

# Henstridge Parish Council

Clerk: Rachel Walker, Westcombe House, 48, Bowden Road, Templecombe,  
Somerset, BA8 0LF, Tel/Fax: 01963 370388

e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

Approved minutes of the Parish Council meeting held at the Henstridge Village  
Hall Lounge on Monday 12<sup>th</sup> November 2007.

**Present:**

**Councillors:** Norman Symcox(Chair), Paul Brighten, Jim Fitch, Geoff Jarvis,  
David Nicholls, Jean Oswick, Malcolm Stobart, Adam Temperton, Mickey  
Vincent, Paul White.

**Clerk:** Mrs Walker

There were 2 members of the public in attendance including William Wallace.

**1. Apologies.**

Apologies were received from Mr Crocker, Mr Day and Mr Everill.

**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  
08.10.07.**

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

**4. Matters arising from previous meetings:**

**a. To provide an update on the Parish Council website.**

The Council were advised that the working party had liased with each other and the Clerk, who had passed the comments on to Milborne Port Computing. A revised version had been created with some minor changes such as a change to a light blue background colour. A few minor issues remained to be ironed out but it was hoped that the site would be live within the next week, although some pages would remain under construction. Councillors were asked to provide a photograph and a paragraph about themselves for inclusion on the website as soon as possible.

**5. Correspondence**

15.10.07	Allison Dowding	To consider the request for a memorial which does not comply with the cemetery rules.
The Chairman explained that this item directly linked with items 6 f and g and suggested that the Council may wish to take the items together.		
<b><u>RESOLVED:</u> It was agreed to return to the item within 6 f and g.</b>		

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17.10.07	Laurence Smith – SCC	To inform the Council that an application by Mr P Taylor for the modification of the Definitive Map and Statement of Public Rights of Way has been refused.
The information was duly noted.		
20.10.07	Carol Carey - Somerset Art Week Development Manager	Request for funding
It was questioned whether the organisation are a charity and whether there is any direct benefit to the local community.		
<b><u>RESOLVED:</u> It was proposed and agreed that no donation be made.</b>		
20.10.07	Gill Holt – Henstridge Women’s Institute	Invitation to Quiz evening – Friday 18 <sup>th</sup> Jan 7.30
It was clarified that the Women’s Institute would be more than happy to see a team entered on behalf of the Parish Council.		
<b><u>RESOLVED:</u> It was proposed and agreed that the Parish Council should enter a team consisting of Malcolm Stobart, Paul Brighten, Jean Oswick and Geoff Jarvis and that the item should be brought again to the December meeting to allow other members to confirm their availability.</b>		
22.10.07	Phil Dolan – SSDC	Invitation to State of the District Meeting – Thursday 22 <sup>nd</sup> Nov 6.15
Mr Temperton agreed to attend the meeting on behalf of the Council.		
23.10.07	Michael Smith – PCC	To agree whether the Parish Council wish to make a contribution to the cost of “Wot’s On”.
The Chairman explained that this item directly linked with item 6 h (ii) and suggested that the Council may wish to take the items together.		
<b><u>RESOLVED:</u> It was agreed to return to the item within 6 h (ii)</b>		
25.10.07	SCC	To agree any response which the Council wish to make to “Issues and Options – Future Waste Planning Consultation”
William Wallace was invited to speak and encouraged the Council to respond. Comments were made regarding the inadequacy of recycling services within Somerset. Many members had not had chance to consider the document fully.		
<b><u>DEFERRED:</u> It was agreed to defer the item until next month to allow Councillor further chance for consideration. The Clerk was requested to send a reminder with the link to the necessary web site.</b>		

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28.10.07	Alan Gloak – Chairman of SCC	To consider a request for funding towards Olympic preparations
<p>Concerns were raised with regard to the likely impact, or lack of it, on the local community of any such donation to a central fund. It was felt that it would however, be appropriate for funding to be available if it directly supported groups within the Parish in Olympic Preparations.</p> <p>It was proposed that the Parish Council should not offer their support to the County Council.</p> <p>An amendment was put forward that “while we decline the request, we would be prepared to receive representation from any groups within the Parish in relation to this issue”.</p> <p>The amendment was voted on and approved. The amended proposal was voted on and approved.</p> <p><b><u>RESOLVED:</u> It was agreed while the Parish Council decline the request to support the County Council they would be prepared to receive representation from any groups within the Parish in relation to this issue.</b></p>		

## 6. Council Matters

### a. AE Agenda items.

The Clerk reported that application no 07/04134/FUL for the Concrete Batching Plant was to be on the agenda and reminded the Council that the Planning Committee and recommended approval of the application, as had the officer.

### b. To receive a report back from the Rights of Way Meeting.

**Adam Temperton**

Mr Temperton explained that it had been a fairly short meeting with several presentations regarding the rights of way network and emphasis on the importance of the Parish Paths Liaison Officer, as without an accurate annual audit of local paths being carried out the paths will be classified as level 3 paths and given no maintenance. A basic maintenance kit had been provided to those attending for carrying out simple maintenance of the paths.

### c. To agree the appointment of a Parish Paths Liaison Officer.

**RESOLVED: It was agreed that Mr Temperton should take on this role.**

### d. To request and share local knowledge regarding ownership of land on which the local footpaths cross over.

Mr Temperton explained that we need to ascertain the local landowners who have paths crossing their land.

**RESOLVED: It was proposed and agreed to circulate a map and form for completion.**

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**e. To receive a quote and agree the binding of minutes from 1997 – 2007.**

The Clerk explained that there were ten years worth of unbound minutes and that it therefore seemed appropriate to address this. The previous minutes had been bound by a company based in Castle Cary which unfortunately no longer existed. The Clerk had received a quote from a company in Yeovil at £106.00 in total but explained that in this instance she had not brought three quotes to the Council as the next nearest binders that she had found were in Martock and Dorchester and both would wish to see the documents prior to providing a quote. The Clerk explained that she was happy to seek additional quotes if the Council wished but that in this instance she had not felt it to be Best Value to do so taking into consideration the fact that seeking the quotes would be costly in terms of her time and mileage.

**RESOLVED:** It was proposed and agreed that the quote already received should be taken up and that the minutes should be bound.

**f. To report and receive further instruction with regard to the following Burial Ground issues:**

- (i) The issue that the stonemasons have not provided full detail of proposed memorials which they wish to erect for approval i.e.. submitting details for approval which omit pictures/images.
- (ii) Having sought approval the stonemasons have ignored the instructions provided to them by the Clerk and erected memorials which include images/ pictures which were not approved.

**g. To approve the following additions to the existing regulations for memorials in the Parish Council Burial Ground:**

- (i) Unapproved memorial applications are to be returned to the stone mason with a letter explaining the reason they are unapproved and a request that the application is amended and re-submitted for PC approval.
- (ii) Prior to erection of a memorial the stonemason is required to provide a photo of the memorial for the Clerks approval.  
(and letter from Allison Dowding as listed above).

The Clerk explained that the situation had arisen because following the Parish Council's reaffirmation of the rules at the last meeting, she had accordingly refused a memorial that did not comply as it had a picture on it. Following a complaint regarding this from Mrs Dowding due to the fact that precedents had recently been set at the cemetery, the Clerk had visited and found that a number of the memorials had flouted the permissions that had been granted, or had simply not provided all of the details in making their application.

There were strong opinions that did not matter, and that an engraving of a picture is different from a picture, and that engravings are unlikely to cause anyone offence. It was felt that this is something where the Parish Council should stand by the Parish. The Chairman pointed out that the Council should be careful as they had approved the rules at the last meeting. It was felt however, that this was not a change to the rules but that additional clarification was necessary of the meaning of the rules.

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**RESOLVED:** It was proposed and agreed that Mrs Dowding should be informed that permission would be given to the memorial of her husband. It was further agreed that in future all memorials should be sanctioned by the Parish Council and not the Clerk and to make the following additions to the existing regulations for memorials in the Parish Council Burial Ground:

(i) Unapproved memorial applications are to be returned to the stone mason with a letter explaining the reason they are unapproved and a request that the application is amended and re-submitted for Parish Council approval.

(ii) Prior to erection of a memorial the stonemason is required to provide a photo of the memorial for the Parish Council's approval.

It was not felt necessary to reprimand the stone masons in any way for their open flouting of the permissions that they had been granted.

**RESOLVED:** It was proposed and agreed that the Council continue forward from today with new instructions.

**h. Parish Council newsletter:**

(i) To agree the content of the next Parish Council newsletter.

**RESOLVED:** It was proposed and agreed to accept the content of the newsletter as presented.

(ii) to re-evaluate the way in which the Parish Council communicate with the village (and letter from Michael Smith as listed above).

The Clerk explained that there seemed to be a slight confusion between the PCC and the Parish Council regarding this as the Parish Council understood that they were primarily paying for the inclusion of and delivery of their newsletter within the "Wot's on", and that it was therefore an administrative cost to the Council rather than a donation. However the PCC appear to be of the understanding that this was a straightforward donation, although on the odd occasion when the Parish Council have enquired on the possibility of taking an extra space, for example for a questionnaire, they had been advised that they would be required to pay additional costs. The situation had been arrived at when the Council had become aware of the requirement for publication of a newsletter four times a year for the Quality Council Status and had "Wot's On" had, at the time, provided an ideal vehicle for doing this. However, Wot's On is now being published only three times a year and therefore no longer provides that vehicle, as the requirement is to publish four times a year, rather than to deliver to every household, and as long as copies are made available through outlets such as the shop, website, notice boards and so on, then we could continue to fulfil this criteria. There some discussion as to the most effective way forward and as to whether the deliveries had been reaching every household.

Geoff Jarvis, Jim Fitch and William Wallace left the meeting.

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**RESOLVED:** It was proposed and agreed that the Parish Council should publish their own newsletter four times per year and make this available via Local Businesses, the web page and the notice board. It was further agreed that the Parish Council should make a donation of £200.00 to support the PCC in their production of Wot's on.

**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.

- i. To review the detailed log of activities related to employees and agree any actions arising.

**RESOLVED:** It was agreed to instruct the Clerk to clarify areas covered by SSDC and bring the information back for further discussion at the next meeting.

The Clerk left the meeting.

- j. To receive feedback from the Clerk's appraisals and to agree any action arising from this, including the salary award for this year.

**RESOLVED:** It was agreed to make a salary award of one incremental point.

- k. Proposal that:

- (i) a working group is set up to review the Clerks terms and conditions of employment including hours and remuneration;
- (ii) that the working group review the "Guide to Good Employment Practice in Local Councils" (SALC and SLCC) in relation to this and in consultation with the Clerks, prior to reporting back to the council with any proposed amendments to the contract of employment including a proposed salary scale at the February meeting.

Norman Symcox

**RESOLVED:** It was agreed that a working party consisting of Norman Symcox, Mickey Vincent and Paul Brighten would meet to address the issues.

- l. To receive a report back from the SALC Chairmanship event.

Mickey Vincent

Mr Vincent informed the Council that he had received a folder of information and that the event had been interesting and informative, particularly in terms of hearing about problems suffered by other Councils. He felt that we were following guidelines well. He advised the Council that it had been suggested to use a red and yellow card system for Councillors who were unruly and also to be prepared to move away from an item and return to it later in the meeting, or to take a break in a meeting if necessary if tempers became frayed regarding contentious issues.

Mr Vincent was thanked for attending the meeting.

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## m. To receive Playground Inspection Reports.

The Clerk advised that reports had been received but that all of the matters had been dealt with prior to receipt of the report.

## n. Report from VHMCR rep

Mr Crocker was not present.

## 7. Finance

### a. To inform the Council of the closure of the Annual Audit.

The Clerk advised the Council that the Audit had been closed with no issues arising. The Council thanked Mrs Watson for her work on the finances.

### b. To approve the following accounts for payment:

T Watson	Salary October	£276.28
R Walker	Salary October	£220.53
G Edwards	Salary August & September	£142.36
Inland revenue	NI & Tax Contributions	£108.79
Madasafish	Line 2 DD Internet & Telephone 06/11-05/12	£30.10
St Nicholas PCC	Parish Council newsletter via WOTS ON 07/08	£450.00
R Walker	Postage (Stamps and Recorded delivery letters)	£50.64
Henstridge CC	Grass cutting 04-06/07 Balance	£39.50
GB Sport & Leisure	Links for swings	£9.99
Somerset landscapes	Grass cutting Ash Walk Play ground 3 & 17/09	£65.33
R Walker	In lieu of payment to replace lost chain & padlock @ allotments	£9.88
	Removal of swings & climbing frame @ Pips playground	£1,462.88
Gartell & Son	Annual Return fees 06/07	£364.25
Moore Stephens	Line 2 DD Internet & Telephone 06/10-05/11	£18.70
Madasafish	Line 1 DD Internet & Telephone 24/10-23/11	£30.17

**RESOLVED: The above accounts were approved for payment.**

### c. Income –

T Watson	Line rental August & September	£17.00
T Watson	Line rental October	£8.50

**8. Date of Next meeting** – The next Parish Council meeting will be held on **Monday 10<sup>th</sup> December 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 29<sup>th</sup> November 2007**.

**The meeting closed at 8.55pm.**