

Henstridge Parish Council

Clerk: Rachel Walker, Westcombe House, 48, Bowden Road, Templecombe,
Somerset, BA8 0LF, Tel/Fax: 01963 370388
e-mail HenstridgePC@aol.com

Approved minutes of the Parish Council meeting held at the Henstridge Village
Hall Lounge on Monday 12th March 2007.

Present:

Councillors: Mr Symcox (Chair), Mrs Barton, Mr Brighten, Mrs Courtenay, Mr
Crocker, Mr Davis, Mr Heath, Mr Hill, Mrs Moody, Mr Stobart, Mr Vincent

Clerk: Mrs Walker

1 member of the public was in attendance and apologies had been received from
District Councillor Mrs Wood.

1. Apologies and to approve the reason for any apology as thought fit.

Apologies had been received from Mr Blackman who was away.

2. Declarations of Interest.

Mrs Moody declared an interest in the item on the Village Hall as she is the Parish
Council's representative.

Mrs Barton declared a personal interest in the item regarding the Cricket Club as her
brother is involved with this.

Mr Crocker declared a personal interest in item 6p(i) as his property looks on to the
recreation ground.

3. To approve as a correct record the minutes of the previous meeting held on 12.02.07 and the Special meeting held on 22.01.07.

With regard to the meeting of 22.01.07, Mrs Barton pointed out that she had in fact
been attending a meeting of SCC not SSDC as was listed.

**RESOLVED: With the inclusion of the above amendment the minutes for
12.02.07 and 22.01.07 were approved.**

**RESOLVED: It was proposed and agreed to move item 6p(ii) up the agenda in
order to allow the Secretary of the Village Hall Management Committee, Sam
Healy, who was in attendance, to provide any appropriate information.**

**6p (ii) To agree whether the Council wish to provide funding in response to a
request to support the Village Hall Management Committee in provision of
Disabled Toilet Provision.**

The meeting was adjourned for Ms Healy to explain the funding application.

The meeting was reconvened and Councillors invited for their comments. There was a
query as to whether many of the organisations currently using the hall have a need for
disabled facilities. Ms Healy was invited to answer and explained that it is difficult to
tell as obviously at the moment there are not the facilities and this may well put
disabled users off. She added that there was a hope to provide lunch clubs and so on
in the future which would create an additional need.

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It was questioned whether the Management Committee had put in bids to any organisations other than the Parish and District Councils, and confirmed that they had not. It was queried whether the Clerk could provide the Management Committee with any guidance with regard to other funding bodies. The Clerk responded that while she would be able to do so, the Management Committee would then miss the deadline for this round of funding from the District Council.

A proposal was put forward that the application for £3000.00 be supported for the express provision of disabled toilet facilities.

An amendment was put forward that the sum is altered to £2000.00 at this stage. The amendment was voted on and failed.

RESOLVED: It was agreed that the application for £3000.00 be supported for the express provision of disabled toilet facilities.

Mr Crocker and Mrs Barton abstained.

RESOLVED: It was proposed and agreed that due to the confidential nature of the business to be discussed, that the press and public be excluded.

The Clerk left the meeting.

4. Matters deferred from previous meetings:

- a. To receive a report back from the working group set up to review the Clerks terms and conditions of employment, including hours and remuneration, with regard to the impact of the “Guide to Good Employment Practice in Local Councils” (SALC and SLCC) in relation to this, to receive and agree any proposed amendments to the conditions and a proposed salary scale and to agree any further action arising.**

Discussion of the information presented occurred.

RESOLVED: It was proposed and agreed that an increase of one incremental point be made backdated to the time of the Appraisals.

The Clerk returned to the meeting.

5. Correspondence

03.03.07	SSDC	Local Government re-organisation leaflet – to be considered as part of item 6f
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The Clerk advised the Council that as per advice received from SALC she was informing them as a matter of report, and not a matter for discussion or decision, that a complaint had been received from a member of the public regarding the conduct of a member of the Council. The Clerk had been advised not to provide any further

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details of this but to respond to the complainant that the Council are not considered competent to deal with such an issue which should be taken up with the Standards Board. The Clerk had responded to the complainant as advised.

Other correspondence not requiring discussion by the council will not be reported as it has been circulated to councillors. (As advised by SALC – 18.06.03).

6. Council Matters

- a. **For the Council to agree that following SSDC guidelines it is appropriate that any information sought from the District Council is done so via the Clerk or Chair of the Council/appropriate Committee.**

It was queried where such guidance was given and the Clerk confirmed that it is in the SSDC guidance – “How to consider a planning application”, and that it was also endorsed by current and previous SALC guidance (Mar 07 and Nov 05).

It was proposed that the Council agree that following SSDC guidelines it is appropriate that any information sought from the District Council is done so via the Clerk or Chair of the Council/appropriate Committee.

An amendment was put forward that the guidelines and their source be quoted as part of the resolution. The amendment was approved.

A further amendment was put forward that “on behalf of the Parish Council or relevant Committee” be inserted after “District Council”. The amendment was approved.

RESOLVED: It was agreed that following SSDC guidelines contained in the “How to Consider a Planning Application” document and “Doing it Right” (July 2003, that “The case officer will be happy to discuss the proposal with the clerk or chairman of the town/parish council” and supporting guidance from SALC relating this to issues outside of planning received March 2007 and November 2005, it is appropriate that any information sought from the District Council on behalf of the Parish Council or relevant Committee is done so via the Clerk or Chair of the Council/appropriate Committee.

- b. **To make an addition to Standing Orders of a new subsection at section 36 to read: “c)All documents / information received from the planning officer as amended applications are different applications as far as the Parish Council is concerned and are therefore considered as such and are not subject to the constraints set out in subsection a) & b) listed above”.**

The Chairman explained that the purpose of the addition was to regularise the situation of receiving and dealing with amended plans.

There was a feeling that this was unnecessary as this is not part of the NALC model Standing orders and was unnecessary.

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Mrs Courtenay stated that she felt it would be appropriate to have a proposal to write to SSDC asking for clarification as to what constitutes an amendment. The Clerk advised that SALC advice was that this is down to the discretion of the officer.

RESOLVED: It was proposed to make an addition to Standing Orders of a new subsection at section 36 to read: “c)All documents / information received from the planning officer as amended applications are different applications as far as the Parish Council is concerned and are therefore considered as such and are not subject to the constraints set out in subsection a) & b) listed above”. The proposal failed.

- c. For the Council to adopt the guidelines of National Circular 2/86 - Code of Practice for handling complaints.**

RESOLVED: It was proposed and agreed that the Council should adopt the Guidelines of National Circular 2/86 - Code of Practice for handling complaints.

- d. To issue all Councillors with an updated meeting list for 2007**

The Clerk advised that it had been brought to her attention that at the December meeting it had been agreed that Parish Council meetings coinciding with bank holidays be moved to the previous. However, in the case of the May meeting this would mean the meeting taking place in April and prior to the elections to be held in May which would mean that the necessary meeting within 14 days of the election for new Councillors to take up office would not occur. The Clerk therefore advised the Council that she had adjusted the May meeting date to occur in the following week to the Bank Holiday on the 14th May and issued updated meeting lists accordingly.

- e. To provide a report back from the Parish Plan workshop – 15th February
Mrs Barton**

Mrs Barton apologised to the Council that although she had attempted to attend the meeting she had been unable to locate the venue and therefore had been unable to attend.

- f. To consider and formulate any response felt to be appropriate to the various information received in relation to the likely Government re-organisation.**

There was brief discussion of the fact that Somerset County Council had made a bid for a unitary authority and South Somerset District Council had made a bid for a two unitary authority.

It was generally agreed that as there is likely to be a consultation period in the future that this would be the appropriate time to put in the Council's comments.

- g. Proposal that based on the responses received, Pip's playground be retained as an open space with the equipment other than the goalposts being removed.
Mr Hill**

Mr Hill summarised that the responses which had been presented to the last meeting had indicated little support for retaining the equipment. The costs of ongoing

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maintenance of the equipment was queried. The possibility of changing the play area back into allotments was raised.

RESOLVED: It was agreed that based on the responses received, Pip's playground be retained as an open space with the equipment other than the goalposts being removed.

h. To agree documentation which the Council are happy to place into archive storage.

The Clerk provided Councillors with a list of the documents currently stored in the Village Hall cupboard and provided some suggestions of items which she felt were not needed on a regular basis and could therefore possibly be put into the County archive in Taunton. The absence of historical planning applications was raised and the Clerk advised that these had been sorted through some years back, all documents pertinent to Parish Council land retained and older documentation destroyed in accordance with SALC guidance on retaining documents.

RESOLVED: It was agreed that items as had been discussed could be put into archive storage.

i. To review the contracts for the use of the Recreation ground by the Football and Cricket Clubs and make any amendments as appropriate.

The Clerk suggested that a clause be added to the Football club agreement that they are not to climb fences in order to retrieve balls but to use the appropriate access accordingly. Concerns were raised about the speed at which members of the Cricket Club drive over the recreation ground but this was felt to be a different issue.

RESOLVED: It was proposed and agreed that the existing contracts are continued with the addition of a clause for the football club of a requirement not to climb the boundary fence in order to retrieve balls but to use the appropriate access accordingly.

j. To agree any additional work which it may be thought to be appropriate at the recreation ground.

The Clerk informed the Council that Robert Archer had suggested that it may be possible to plant some more mature trees between the hedge and the football pitch which would allow easier maintenance of the hedge.

There was general agreement that no additional work is necessary at this stage.

k. To agree the content of the next Parish Council newsletter

The Council were happy with the general content of the newsletter although typing errors were pointed out.

The Clerk raised a concern that the original date listed in the newsletter for the Annual Parish Meeting clashed with the AGM for the Village Hall Management

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committee. Alternative options were discussed as was the possibility of holding the two meetings on the same evening.

RESOLVED: The content of the newsletter was approved and it was agreed to delegate the decision regarding the date of the Annual Parish Meeting to the Clerk. (Post meeting note – the Annual Parish Meeting and the VHMC AGM will be held on the same evening – 21.05.07)

Mr Davis left the meeting.

- i. To agree the content of the article regarding the Parish Plan to be put forward for inclusion in the next edition of Wot's On**

A number of typing errors were pointed out but the Council were generally happy. Mrs Barton advised that she was aware of someone at SSDC who would liaise with Parish Plan groups, details of which she would pass to the Clerk. There was also a belief that the Community Council would support with this.

RESOLVED: The content of the article was approved.

- m. To agree whether the Council wish to purchase updated copies of “The Parish Councillor’s Guide”, “The Councillor” and “The Local Council Clerk’s Guide”.**

The Clerk explained that there have been updated editions of all of these books.

RESOLVED: It was agreed to purchase copies of all three books.

The Chair suggested that with the Council’s approval, the elements of the following proposal should be dealt with separately. There was general agreement that this was appropriate.

- n. Proposal that the Parish Council considers the following matters and decides on any action that it may wish to take in response to what are concerns raised by members of the public:**

- 1. A smell of sewage noted in Oak Vale Lane near the gateway to Quiet Corner Farm.**

Mrs Barton reported that there is a smell of sewage which possibly comes from a land drain. There was some discussion as to whose responsibility it was to report this.

RESOLVED: It was proposed and agreed that the Clerk contact the relevant authorities with the concerns.

- 2. The unmarked curb that protrudes into Blackmoor Lane at one of its narrowest points which was installed as part of the Summerfields development.**
- 3. The same unmarked curb not having any dropped curb for disabled access.**

Mrs Barton reported that these items have now been addressed.

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4. The poor surface of Blackmoor Lane above and below that resurfaced as part of the Summerfields' planning consent.

Mrs Barton explained that only a section of the lane had been resurfaced but that in fact the lorries had used the lane down as far as Meadow Close and the sections on either side of the resurfaced section had both been damaged and also needed resurfacing.

RESOLVED: It was proposed and agreed that the Clerk should write to Highways raising this issue with a copy also going to SSDC with reference to the Planning Consent.

5. The new concrete gully that runs down Blackmoor Lane in front of the Old Cottage but ends abruptly by a resident's gateway.

Mrs Barton explained that the gully has been put in to protect one area but had created additional problems outside of another property.

RESOLVED: It was proposed and agreed that the Clerk should write to Highways raising this issue with a copy also going to SSDC with reference to the Planning Consent.

6. The observation that young people are skateboarding down the Summerfields' roadway and emerging at speed into Blackmoor Lane.

Several people agreed with concerns with regard to this but there was some doubt as to what could be done. The Clerk advised that she had received an e-mail from the PCSO Dave Travers asking if there were any issues which he should be aware of.

RESOLVED: It was proposed and agreed that the Clerk should contact the PCSO making him aware of the Council's concerns.

7. The missing Blackmoor Lane road sign at the Brook Lane junction.

Mrs Barton made an amendment to add in the Sherborne Road sign opposite the Virginia Ash on the A30.

RESOLVED: It was proposed and agreed that the Clerk write to Highways regarding the missing road signs.

8. The need for a dog waste bin at the Townsend Green end of Henstridge.

Mrs Barton

The Clerk reminded the Council that they had a dog waste bin awaiting installation when a suitable position was found. There was some discussion as to the most appropriate position for a dog bin.

RESOLVED: It was proposed and agreed that the Clerk be authorised to place a waste bin at Townsend Green positioning this at her discretion.

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Mrs Barton was thanked for her proposals which it was felt were addressing issues which were of value and importance to the life of the village.

o. Playground:

(i) Inspection reports

The Clerk reported that inspection reports had been carried out.

p. Report from VHMC rep

(i) To address and respond to a request made to the Village Hall Management Committee for the provision of a clothing recycling bin in the Village Hall Car Park in support of the Air Ambulance

Mrs Moody explained that the VHMC had been approached with regard to the clothing recycling bin but that they had passed this to the Parish Council as the Car Park is owned by the Council. The Clerk advised that she had contacted the manager of the Virginia Ash as she was aware of a number of recycling bins in the car park, and he had advised that there is already an Air Ambulance clothing bin in their car park.

RESOLVED: It was proposed and agreed that the Council should respond to the VHMC advising that such a facility is already provided and publicise this in the next newsletter.

7. Finance

a. To agree the date of the next finance meeting.

The Clerk advised that the finance meeting is to be held on 23rd April at 7.30pm following an early planning meeting at 6.45pm
Mrs Courtenay gave her apologies for these meetings.

b. To approve the transfer of outstanding allocated funds from the 06-07 budget to the projects account.

The Clerk informed the Council that the RFO had suggested that the funds left over from the 06/07 budget in the following areas are transferred to the project account:-

long term machinery fund £195.52 which is self-explanatory;
long term tree maintenance £1375 as this will cover leilandii trimming which needs to be done at the end of the summer and go towards any additional planting needed in the hedge in the autumn;
playground maintenance £1470.94 as this can be used for removal of Pips playground play equipment and the purchase of a Wicksteed gate.

RESOLVED: It was proposed and agreed to support the transfer of outstanding allocated funds from the 06-07 budget to the projects account as explained.

c. To approve the following accounts for payment:

Viridor	Skip hire graveyard	£129.25
Stalbridge Building		
Supplies	Materials	£9.58

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	Grass cutting 01/07-31/09 plus winter	
Henstridge CC	cuts	£635.00
T Watson	Postage	£5.29
AOL	Internet January DD	£12.99
Car Phone warehouse	Telephone line rental & calls DD	£24.86
Tracey Watson	Mileage 13/11/06-01/03/07 100 miles	£40.00
Rachel Walker	Mileage	£52.80
Viking Direct	Stationery	£237.83
	Photo Copy charges 03/05/06-	
Canon	02/07/07	£41.77
SALC	Affiliation fee 2007-2008	£333.51
G Edwards	Wages Jan-Feb 07	£30.02
	Salary January plus extra 18 hours 45	
T Watson	mins	£428.76
	Salary January plus extra 3 hours 25	
R Walker	mins	£234.79
Inland revenue	NI & Tax Contributions	£77.16

The Clerk apologised for having omitted the amount of the Viking Bill from the agenda and advised Councillors of this. It was pointed out that the Month for the Clerk's salaries should read February not January. The extra hours worked were queried and the Clerk advised that there had been a number of procedural issues to deal with recently and also that the figures did not equate to extra hours for the month but for the previous quarter and these are only put in quarterly.

RESOLVED: The above accounts were approved for payment.

d. Income –

Vale Funeral Services	Internment Fee re. Mr Fowles	£63.70
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8. Date of Next meeting –To accommodate Easter Monday, the next Parish Council meeting will be held on **Monday 2nd April 2007**. All items for inclusion on the agenda and all items to be listed under issues arising from previous meetings must be received by the Clerk by **9.00am on Thursday 22nd March 2007**.

The meeting closed at 9.26pm.