To hear an update on planning applications 22/02240/S73, 23/01470/OUT and 21/03369/REM 2303015/S73 ACTION (Cllr Gaymer).** Cllrs concluded their role is to represent the best interests of the Parish and complaints should be managed by the Monitoring Officer. Cllrs noted that Somerset Council had granted an extension to the latest application deadline to seek the view of the PC. Comments relating to the application are detailed below in section 6b.

b) **To consider the following Planning Applications:**

Application number	Proposal	Applicant Details
23/03015/S73	Land Os 5439 Part Townsend Green Henstridge, Templecombe.	Mr Daniel Barwick

Cllrs discussed the two flawed attempts by developers to resolve pedestrian safety over a six year period. Cllrs resolved that pedestrian safety remained highly concerning.

Cllrs discussed the merits of a bypass for HGVs which although not perfect would help.

Cllrs concluded that the application seeks to modify the condition that was imposed at the appeal and concern was expressed that the purpose of the application was to sidestep the condition until such a stage was reached that would mean Somerset Council could not stop the application. Such works would include ground works, service drains, and construction traffic.

**Cllr Courtney Proposed that the PC oppose the application because it removes condition 10/3 the purpose of which is to achieve essential pedestrian and road safety improvements on the A350 High Street. Seconded by Cllr Gaymer, Unanimously carried.**

The PC noted that this planning application is likely to be considered by Somerset Council on either the 30<sup>th</sup> of January or a future date in February.



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**c) To note recent SSDC Planning Decisions:** Cllrs noted the following planning outcomes

<b>Application Number</b>	<b>Proposal</b>	<b>Applicant details</b>	<b>Decision</b>
23/02883/FUL	Erection of a new office, store and workshop Land at Henstridge Airfield, Landshire Lane Henstridge Dorset, BA8 OTN Comments by 15 <sup>th</sup> December 2023	Mr Neil Budden	Awaiting decision
23/00319/COL 23/00320/COL	Application for Lawful Development Certificate for 75 touring caravans, coarse fishing on golf course	Lee Park Estate Ltd	Awaiting decision
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
23/01609/S73A	Application to vary condition 2 (approved plans) to amend the proposed dwelling reducing the property in scale in relation to 16//01259/FUL for erection of a new dwelling (Revised scheme) Land adjoining Keyham Cottage Vale Street, Henstridge, BA80SQ Extended for comments until 14 <sup>th</sup> December 2023	Mr and Mrs Kearly	Approved
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	Approved with conditions



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## 7. Finance

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

Cllrs noted the 2023-24 budget spend to date.

<b>HENSTRIDGE PARISH COUNCIL 2023-24</b>						
<b>Receipts and Payments Summary for the year ending 31st March 2024</b>						
	Last Year	This Year	Budget	Remaining £	Remaining %	Variance
	2022/23	2023-24	2023-24	2023-24	2023-24	between yrs
<b>RECEIPTS</b>						
Precept		£ 73,447.00				£ 73,447.00
Deposit Interest		£ 2,493.77				£ 2,493.77
Cemetery Fees		£ 2,031.00				£ 2,031.00
Grants		£ -				£ -
Allotment Fees		£ 380.00				£ 380.00
VAT repayment		£ -				£ -
Other refunds		£ 306.97				£ 306.97
Donations		£ 1,500.00				£ 1,500.00
<b>TOTAL RECEIPTS</b>	<b>£ -</b>	<b>£ 80,158.74</b>				<b>£ 80,158.74</b>
<b>PAYMENTS</b>						
Salaries		£ 9,122.23	£ 17,525.00	£ 8,402.77	47.95%	£ 9,122.23
Admin - General		£ 2,982.56	£ 2,504.00	£ 478.56	-19.11%	£ 2,982.56
Admin - Subs		£ 597.04	£ 1,802.00	£ 1,204.96	66.87%	£ 597.04
Audit Fees		£ 540.00	£ 750.00	£ 210.00	28.00%	£ 540.00
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		£ 3,456.98	£ 6,000.00	£ 2,543.02	42.38%	£ 3,456.98
General maintenance and fuel		£ 8,687.56	£ 2,600.00	£ 6,087.56	-234.14%	£ 8,687.56
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		£ 885.25	£ 1,500.00	£ 614.75	40.98%	£ 885.25
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		£ 2,139.79				
<b>TOTAL PAYMENTS</b>	<b>£ -</b>	<b>£ 53,447.40</b>	<b>£ 73,447.00</b>	<b>£ 19,999.60</b>		
Excess of Receipts over Payments	-£ 3,777.28	£ 26,711.34				
plus balances b/fwd	£ 94,129.35	£ 90,352.07				
Balances c/fwd	£ 90,352.07	£ 117,063.41	<b>CHECK - CASHBOOK TOTAL</b>			
<b>Reconciliation with bank accounts - 31 December 2023</b>						
Instant Access	-	£ 116,244.03	<b>CHECK - BANK STATEMENT TOTALS</b>			
Current	-	£ 819.38				
Less Outstanding payments	-					
Add Outstanding lodgements	-					
Total balances at bank	-	£ 117,063.41	<b>CHECK - RECONCILIATION</b>			



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- b) The Clerk advised Cllrs of the respective balances held in the two Unitary Bank accounts. **These were checked and verified as correct by Cllrs Courtenay and Cllr Howlett.**
- c) **To approve the payment schedule for January 2024.**  
Cllrs unanimously resolved to make the following payments:-

Henstridge Parish Council January 24 Payment Schedule			
Invoice	Payee	Particulars	Amount
1	STAFF	SALARIES & EXPENSES DEC23	£1,489.67
2	LES PETERS	REIMBURSE FUEL	£15.20
3	HENSTRIDGE VILLAGE HALL	HALL HIRE NOV (1375) & DEC (1403)	£32.00
4	TPGW LTD	GROUNDWORKS @ VH	£5,708.40 REPORT
5	MR T PULLING	GROUND MAINTENANCE	£111.93 S/O
6	TIMEBACK ACCOUNTS	PAYROLL INV 6413	£18.00
	<b>TOTAL</b>	<b>JANUARY 2024</b>	<b>£7,375.20</b>

Cllrs resolved to add the Somerset Council invoice for the work undertaken by the Ranger £880.23 which related to a missed payment in May 2023 which has been represented by Somerset Council.

**Cllrs Courtenay and Howlett checked all receipts and proposed the total payment schedule sum of £8,255.43 which included the invoice dated May 2023 from Somerset Council. Proposed Cllr Courtenay, Seconded Cllr Howlett. Unanimously carried.**

**d) To approve the 2024/25 Budget**

Cllr Howlett presented the draft budget that had been prepared by the Finance Group for consideration by the Parish Council. Updates had included salary changes, additional revenue for ditch work in Oak Vale Woods. Cllr Howlett asked Cllrs to scrutinise the budget lines, make recommendations. Cllr Courtenay made reference to the current financial challenge that Somerset Council is facing and acknowledged that Somerset is asking the Government for a 10% increase to Council tax. He advised colleagues that the PC may need to undertake additional tasks that would usually be undertaken by the Unitary Authority for example drain cleaning or emptying bins.. Therefore he recommended that Cllrs consider adding a contingency of between £2k - £3K to the budget in case the PC has to deliver services traditionally deliver by the Unitary authority or deal with the unexpected. Cllrs noted the reserves sit at £93K.

**After further debate Cllrs resolved to add a further £2k to the budget bring the total amount to £73,470. Proposed by Cllr Courtenay and seconded by Cllr John Graham.**

**e) To approve annual Precept for 2024/25**

**Cllrs resolved to increase the precept by £1,310 an increase of .12%. Proposed by Cllr Courtenay and seconded by Cllr Smith. Unanimously carried.**





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## f) To receive grant application for £760 for Village Fete in the summer Cllr Smith.

Cllr Smith thanked Ashley Shirling for taking on the challenge of organising the Fete with his committee, acknowledging his report that had occurred in the open part of the meeting.

**Cllr John Graham proposed to approve the grant application in full. This was, seconded by Cllr Adrian Gaymer and unanimously carried.**

## 8. Council Matters

a) **Parish Key Events (Cllr E Graham)** Cllr Graham indicated that there were no changes to the events previously listed in December. She noted that the deadline for Wot's On is the 1<sup>st</sup> February and asked Cllrs to advise her if any new events come to their notice in the following weeks.

b) **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)**

Cllr Smith thanked Cllr Scard for his comprehensive report on behalf of the Open Spaces sub Committee. Cllr Gaymer reported that he had been checking the grit bins and the one located in Yenston is broken and full of water. Concern was expressed about access to the grit which was submerged under the water.

**ACTION: Clerk to contact highways for repair/installation of a new bin.**

Cllr Gaymer also reported that the drains on the A357 around the school and from the traffic lights are blocked with debris and this results in surface water and flooding risks. **ACTION: Clerk to write to Highways/Drains Department.** Cllr Gaymer stated that he had not observed any other issues relating to drainage around the village.

Cllr Smith asked about damage to the pavement near the recreation ground. Cllr John Graham explained that this was not the responsibility of the PC. Highways are responsible. **ACTION: Clerk to write to Highways.**

c) **To receive the LCN update (Cllr Rose and Cllr Courtenay)** Cllr Courtenay reminded Cllrs that the minutes of the previous meeting had been circulated. He stated that the meeting was monopolised by the Unitary Authorities poor financial position caused by increases in social care and the cost of servicing debt already incurred. There was a sense that parishioners would be hit with a 10% uplift as well as precept rises. Dorset and Wiltshire are not in the same critical position. The feeling at the meeting was that a reduction in service provision is likely.

Items for the LCN agenda can be agreed by the PC sent to the LCN email address via the Clerk. Cllr Steel asked that the repair of styles to avoid health and safety issues be put on be their next agenda under "duty of care". Next meeting is at Charlton Musgrove.

d) **Neighbourhood Watch (Cllr Smith)** This was discussed at the last meeting. Cllrs concluded that this was not a priority at this time.



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- e) To resolve Christmas Tree planting location (**Open Spaces Committee**) Cllr Steel explained that finding a suitable location near the war memorial for the tree had failed Planning and Highways. The Church and the school could not accommodate it either.

She proposed that the tree be planted near the green shed at the top of the recreation ground. This location is not over crowded and the tree should thrive in this location. It is envisaged that festive solar lights can be used to light the tree in the future. It is currently 5 feet high but if it survives it will make a statement for parishioners to enjoy. **Cllr Steel concluded by proposing planting of the tree near the Green Shed; Seconded by Cllr Courtenay, Unanimously carried.**

- f) Adoption of the Code of Conduct 2020 version from Local Government (**Clerk**) The Clerk noted that she had previously circulated the latest version of the Code of Conduct. **Cllr Smith proposed it's adoption, seconded by Cllr Steel, Unanimously carried.**
- g) **For information: Update on Stroke Services (Cllr Smith)** Cllr Smith explained that the rehabilitation stroke services will not move from Yeovil. The County will have a hyper acute service. Hyper unit services will be based in Taunton and Dorchester. Once stabilised, patients will be able to return to Yeovil. This makes for a safer service.

- h) **Resident application to use the recreation ground as an access route for removal of soil spoil and delivery of building materials to her rear garden.**

Cllrs resolved that access for this purpose would be possible providing builders boarded the route, made good any damages caused and that the builder policed the traffic route to avoid incidents with the public and avoided disturbing a contractor working on the Jubilee border. **Proposed Cllr Gaymer, Seconded Cllr Smith and unanimously carried.**

## 9. Date of next meeting – Tuesday 6 February 2024

**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 29 January 2023.**