

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 14th May 2007.

Present:

Councillors: Norman Symcox (Chair), James Day, James Fitch, Geoff Jarvis, David Nichols, Jean Oswick, Malcolm Stobart, Adam Temperton, Michael Vincent, Paul White.

Clerk: Mrs Walker and Mrs Watson

There were 9 members of the public in attendance, including District Councillor Tim Inglefield and District and County Councillor William Wallace.

The Chairman opened the meeting by welcoming all new members and congratulating all members on their election to the Parish Council.

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

Apologies had been received from Mr Brighten and Mr Crocker who were away and also from Chris Everill.

RESOLVED: It was agreed to accept the apologies as presented.

2. Declarations of Interest.

For the benefit of new Councillors the Clerk explained that members are required to declare interests of both a personal or a prejudicial nature. It was detailed that a personal interest (as defined in the "Good Councillor's Guide") is "where you might benefit, more than most other people in the parish, from a council decision". Personal interests "become prejudicial interests if a member of the public (with knowledge of the relevant facts) might think that your judgement of the public interest could be prejudiced." The Clerk directed Councillors' attention to the guidance sheet which had been provided.

Mr Jarvis declared a personal interest in the first item of 11(iv) as the Airfield owner. Mr Day declared a personal and prejudicial interest in Planning application 07/01398/FUL as he is a neighbour of the applicant.

3. To elect a Chairman of the Council and receive the Chairman's declaration of Office.

RESOLVED: It was proposed and agreed to re-elect Mr Symcox as Chair of the Council.

Mr Symcox thanked the Council and completed his declaration of office form.

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4. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.

The Clerk explained that it is necessary for all Councillors to sign the declaration of office form prior to participating in the business of the Council and that following an election a date must be set for the completion of this process. The Clerk suggested that it would seem logical to set this date for the next meeting.

RESOLVED: It was proposed and agreed that any declarations of office which have not been received must be received by the Proper Officer by 11 June 2007.

5. To elect a Vice-Chairman of the Council and receive the Vice-Chairman's declaration of Office.

RESOLVED: It was proposed and agreed to elect Mr Vincent as Vice Chair of the Council.

Mr Vincent completed his declaration of office form.

6. To appoint representatives of the Council.

The role of each of the representatives of the Council was briefly explained by the Chair and members asked to volunteer for areas in which they felt that they had an interest.

RESOLVED: The following representatives were appointed:

HACC – Mr Symcox

Youth – Mr Vincent

Yenston – Mr Vincent

SALC – Mr Stobart

Highways/Drains – Mr Temperton/ Mr Crocker

Village Hall Management Committee – Mr Crocker

7. To appoint members of the Finance committee.

The RFO briefly explained the roles and responsibilities of the Finance Committee, referring to the terms of reference of the committee.

RESOLVED: The following members were appointed to stand on the Finance Committee: Paul Brighten, Jean Oswick, Malcolm Stobart, Norman Symcox, Adam Temperton, Michael Vincent.

8. For the new Council to consider any changes which may be necessary to the Terms of Reference for the Planning Committee in order to appropriately reflect the new make up of the Council and any implications that this may have for circulation of plans.

The Chairman explained the set up of the previous planning committee and the need for such a committee and explained that the new make up of the Council involved many members who were based on the Airfield and that this may have implications for the consideration of Planning applications, particularly those connected to the

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Airfield as it may create a problem in raising a quorum of members who were able to vote.

There was a feeling that there may be a need to review the method of working of the planning committee in due course and the Chair advised that this should come forward as a proposal if it was felt to be appropriate.

RESOLVED: It was proposed and agreed to amend the Terms of Reference in order that paragraph 5 read “The Planning Committee shall consist of all members of the Council with a quorum of 5”.

Mrs Watson explained that having all Councillors as members of the planning committee raised issues for the circulation of the plans as this would be very difficult given the times allowed.

RESOLVED: It was proposed and agreed that plans should only be circulated to members who do not have internet access and that other members should take responsibility for accessing the plans for themselves.

9. To appoint members of the Planning Committee.

The item had already been addressed through the decision relating to Item 8.

10. To approve as a correct record the minutes of the previous meeting held on 2nd April 2007 and the previous planning meeting held on 23.04.07.

The Clerk reported that the following amendments had been received pertinent to the two sets of minutes to be approved.

Draft Minutes Planning Committee Meeting 23 April 2007

Suggested amendments:

page 160 Item 3. First sentence at the end add: *as she had agreed with the suggested amendments.*

page 162 Item 4 07/01184/FUL line 8 *member* should read *members.*

page 163 Item 4 07/01593/REM lines 1 and 3 *story* should read *storey*

page 164 Item 6b. line 1 *Mrs Woods* should read *Mrs Wood.*

Draft Minutes of Parish Council 2 April 2007

Page 95 13.03.07 Adam Temperton second line of text after: *Mrs Barton stated that*

....

insert *as a member of the public....she had raised.....*

Page 97 first para - should number be 3.

Item 5b. second line *though* should read *through*

RESOLVED: It was agreed to approve as a correct record the minutes of the previous meeting held on 2nd April 2007 and the previous planning meeting held on 23.04.07 with the inclusion of the above amendments.

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RESOLVED: Due to items to be discussed within the planning matters, it was proposed and agreed to alter the order of business in order to address items 13f and g.

13 f. To agree to formally adopt with immediate effect the mandatory Model Code of Conduct as is applicable to Parish Councils of 2007 with the specific inclusion of paragraph 12 (2) – “Effect of prejudicial interests on participation”.
The Clerk briefly explained the possible effects of the new Code of conduct in allowing members with a prejudicial interest to make representation within a meeting, and the implications of adopting the code or having this imposed upon the Council in due course.

RESOLVED: It was proposed and agreed that the Council agree to formally adopt with immediate effect the mandatory Model Code of Conduct as is applicable to Parish Councils of 2007 with the specific inclusion of paragraph 12 (2) – “Effect of prejudicial interests on participation”.

13g. To agree to amend Standing Orders by:

- (i) **Deleting SO 58, substituting: “If a member who has declared a personal interest then considers the interest to be prejudicial he shall declare that, and, after making any representations, answering questions or giving evidence relating to that business, he must withdraw from the room or chamber for the remainder of the consideration of the item to which the interest relates**
- (ii) **Deleting SO 69a, substituting: “At all meetings of the Council the Chairman will, at a convenient time in the transaction of business and at his discretion, adjourn the meeting to allow any members of the public to make representations, answer questions or give evidence relating to the matter or business being transacted at that meeting. This opportunity will also apply to any member who is otherwise excluded due to a declared interest as per SO 58”**

The Clerk explained that the adoption of the new Code necessitated certain changes to the existing Standing Orders so as to reflect this.

RESOLVED: It was proposed and agreed that the above amendments be made to the Standing orders.

11. Planning matters:

- (i) **To consider the following planning applications:**

07/01307/FUL Erection of conservatory and rebuild existing stone wall
(Amended Plans). (GR371545/121095) The Anchor Stores
Templecombe Road Henstridge Templecombe Somerset BA8
0NG. Mr J C Bartholomew.

The Planning Clerk advised that the Officer was unable to grant an extension past 09/05/07(Dead Line marked on application 01/05/06), therefore the Council would be unable to make a recommendation. She reported that the following statement had been sent to SSDC: -

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“The Parish Council is unable to meet within the constraints of the Local Government Act because of the short deadline set by the Local Planning Authority and therefore is unable to make a recommendation on application 07/01307/FUL (Amended Plans) and request that this statement is placed on the public planning file.”

The Planning Clerk advised that information provided under cover of the amended application detailed a revised wall design capped in stone, in reaction to the Planning Committee’s previous recommendation of refusal on the grounds of the proposed concrete slab capping of the stone wall.

07/01593/REM Erection of a dwellinghouse and double garage.
(Amended Plans). (GR372332/10235) Land Adjacent Lovelace
Cottage, Shaftesbury Road, Henstridge, Templecombe,
Somerset BA8 0PA. Mrs K Bunnell.

The Planning Clerk advised that the Officer was unable to grant an extension past the deadline of 08/05/06, therefore the Council would be unable to make a recommendation and she reported that a statement as above had been made referenced to this application. Mr Vincent requested clarification with regard to the content of the information provided under cover of amended application. The Planning Clerk advised that she understood this to be a cross-section/street scene drawing which provided detailed information in relation to concerns raised by the Planning Committee leading to a previous recommendation of refusal on the grounds that the building should be of appropriate scale and proportion in relation to the adjacent cottage to the west.

07/01398/FUL The erection of a building and the use of land as a concrete
batching plant including the storage of aggregates and parking
of associated vehicles. (GR374826/120742) Lower Marsh farm,
The Marsh Camp road, Henstridge, Templecombe, Somerset.

The meeting was adjourned for open forum during which time members of the public were given the opportunity to speak. On re-convening the location of the application was confirmed and the Chair asked members for their comments and thoughts. Feelings of opposition were expressed in terms of road safety, with regard to the location of the access, which is on a sharp bend. It was felt that a bottleneck of large vehicles accessing the site, which is sometimes caused by the gates being locked was potentially dangerous. Consideration was given to the issue of drivers exceeding the 60mph speed limit on Marsh Lane and some members recalled that the access had not been originally granted for lorries on the current site.

It was understood that there was no specified route for heavy goods vehicles to and from the site and therefore there was a possibility that HGVs would travel through the village.

A letter opposing the application on the grounds of potential cement dust had been received from residents of a neighbouring property, which was read out. The traffic numbers were discussed and although there was some agreement that having a batching plant on site would create a reduction in traffic movements, it was felt that there were locations on the airfield better suited to such activity. The impact in terms

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of employment was considered and it was understood that the application would not result in any addition to the 13 existing staff. The plans were reviewed and whilst there seemed to be proposed mitigating actions in terms of noise included in the noise management policy, there seemed to be no evidence of proposed dust suppression.

Further consideration was given to the proposed access and the need for the bend to be softened and a visibility splay created on the opposite side of the road to enable drivers to see round the bend was expressed. Members felt that there was a need for a condition to ensure that there is a clear line of visibility given the average speed on Marsh Lane of 60Mph.

RESOLVED: It was proposed and agreed to recommend refusal of the application on highways safety grounds as visibility distances from the access are inadequate and do not comply with those stipulated in the relevant guidance notes. If permission were to be granted the Council would strongly recommend a visibility improvement on the bend so as to reduce the possibility of accidents and in reaction to public comment, hope that the District Council would, through the PPC permit, have specific assurance that dust will not be a problem.

07/01885/FUL The erection of a chimney and chimney breast (GR 372739/119286) Wynfield, Stalbridge Road, Henstridge, BA8 0SA, Mr and Mrs MS Crofts

Members had no comments to make and were in favour of the application.

RESOLVED: It was proposed and unanimously agreed to recommend approval of the application.

07/01695/FUL Erection of 2 no single storey extensions (GR 372282/119482), Whiteoaks, Furge Lane, Henstridge, BA8 0RN, Mr S Iggulden.

The plans were reviewed and members were in favour of the application.

RESOLVED: It was proposed and unanimously agreed to recommend approval of the application.

(ii) Recent SSDC AE Decisions.

07/00756/FUL The erection of a conservatory to rear and a first floor extension to dwellinghouse (Revised Application) (GR 372504/119479). 37 Townsend Green Henstridge Templecombe Somerset BA8 0TT. Mr S Davies And Mrs D Smith.

Permission Granted

07/01006/S73 Application to vary condition No 4 of decision notice 78840/B dated 2.9.70 i.e. permitted occupation of dwelling to also include equestrian workers (GR371759/121809). Elm Farm Common Lane Yenston Templecombe Somerset BA8 0NB.

Permission Granted

07/00921/S73 Application to remove condition 5 (Private/Domestic use of workshop) of permission 98/01810/FUL dated 1st October 1988 (GR

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374715/120891). Bowbridge Farm The Marsh Camp Road Henstridge Templecombe
Somerset BA8 0TF. Mr And Mrs J L Cook.

Permission refused

07/00491/FUL The erection of a dwellinghouse with integral garage. (GR
372437/120296) Land Adjoining the Shires, Shaftesbury Road, Henstridge BA8 0PT,
Mr & Mrs P Bealing.

Permission Granted

(iii) Area East and Regulation Committee Agenda items.

The agenda had not been received and therefore there were no items to report.

(iv) Planning Correspondence

Mr Jarvis left the meeting

24.04.07	SSDC Planning Dept.	Letter from Simon Fox (SSDC Planning Officer) in response to the Planning Committees letter of 28/03/07 which sought clarification regarding the current planning policy governing built development at Henstridge Airfield.
The Planning Clerk advised that letters had been previously sent by the planning committee and Council 28/03/07 & 03/04/07. The letter in response, which had been available for review prior to the meeting, clarified the governing planning policies for Henstridge Airfield and enclosed a report taken the AE Committee 14/07/07 along with minutes of that meeting. The planning Clerk was happy to provided members with copies of the correspondence on request.		
04/05/07	SSDC Enforcement Officer.	E-mail from James Meyer in response to the Planning Committees letter of 28/03/07 regarding Higher Marsh House – Change of Use of barn for occasional functions room. Marsh Lane, Henstridge Application Number 02/03403/COU). Which sought clarification with reference to the current status of the use of Higher Marsh Farm House barn as an occasional function room, as it would appear that the A30 highway improvements required by the conditions laid down by the Appeal Inspector have not been completed within the recommended timescale.
The e-mail response advised that following his return from leave 15/05/07 Mr Meyer will be taking up the matter of the required improvements with Mr Norman Hatwell and will keep the Council informed on the matter.		

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12. Correspondence

30.03.07	SCC	Highway Related Services Questionnaire – To agree whether the Council are happy for the Clerk to complete the questionnaire on their behalf
<p>The Clerk explained that the questionnaire was sent out annually and had, in recent years been dealt with by the Clerk.</p> <p><u>RESOLVED:</u> It was agreed that the Clerk should complete the questionnaire.</p>		
04.04.07	SCC	To agree any representatives who wish to attend one of the meetings regarding Somerset County Council's Unitary Proposals
<p>The Clerk briefly explained that Somerset County Council had put in a bid for unitary status which the Parish Council would have the opportunity to be consulted about and that the meeting provided an opportunity for Councillors to find out more information about the proposals and the likely effect of these on Parish Councils. She further explained that this item went hand in hand with the following item and that there had also been a number of documents provided with relation to the proposals in recent months. The Clerk suggested that as the deadline for return of completed forms is Monday 18th June, that the Council may like to consider deferring the item until the June meeting in order to allow for circulation of the previous documentation for members consideration and also a report back from attendance at the meetings.</p> <p>Mr Wallace was invited to speak to the Council in order to give the position from County and District Level. He explained that there was conflict between the County Council and the District Councils who were opposed to the bid and were to hold a referendum requesting views of individuals. He provided a written summary sheet of key points for consideration</p> <p>There was a feeling that a unitary Council will lack communication between decision makers at County level and the Parish level.</p> <p><u>RESOLVED:</u> It was agreed that Mr Vincent and Mr Stobart would attend the meeting on behalf of the Council.</p>		
03.05.07	SALC	For the Council to consider their views with regard to the proposals for a new Unitary Council for Somerset
<p><u>RESOLVED:</u> It was proposed and agreed to defer the item until the June meeting to allow for circulation of documentation and for a report back from the meetings.</p>		

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04.05.07	R Kingsbury	For the Council to agree any response which they wish to make with regard to concerns over the state of the footpath at Old Station Gardens and the fouling of footpaths by horses.
<p>The Chairman read out a letter which had been received. It was questioned whether the path in question was in fact a footpath or a bridleway. The Clerk reported that she had passed the concerns on to the District Council.</p> <p>RESOLVED: It was proposed and agreed that the Clerk reply to Mrs Kingsbury explaining that the concerns had been passed on to the District Council and that we would inform her of any response. The Clerk was also requested to confirm the status of the path and include this in her letter if appropriate.</p>		

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).

13. Council Matters

- a. To address and approve the recommendations of the finance committee:
- (i) That Evans and Co be appointed as internal auditor for the 2006-7 accounting period.
 - (ii) To accept the presented list of assets as comprehensive.
 - (iii) To approve the statement of accounts and accompanying notes.
 - (iv) To answer yes to questions 1-7 of the Statement of Assurance and to recommend that the Council consider whether any possible future legal action regarding the hedge laying at Ash Walk recreation ground could be a reason to answer no in box 8.
 - (v) to accept the RFO's allocation of earmarked reserves held in the project account.
 - (vi) to accept the information presented regarding the budget figures presented for 2007/2008.

The Chairman explained that if felt to be appropriate the items could be taken as a block, but clarified the concern which had been raised with regard to item (iv) and that the Clerk and RFO felt that as legal advice had been taken throughout this process, and as the guidance from the auditors when the Council had previously given a "no" response to section 8 had been that it was unnecessary despite a strong possibility of legal action in that case, that there was no need to answer "no" in this case.

There was a feeling that as new Councillors, the Council must be guided by the recommendations of the former committee and the Clerk and RFO.

RESOLVED: It was proposed and agreed that the recommendations of the finance committee be accepted with the inclusion of a "yes" to question 8 of the statement of assurance.

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b. To provide Councillors with information packs and general information on the day to day running of the Council

The Clerk provided Councillors with an information pack and briefly explained the contents of this, and the items still to be added. The Clerk requested that the packs be taken care of and returned at such point as the Councillor ceased to be a member of the Council for use by their replacement.

c. To agree an appropriate order for circulation of documents

The Chair explained that while many documents are copied by e-mail there are still times when this is not appropriate and paper copies are needed. The most appropriate route of circulation was discussed.

RESOLVED: It was agreed that the most appropriate order for circulation of documents was: Michael Vincent, Jean Oswick, Paul Brighten, Malcolm Stobart, Peter Crocker, Adam Temperton, James Fitch, Geoff Jarvis, Christopher Everill, James Day, Paul White, David Nichols, Norman Symcox.

d. To agree any training which Councillors wish to attend.

The Clerk reminded Councillors that they had received a list of training opportunities both for new Councillors and for Chairmanship training. Malcolm Stobart expressed a wish to attend training. The Chairman asked other Councillors to contact the Clerk if they wished to attend.

e. To receive and approve information with regard to the Annual Parish Meeting and the arrangements for this.

Councillors were provided with a copy of the agenda for the Parish Meeting and advised that Ruth Moody had agreed to help with serving teas and coffees. Councillors were encouraged to attend the meeting in order to allow the Parish to get to know the new Council.

h. To update the Council with regard to the position in relation to the hedge at Woodhayes Way and agree any action to be taken.

The Clerk briefly explained the history of the problems with the hedge at Woodhayes and that this was increasingly becoming a health and safety issue as it is not possible to use the pavement with the hedge in its current condition. The Clerk stated that she had tried to seek an update from Somerset Highways but had been unable to illicit a response either by telephone or by e-mail.

RESOLVED: It was proposed and agreed that the Clerk should write to Ian Sorrenson at County Hall explaining the situation and asking him to meet with Mr Temperton on site to discuss the matter further.

i. To update the Council in relation to the installation of the hand rail at St Nicholas Walk and agree any action to be taken.

The Clerk explained that she had been unable to get an update on this matter.

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RESOLVED: It was proposed and agreed to defer the item.

RESOLVED: It was proposed and agreed that due to the confidential nature of the business to be discussed regarding employees of the Council, it is advisable in the public interest that the press and public be temporarily excluded and that the item therefore be returned to at the end of the meeting when other items had been dealt with.

j. To discuss the current position with regard to the employees of the Council and how the Council wish to proceed with this in the future.

k. **Playground Inspection reports.**

The Clerk reported that playground inspection reports had been received and that she was continuing to work on the replacement of the gate although this was proving difficult as the existing gate is of an irregular size.

14. Finance

a. To report to the Council the arrangements made for the signing of cheques for the accounts as listed.

The Clerk explained that Parish Council cheques legally have to be signed by two Council members and reported that due to the fact that only two of the existing signatories remained members of the Council and that one of these had sent apologies for the meeting, the RFO had, on the advice of SALC, made arrangements to have an outgoing member sign the cheques prior to retiring. The Cheques would not of course, be counter signed and issued unless they were approved. Members were asked to indicate to the RFO if they would be happy to become a signatory for the Parish Council account.

b. To approve the following accounts for payment:

AOL	DD Internet April	£12.99
Car Phone Warehouse	DD Calls & charges	£20.69
T Watson	Postage	£39.74
T Watson	Telephone 28/03-27/04/07	£4.30
T Watson	Salary April	£282.78
R Walker	Salary April	£220.74
G Edwards	Salary March	£79.66
Inland revenue	NI & Tax Contributions	£90.84
Yeovil CAB	Donation ref. PCM 06/11/06	£75.00
Sherborne CAB	Donation ref. PCM 06/11/06	£75.00
Dorset & Somerset Air		
Ambulance	Donation ref. PCM 06/11/06	£50.00
Victim Support Somerset	Donation ref. PCM 06/11/06	£50.00
Wincanton Sports centre	Donation ref. PCM 06/11/06	£50.00
Shopmobility	Donation ref. PCM 06/11/06	£50.00
Ring St Filling Station	Petrol Oil & Paint	£36.49
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Ben H Stretton	Hedge trimming Ash Walk Rec.	£123.37
Gartell & Son	Allotment access road & Parking	£1,752.50
Gartell & Son	Clearing/ reinstatement works to derelict section of allotments	£2,620.25
R Walker	Payment in lieu of padlock for allotment gate purchased at screwfix	£15.99
R Walker	Payment in lieu of pegs purchased at Stalbridge timber for allotment marking out	£18.80
Countryside Boundaries	Hedge laying/ coppicing around football pitch , trimming last years hedge work & chipping & hauling away brush	£2,970.40
Rachel Walker	Postage	£38.75
Henstridge Cricket Club	Rent	£161.97
Rachel Walker	Purchase of "The Parish Councillors Guide", "The Councillor", "The Local Council Clerk's Guide"	£44.75
Rachel Walker	Laminator and pouches	£18.97

RESOLVED: It was proposed and agreed to approve the above accounts for payment.

c. Income –

Scottish & Southern	Electricity	Wayleave payment	£2.30
C & J Raymond	Rent Furge Lane field	Memorial and inscription re. R.	£85.00
S Folkes Memorials	Peter Jackson Funeral	Curley	£82.61
Services	SSDC	Plot purchase and internment fee re. K. Dowding	£182.33
Mr and Mrs Powell-Smith	Mr and Mrs Hunt	Precept	£22,000.00
Mr and Mrs Hunt	Mr Snook	Allotment rent	£10.00
Mr Snook	Ms Eustace	Field rent	£50.00
Ms Eustace	Anne Mendelson	Allotment rent	£20.00
Anne Mendelson	Adrian Baker	Allotment rent	£10.00
Adrian Baker	Sue Rayment	Allotment rent	£10.00
Sue Rayment	David Sekers	Allotment rent	£10.00
David Sekers	Lesley Mason	Allotment rent	£5.00
Lesley Mason	Carole Blakesmith	Allotment rent	£10.00
Carole Blakesmith		Allotment rent	£10.00

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RESOLVED: It was proposed and agreed that due to the confidential nature of the business to be discussed regarding employees of the Council, it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

13j. To discuss the current position with regard to the employees of the Council and how the Council wish to proceed with this in the future.

The Council discussed the current working situation and it was felt that as a new Council they needed to ensure that best value was being achieved in relation to employees.

RESOLVED: It was proposed and agreed that a more detailed log of activities should be sought and that this should be brought back to a future meeting for further discussion.

The press and public were invited to return to the meeting.

15. Date of Next meeting – In line with the standing orders, the next Parish Council meeting will be held on **Monday 11th June**. 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 31st May 2007**.

The meeting closed at 9.05pm.