

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 6th August 2007.

Present:

Councillors: Mr Symcox (Chair), Mr Vincent Mr Fitch, Mr Jarvis, Mr Nichols, Mrs
Oswick, Mr Temperton, Mr Stobart. Mr White, Mr Crocker.

Clerk: Mrs Watson

There were 5 members of the public in attendance.

1. Apologies.

Apologies had been received from Mr Brighten.

It was noted that it had been previously agreed that reasons for apologies would not
be approved.

2. Declarations of Interest.

There were no declarations of interest.

3. To approve as a correct record the minutes of the previous meeting held on 09.07.07.

RESOLVED: It was proposed and unanimously agreed to approve the minutes.

4. Matters arising from previous meetings:

a. To receive presentations regarding the possible setting up and management of a Parish Council website and agree any further actions arising from this.

A representative from 3rd Dimension was in attendance. There seemed to be some
confusion with regard to the terms of his attendance at the meeting and he was unable
to offer a suggested specification for the web site content or estimated costs and felt
that his attendance was more in terms of consultation at this stage. The following
approximate figures were offered:

Hosting £100 p/a

Purchase of domain name £15 for 2 yrs

One off development subject to specification under £1000

It was pointed out that costs could be offset by local advertising on the site and the
Clerk confirmed that the Proper Officer had looked into this and it was acceptable if
offered to all local businesses on an equal basis. It was understood that 3rd dimension
created the Milbourne Port web site with which some members were impressed.

The item was deferred to later in the meeting when a second presentation was due to
be received.

Dave Smith was in attendance representing Link –2, he was not in a position to make
a presentation at this stage, however he offered to carry out a guided tour of a demo

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site at a future date and details of a recent example of a web site Link – 2 had created had been circulated to councillor’s. The following approximate figures were offered:
Hosting £100 p/a
Set up £200
Maintenance and minor updates i.e. 1or 2 per month free of charge.

RESOLVED: It was proposed and agreed that members view the Milbourne Port site and if they are agreement that this is appropriate quotes will then be sought from the 3 companies based on that site.

b. To receive a quotation from Gartell’s for additional work at Pip’s playground to level the excess topsoil at the same time as removing the play equipment and agree whether the Council wish to instruct Gartell’s to carry out this additional work.

Mr Jarvis asked why the play equipment at Pip’s playground was being removed and it was advised that it had been previously resolved to remove the equipment primarily to safety issue issues caused by continual vandalism of the equipment and surfaces. He further queried the condition of the planning consent on the area and whether this was based on it being used as a playground, whether consent had been obtained for the construction of the allotment access track and car parking and how the removed play equipment was to be disposed of.

RESOLVED: It was proposed and agreed that if the Clerk can confirm that the action to level the excess topsoil at the same time as removing the play equipment is appropriate then Gartell’s should be instructed to do so based on the quotation provided.

5. Correspondence

28.06.07	Scott Davies (Highways)	To report a response to the Council’s previous letter regarding street and drain cleaning and agree any further actions arising
<p>The letter was read out and Members understood that Highways carry out a routine clearance of gullies across Somerset. Yenston and Henstridge are classified as urban locations and are therefore cleared every 18 months as opposed to rural classification, which is cleared every 12 months. There was strong feeling that the classification of urban as totally inappropriate and members were interested to know when the gullies were last cleared. Concern was also expressed that when clearance is done there seems to be no clear instruction as to the location of the gullies and many are subsequently remain uncleared. It was felt the gullies on Furge Lane had not been cleared for years.</p> <p><u>RESOLVED:</u> It was proposed and unanimously agreed to write to Highways and request that as a small Parish Yenston and Henstridge are re-classified as rural and therefore gullies are cleared every 12 months. Members also wished to be informed of the date when the gullies were last cleared.</p>		
20.07.07	Michael Gottlieb – SSDC Street Services	To report a response to the Council’s previous letter regarding street and drain cleaning and agree any further actions arising

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The e-mail was read out this stated that the District Council has had problems cleaning the pinch points due to the large amount of traffic and the controls that are required including the County Council controlling the permanent traffic lights. Besides the normal street cleaning, a while ago the district Council did a deep clean between the traffic lights at Yenston but this was very labour intensive taking crews off rounds from other areas and agency workers.

The District is getting a couple of small pavement sweepers that will be able to get into some areas with minimal interference of the traffic although each of the pinch points has to be looked at individually due to the different risk.

The District Council have also recently changed the rounds in the area to make more time for the street cleaner although initially there have been problems providing cover. The highway drains are the responsibility of the County Council.

Members considered a comparison with the frequency of street cleaning in central Yeovil and felt that cleaning should be carried out more often.

RESOLVED: It was proposed and unanimously agreed to instruct the Clerk write to the District Council and express members disappointment with the street cleaning service offered to date and to state that they expect more frequent cleaning in terms of council tax paid. Members would further like to request that street cleaning is carried out on a more frequent basis as this would reduce the opportunity for matter to build up and the need for time consuming deep cleaning would be reduced.

25.07.07	Mr Booth-Jones	To agree any actions arising and a response to a letter regarding the recent vandalism at the Church.
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It was agreed to consider this item with item 6c.

25.07.07	Peter Oswick – HALT	Request for support from the Parish Council regarding a reduction of the speed limit throughout the village to 20mph and a request to the police for installation of electronic speed signs.
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Members had been provided with copies of two electronic traffic surveys undertaken for HALT by Somerset Highways Department, one being for all vehicles and the other specifically for HGV vehicles. Members could not see any disadvantages to a reduction of the speed limit throughout the village to 20mph and considered the cost of electronic speed signs and how they could be funded. Some member's felt that an appropriate speeding deterrent would be a more active police presence, resulting in more speeding prosecutions. Whilst others argued that in reducing the speed limit although this may still be exceeded it would still result in a slower traffic flow and any information gathered via electronic speed signs would support any case put to the police. It was noted that there might be some speed monitoring equipment available that can be borrowed. It was proposed to instruct the Clerk to write to County Highways in support of the request for a 20mph speed limit on the A357 through the village in place of the existing 30mph limit and write to the ward members and County Councillor asking them to pursue additional funding for electronic speed signs over

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and above to that already applied for outside the school. An amendment was put forward to request a variable speed limit, this was not seconded and therefore failed. RESOLVED: It was proposed and unanimously agreed to instruct the Clerk write write to County Highways in support of the request for a 20mph speed limit on the A357 through the village in place of the existing 30mph limit and write to the ward members and County Councillor asking them to pursue additional funding for electronic speed signs over and above to that already applied for outside the school. Mr White requested that his vote against be recorded.		
26.07.07	Philip Higginbottom – SSDC	To inform the Council of the adoption of the Statement of Community Involvement.
Members had been provided with a copy of the letter and attachments.		

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. **To provide instruction to the Clerks with regard to the retention of meeting notes.**

The Chair explained that on recent advise members need to consider the appropriate point at which the Clerks notes are considered void and therefore can be destroyed.

RESOLVED: It was proposed and agreed that on approval of the relevant meeting minutes the Clerks are instructed to destroy their hand written notes.

- b. **To receive a report from the Area East Workshop – Shaping South Somerset – A sustainable community Strategy for South Somerset
Malcolm Stobart**

Mr Stobart reported that the workshop on 1st August was attended by 60 plus Councillors. The first part of the 2 tier meeting advertising protocol concerning the rules an definitions of fly posting and the second part concerned consultation on a sustainable community Strategy for South Somerset with included population, housing, transport, environment, community safety, heath & well being & business and economy. The presentation was followed by a brainstorming session during which Mr Stobart felt it rather difficult to get ones opinion across due to the noise level created by 60 plus people talking at once. It was understood that a draft strategy would be produced in December prior to the final strategy early in 2008.

RESOLVED: There was general agreement that the documents provided by Mr Stobart be circulated to all members for review.

- c. **Proposal that in the light of the recent Church Vandalism and recent rise in crime on the trading estate the Parish Council ask the Police to give reassurance that they will be stepping up patrols in the area and to improve the very poor response times.**

Adam Temperton

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This item was discussed in conjunction with the third item of correspondence as previously agreed. The letter from Mr Booth-Jones concerning the recent vandalism at the Church was read out and members agreed that there is nothing that the Parish council can do within their remit from the point of view of law as this falls to the police. Members considered the reasons for such vandalism occurring and were mindful of the code of conduct in their discussion. E-mail from PC Andrew Brown regarding this issue, which was read out. There was further discussion regarding the message that members wish to convey on the issue and how this should be done.

RESOLVED: It was proposed and unanimously agreed: -

- **To Instruct the Clerk to post a statement on the parish notice boards and the next publication of WOT'S on stating that (The Parish wish to publicly decry the action which has occurred in the vandalism at the Church and look to the families of those involved to ensure that such vandalism does not occur again.**
 - **That in the light of the recent Church Vandalism and recent rise in crime on the trading estate the Parish Council ask the Police to give reassurance that they will be stepping up patrols in the area and to improve the very poor response times.**
 - **To Instruct the Clerk to reply to Mr Booth-Jones to thank him for his letter and advise him of the council's proposed actions.**
- d. **To carry out annual review of Council policy documents:**
- (i) **Race Relations (Amendment) Act 2000 resolution**
 - (ii) **Equal opportunities policy**
 - (iii) **Health and Safety Policy**
 - (iv) **Model Publication Scheme**
 - (v) **Financial Regulations**
 - (vi) **Financial Risk Assessment and Management**
 - (vii) **Terms of Reference for the Planning Committee**
 - (viii) **Terms of Reference for the Finance Committee**
 - (ix) **Code of Practice for handling complaints**
 - (x) **To agree whether the Council wish to adopt a "Dignity at work/Bullying and Harassment Policy"**

The Clerk advised that policies 1-9 remained unchanged. The Chair queried whether (vii) The terms of reference for the planning committee had been altered since the election of the new council. The Clerk confirmed that this had been altered and adopted at a previous meeting.

Members had been provided with the relevant document and considered whether they wished to adopt a "Dignity at work/Bullying and Harassment Policy"

RESOLVED: It was proposed and unanimously agreed to adopt (x) "Dignity at work/Bullying and Harassment Policy" and maintain policies 1-9.

e. Playgrounds:

- (i) **To receive Playground Inspection reports**

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The inspection had been carried out and there were no matters for report.

f. Report from VHMC rep

The representative was aware of the next meeting and there was nothing further to report.

7. Finance

a. Preparation of the 08/09 Budget - To consider the allocation of earmarked reserves held in the project account and receive suggestions with regard to spending in 08/09, in addition to running costs and make recommendations for inclusion in the budget.

Members were provided with copies of the allocation of cash in the project account for review. The Clerk explained that this was the appropriate point for members, as a new Council to review the funds currently held in the projects account and to make suggestions for expenditure during 08/09 prior to the budget being prepared. A query was raised as to whether this should fall to the Finance Committee, the Clerk advised that it was appropriate for the full Council to be given the opportunity for input as any comments here could then be taken on board when the finance committee make their recommendations on the allocation of existing funds and the 08/09 budget in October. There was further discussion with reference to the purchase of the glebe field as an extension of the graveyard and the possible cost of this. It was mentioned that in previous years the location had been considered a perspective site for a village hall. It was agreed that despite a valuation visit back in the spring negotiations with the dioses were still in the early stages and therefore further financial commitment to this may be considered by the Finance Committee in October. It was noted that the amount held in playground maintenance could be used for new play equipment as discussed at the last meeting. It was noted that should the new changing facilities be located in the area proposed for the village hall car park extension the funds held for this could be re-allocated to that project. Members understood the amounts underlined in land registry and election costs were balances left after total expenditure and therefore could be re-allocated. Mr Vincent mentioned a previous request for a bus shelter in Yenston and there was further discussion as to the type of structure and appropriate site.

b. To approve the following accounts for payment:

AOL	DD Internet July	£12.99
Car Phone warehouse	DD Calls & charges 18/07- 17/08	£23.24
Dyne Drewett	Land registry	£186.88
Dyne Drewett	Correspondence & advice re. Rec hedge	£146.88
SSDC	Election costs	£435.89
R Walker	Reimbursement of payment to Madasafish for set up charges	£51.95
T Watson	Telephone 28/06 - 27/07/07	£3.49
SALC	Members training events	£20.00
SALC	Affiliation fee 07/08	£333.51
T Watson	Salary July	£272.18
R Walker	Salary July	£220.52

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G Edwards	Salary June	£87.36
T Pulling	Salary June	£85.12
Inland revenue	NI & Tax Contributions	£111.18
Mr F Cornish	Re- issue missing cheque number 125	£125.00
Countryside		
Boundaries	Balance - cross ref. payment 34	£30.00

The Clerk advised that the payment for T Watson salary should be £282.84 not £272.18 due to an error in tax deduction.

It was also necessary to approve an additional payment to Viking direct (stationery) £65.99 due to an invoice not received.

c. Income –

Henstridge United FC	Pitch rent 07/08	£161.97
Peter Jackson Funeral Services	Plot purchase & Internment fee re. V Stainer	£182.33
Peter Jackson Funeral Services	Plot purchase & Internment fee re. C Doggrell	£182.33
A Barton	copies Fee	£10.00

Date of Next meeting – The next Parish Council meeting will be held on **Monday 10th September 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 30th August 2007**.