

HENSTRIDGE PARISH COUNCIL

Clerk: Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

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Minutes of the Annual Parish Council Meeting held at the Village Hall, Ash Walk, Henstridge on Monday 8th May 2017

Present: David Nichols (Chair), Howard Bentley-Marchant, Ken Courtenay, Peter Crocker, Simon Cullum, Dennis Finch, John Graham, Carolyn Nichols, Barry Paginton, Bruce Pike and Michael Player.

Clerk: Zöe Godden

There were no members of the public present.

The meeting started at 19:30.

1. To elect a Chairman and receive a declaration of acceptance of office.

David Nichols opened the meeting and asked for nominations for the position of Chairman. David Nichols was nominated and seconded. No other member of the council was nominated.

RESOLVED: It was proposed and unanimously agreed that David Nichols be elected as Chairman and the declaration of acceptance of office was signed accordingly.

2. Apologies for absence.

Apologies had been received from Jean Oswick and Sue Place.

RESOLVED: It was proposed and agreed to accept the reasons for absence as reported.

3. Declarations of interest.

Simon Cullum declared a personal interest in item 11a as he was a friend of the applicant.

David Nichols and Carolyn Nichols declared disclosable pecuniary interests in item 17c as they had submitted a mileage claim for their Parish Council activities.

4. To elect a Vice Chairman and receive a declaration of acceptance of office.

Simon Cullum was nominated and seconded. No other member of the council was nominated.

RESOLVED: It was proposed and unanimously agreed that Simon Cullum be elected as Vice Chairman and the declaration of acceptance of office was signed accordingly.

5. To elect a Chairman, Vice-Chairman and two additional members of the Open Spaces Committee and receive declarations of acceptance of office.

It was **agreed** to instruct the Clerk to amend the Terms of Reference of the Open Spaces Committee to allow a total of five members.

Action 170508/1: Parish Clerk

RESOLVED: It was proposed and agreed that the following members be elected to the Open Spaces Committee:

Simon Cullum – Chairman; John Graham – Vice Chairman; Dennis Finch, Carolyn Nichols and Barry Paginton.

Declarations of Acceptance of Office were signed accordingly.

6. To elect a Chairman, Vice-Chairman and two additional members of the Personnel Committee and receive declarations of acceptance of office.

It was **agreed** to defer election of a Chairman to the Personnel Committee as the current Chairman was not present.

RESOLVED: It was proposed and agreed that the following members be elected to the Personnel Committee:

John Graham – Vice Chairman; Simon Cullum and Jean Oswick (subject to her agreement)

Declarations of Acceptance of Office were signed accordingly.

7. To review the arrangement that the finance committee is made up of the entire council and agree any changes.

It was agreed to maintain this arrangement.

8. To review the arrangement that the planning committee is made up of the entire council and agree any changes.

It was agreed to maintain this arrangement.

9. To propose representatives of the council to the following:

It was agreed to remove the role of HALT representative and to incorporate road safety matters into the Community Speedwatch role.

RESOLVED: It was proposed and agreed that representatives would be as follows:

a)	Allotments	Barry Paginton
b)	Community Speedwatch and Road Safety	Michael Player
c)	HALT	
d)	Henstridge Airfield Consultative Committee	David Nichols
e)	Highways/Drains Representative	Peter Crocker
f)	Somerset Association of Local Councils	Ken Courtenay
g)	Tree Warden	Simon Cullum
h)	Village Hall Management Committee	David Nichols
i)	Yenston and Bowden Representative	Howard Bentley-Marchant
j)	Youth Representative	Carolyn Nichols

10. To approve as a correct record the minutes of the previous meetings held on 03/04/17 and 10/04/17.

RESOLVED: It was proposed and agreed to approve both sets of minutes as presented.

11. To consider the following planning applications:

	Application number	Proposal	Applicant details
a)	17/01542/FUL	The erection of a single storey rear extension to replace the current extension	Mr Jeremy Mercer, Greystones, Vale Street, Henstridge. BA8 0SQ
RESOLVED: It was proposed and agreed to recommend approval of this application. 10 votes in favour; One abstention			
b)	17/01259/FUL	Formation of a new drive/offroad parking to facilitate the safer transit to and from the property	Mintern, Homelea, High Street, Henstridge. BA8 0RB
RESOLVED: It was proposed and unanimously agreed to recommend refusal of this application because of the SSDC Highways consultant's comments regarding inadequate visibility splays and a lack of on-site turning facilities, meaning that vehicles would have to reverse either from or onto the A357.			
c)	17/01829/FUL	Erection of a single storey rear extension	Mr Joshua Vincent, 10, St Nicholas Close, Henstridge. BA8 0QN
RESOLVED: It was proposed and unanimously agreed to recommend approval of this application.			
d)	17/01445/LBC	The erection of a replacement conservatory	Mr David Sekers, Cross House, The Cross, High Street, Henstridge. BA8 0QZ
RESOLVED: It was proposed and unanimously agreed to recommend approval of this application.			

12. Recent SSDC Area East planning decisions:

	Application number	Proposal	Applicant details	Current status
a)	17/00538/S73	Application to vary condition 2 (approved plans) of planning approval 16/03055/FUL by substitution to allow changes to the first floor plan and elevation	Mr Ian & Mrs Amanda Tribe, The Crossing House, Common Lane, Yenston. BA8 0NB	Granted with conditions
b)	17/00537/FUL	Single storey front extension to kitchen and double garage.	Mrs Aston, Westhaven, Whitechurch Lane, Yenston. BA8 0NJ	Granted with conditions
c)	17/00673/FUL	Erection of a detached two storey dwelling with improved alterations to the existing vehicular access with associated landscaping.	Mr & Mrs Nettley, Land adjacent Lazy Days, Marsh Lane, Henstridge. BA8 0SF	Refused
d)	17/00877/FUL	Formation of a parking area to serve 1 and 2 West View; retrospective and revised application of previous 16/03229/FUL	Mrs Lucy Rabia, 2 West View, Yenston. BA8 0ND	Granted with conditions
e)	17/00587/FUL	The erection of a two storey side extension	Mr & Mrs Cochrane, 19 Ash Walk, Henstridge. BA8 0QB	Granted with conditions

Noted.

13. Planning Correspondence

To note receipt of a response from SSDC to the Council's enquiry regarding possible development at 52 Ash Walk and agree any further action to be taken.

Noted.

14. Matters deferred and arising from previous meetings.

There were no matters arising.

15. Correspondence

a)	11/04/17	National Health Service	To consider and invitation to host free NHS Health Check Event and agree any further action to be taken.
RESOLVED: It was proposed and agreed that the Parish Council would fund hall hire for this event and the Clerk was instructed to make contact with the NHS to arrange.			
Action 170508/2: Parish Clerk			
b)	24/04/17	Citizens Advice South Somerset	To note receipt of a thank you letter for the recent grant given.
Noted.			
c)	24/04/17	Peter Bland, CSW Chairman	To note receipt of a thank you letter for the recent grant given.
Noted.			

16. Council Matters

a. To receive a visit/report from a local police representative.

Simon Cullum reported that PCSO John Winfield had contacted the owner of a Red Renault Clio that had been left in the Village Hall car park for several weeks and that the car had now been removed.

The Clerk reported that PCSO John Winfield would be speaking with the young people who had been riding motorbikes around the village.

Peter Crocker reported that some motorcycles attending a recent event at Henstridge Airfield had been ridden at speed through the village. The Clerk was instructed to raise this matter with PCSO John Winfield and Henstridge Airfield management.

Action 170508/3: Parish Clerk

b. To re-adopt the Council's Standing Orders.

RESOLVED: It was proposed and agreed to re-adopt the Standing Orders without amendment.

c. To re-adopt the Council's Financial Regulations.

RESOLVED: It was proposed and agreed to re-adopt the Financial Regulations without amendment.

d. To approve the Council's Asset Register.

RESOLVED: It was proposed and agreed to approve the Asset Register as presented.

e. To review the Council's insurance policy.

It was **agreed** that no changes were required to the Insurance policy.

f. To review Members' Registers of Interest.

Members were reminded that they were responsible for completing a new Register of Interest form if any changes were required.

g. To agree meeting dates for 2018.

RESOLVED: It was proposed and agreed to approve the meeting dates as follows:

Monday 8th January 2018
Monday 5th February 2018
Monday 5th March 2018
Tuesday 3rd April 2018
Tuesday 1st May 2018
(Annual Parish Council Meeting)
Monday 14th May 2018
(Annual Parish Meeting)
Monday 4th June 2018
Monday 2nd July 2018
Monday 3rd September 2018
Monday 1st October 2018
Monday 5th November 2018
Monday 3rd December 2018

The Clerk was instructed to notify the Village Hall Booking Clerk of the above dates.

Action 170508/4: Parish Clerk

h. To note receipt of an offer for Common Lane Field from the current tenant and agree further action to be taken.

The Clerk reported that Mr Hunt had offered to purchase Common Lane field for the sum of £8500 and that Mogers Drewett, the Council's solicitor, had quoted a price of £950 for the associated legal work.

RESOLVED: It was proposed and agreed to accept the offer of £8500 from Mr Hunt for the purchase of Common Lane field. It was further agreed that Howard Bentley-Marchant would act as liaison between the Council and solicitors. Howard agreed to contact Mogers Drewett, in the first instance, to negotiate a more favourable fee for the work. If this could not be secured, Howard would approach other solicitors and report back to the next meeting with quotes.

Action 170508/5: Howard Bentley-Marchant

The Clerk was instructed to forward Mogers Drewett's contact details and other relevant information to Howard and to contact Mr Hunt to update him on progress.

Action 170508/6: Parish Clerk

i. To discuss any outstanding highways issues or highways matters which councillors wish to raise and agree any actions arising.

The Clerk reported that damage to the road surface in Park Lane had worsened and that she would take photographs to send to County Highways.

Action 170508/7: Parish Clerk

j. To note the arrangements for the Annual Parish Meeting and to agree any further action to be taken.

The Clerk was instructed to advertise the Annual Parish Meeting in the Blackmore Vale Magazine and was authorised to use up to £50 for this purpose.

Action 170508/8: Parish Clerk

Dennis Finch agreed to advertise the meeting on the Nextdoor social media website.

Action 170508/9: Dennis Finch

k. To hear any matters arising from playground inspection reports.

The Clerk thanked Michael Player for inspecting the play area, skate park and outdoor gym while she was on leave.

The Clerk reported that she was working on a list of repairs and maintenance for the skate park and play area and that these would be presented to the Open Spaces Committee for approval.

Action 170508/10: Parish Clerk

l. To receive reports from representatives (VHMC, HALT, Footpaths, Tree Warden, Other) and provide guidance as appropriate

Village Hall Management Committee – David Nichols reported that new members had been elected to the Committee, including Carolyn Nichols as Vice Chairman. Means of increasing income were being investigated.

Community Speedwatch – Michael Player informed members that a Regional CSW meeting would take place on 17th May in Chard and that one of the matters to be discussed would be enforcement of 20mph limits. CSW would be running in Henstridge on 10th May. At Michael's request, it was **agreed** that the Parish Council would fund the use of the Main Hall for a future CSW meeting and that arrangements for refreshments would be made when a date for the meeting had been confirmed.

Peter Crocker reported that the porch at Ash House, Shaftesbury Road had been demolished. As Ash House was a listed building, the Clerk was instructed to contact SSCD Planning to report the matter.

Action 170508/11: Parish Clerk

17. Finance

a. To review and agree signatories for the bank account.

RESOLVED: It was proposed and agreed that the current signatories would remain unchanged.

b. To approve the cashbook and bank account reconciliation for April 2017 as presented.

RESOLVED: The Cash Book and Bank Reconciliation for April 2017, as verified by Michael Player, was approved and signed by the Chair.

c. To approve the following accounts for payment and two signatories for cheques:-

Minute ref	Supplier/Contractor	Narrative	Amount
	Staff	Salaries April 2017	£1,086.31
	HMRC	Tax & NICs April 2017	£207.50
11b) 04/07/16	NEST	Pension payment May 2017	£20.03
11f) 04/07/16	bOnline	Village Hall broadband April 2017	£25.67
	Ring Street Filling Station	Oil & fuel for mowers/strimmers	£32.14
	Stalbridge Building Supplies	Ant & Weed killer	£9.09
	Viking	Stationery & postage stamps	£95.82

	David Nichols	Mileage re PC training & events	£90.00
10a) 03/04/17	St Margaret's Hospice	Grant	£35.00

Due to the previously declared Disclosable Pecuniary Interests, Simon Cullum took over as Chairman for this item. David and Carolyn Nichols took no part in discussions or voting.

All the cheque values were verified against the invoices presented by Dennis Finch and the invoices signed as a correct match.

RESOLVED: The above accounts were approved for payment and Ken Courtenay and Dennis Finch agreed as signatories.

18. Date of Next meeting – The Clerk informed members that an additional meeting to approve the Annual Return would be held on 15th May. After this, the next meeting would be the Annual Parish Meeting on **Monday 22nd May 2017**. The next Parish Council meeting would be held on **Monday 5th June 2017**. All items for inclusion on this agenda and all items to be listed under issues arising from previous meetings must be received by the Clerk by 9.00am by Thursday 25th May.

The meeting ended at 20:49.

Agreed and signed by the Chair _____

Date _____