

# 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 11<sup>th</sup> February 2008.

**Present:**

**Councillors:** Mickey Vincent (Chair), Paul Brighten, Pete Crocker, Jim Fitch, Geoff  
Jarvis, David Nicholls, Jean Oswick, Adam Temperton, Paul White.

**Clerk: Mrs Walker**

There were no members of the public in attendance.

**1. Apologies.**

Apologies had been received from Malcolm Stobart, Norman Symcox and Chris  
Everill.

**2. Declarations of Interest.**

Mr Jarvis, Mr Temperton and Mr Fitch declared a personal interest in item 6h.

**3. To approve as a correct record the minutes of the previous meeting held on  
07.01.08.**

**RESOLVED: The minutes for the previous meeting were approved.**

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

- a. To instruct the Clerk to request a detailed schedule of works from South  
Somerset District Council as to the maintenance carried out within the  
village and the regularity of this.**

It was explained that this had arisen from the item regarding employees duties at the  
previous meeting.

**RESOLVED: It was agreed to instruct the Clerk to request a detailed schedule  
of works from South Somerset District Council as to the maintenance carried out  
within the village and the regularity of this.**

- b. To discuss the possibilities regarding provision of a mower for  
grasscutting in the Ash Walk area and agree any actions arising.**

The Clerk explained that liaison was occurring between Mr Edwards and Mr Pulling to  
investigate the possibility of sharing the existing mowers between the jobs and that  
she would feed back further next month.

**RESOLVED: It was proposed and agreed to defer the item until further  
information was available.**

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- c. To receive a report back from the working group set up to review the Clerks terms and conditions in the light of the “Guide to Good Employment Practice in Local Councils” (SALC and SLCC) (Norman Symcox, Mickey Vincent, Paul Brighten).

It was reported that no meeting of the working party had occurred as yet.

**RESOLVED: It was agreed to defer the item for a further three months.**

## 5. Correspondence

03.12.07	VHMC (letter received via SSDC on 17.01.08)	To respond to a request for £500.00 in order to replace the water boiler in the kitchen
<p>It was clarified that there is currently no money available in Section 137 for this as it has been spent in recent months. The Council were advised that they could provide funds toward this in the new financial year but that there is only £500.00 set aside within this area of the budget. There was some concern that the Management committee should also investigate other avenues of funding.</p> <p><b><u>RESOLVED:</u> It was proposed and agreed that the Council should reply to the Management committee explaining that as they have no further funds available in this financial year in Section 137, that they must decline the request, but that if the Committee wish to reapply in the new Financial year with three quotes to accompany their request, then the Council will consider whether they are in a position to match fund any other funding that the VHMC have been able to source. The Council further wished to remind the VHMC that the Council need to be made aware of any large funding requests (i.e. over £100.00) at the time when they set the budget in September/October.</b></p>		
03.01.08 / 23.01.08	Communities and Local Government/ SALC	To agree any response which the Council may wish to make to the Consultation on Orders and Regulations relating to the conduct of Local Authority Members in England.
<p><b><u>RESOLVED:</u> It was proposed and agreed that the Council should endorse the responses put forward by SALC.</b></p>		
07.01.08	Ian Clarke – SSDC	To advise Councillors of training on the new Code of Conduct
<p>Councillors were reminded of the training taking place at Wincanton on 12<sup>th</sup> February from 7.00 until 8.30pm and encouraged to attend if at all possible.</p>		
08.01.08	Mike Lewis – Chair AE Committee	To respond to an invitation to the second area east forum – 27 Feb, 6.00pm, Queen Camel Village Hall
<p>No councillors were available to attend.</p>		

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10.01.08	Mike Lewis – Chair AE Committee	To respond to an invitation to the SSDC Annual Meeting with Parish and Town Councils – Wednesday 19 <sup>th</sup> March, Wincanton, 7pm
No councillors were available to attend.		
11.01.08	Somerset Local Authority Civil Contingency Unit	To agree if there is a representative available to attend a Flood Fair on 21/22 February
No councillors were available to attend.		
18.01.08	Revd Peter Hallett	To report the receipt of a letter of thanks for the Parish Council's donation to the PCC for the excess on the replacement of the Church Window.
The Council were advised of a letter received from Revd Hallett on behalf of the PCC and Churchwardens, thanking the Parish Council for their donation.		
25.01.08	Tim Hayers	To respond to a request for permission to place a memorial bench at the Cemetery.
The request for a teak bench with a small brass plaque was discussed. It was felt that this was not covered within the Rules on the Cemetery and Memorials.		
<b><u>RESOLVED:</u> It was proposed that the Council should write back approving the request as long as the siting of the bench is approved by both themselves and the PCC and Churchwardens.</b>		
27.01.08	John Graham	To respond to concerns over the continued closure of Furge Grove and the state of the road due to the Woodhayes development and agree any action necessary.
Concerns about the road closure were discussed. The Clerk had checked with Highways and advised that there was no current closure order. However some Councillors believed that a closure order usually entails an 18 month extension period that can be drawn upon if needed. There was also concern that the closures were potentially for Health and Safety reasons and were unavoidable. The dangers of mud on the road were also discussed.		
<b><u>RESOLVED:</u> It was proposed and agreed that a letter should be written to Highways to ask for clarification of the situation with regard to the road closure and making them aware of the issues of mud on the road at Woodhayes, and that Mr Graham should be advised of the actions taken.</b>		
28.01.08	Margaret Gibson, SHMA Project Manager	To respond to an invitation to a stakeholder consultation meeting for the Strategic Housing Market Assessment in South Somerset – 14.02.08
No councillors were available to attend.		

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28.01.08	Audit Commission	To inform the Council of the proposed external auditor (Moore Stephens, Bath) and to provide the opportunity for any comments or concerns to be raised.
<p>The Clerk advised that Moore Stephens had been the auditors for a number of years but that the Clerk had brought this to the Council's attention as being a new Council there was the possibility that there may be an interest to declare.</p> <p><b><u>RESOLVED:</u> There were no concerns or interests over the appointment.</b></p>		
29.01.08	Andy Pritchard, Avon and Somerset Constabulary	To advise the Council of the changes to local policing.
<p><b><u>RESOLVED:</u> It was proposed and agreed that the Council should write to Andy Pritchard welcoming the proposed improvements to the service and expressing their hope that this will bring improved response times.</b></p>		
29.01.08	Steve Fox – SSDC Landscape officer	To respond to an offer for the Parish to participate in bulb planting days alongside Streetscene services
<p>There was a general feeling that this was a positive scheme which would improve the village.</p> <p><b><u>RESOLVED:</u> It was agreed to respond saying that the Council would like to assist and that they will work out appropriate areas for planting and advise Mr Fox of these in due course.</b></p>		
03.02.08	Mr and Mrs Curtis	To advise the Council of an incident at the recreation ground and to agree any actions arising
<p>The Clerk advised that she had visited the site and spoken to Mr Curtis to clarify the incident and it appeared that the fire had probably been set from the recreation ground side of the fence, but in garden rubbish in Mr and Mrs Curtis's garden.</p> <p><b><u>RESOLVED:</u> It was agreed that the incident should be highlighted to the PCSO and that Mr and Mrs Curtis be advised of this.</b></p>		
03.02.08	Cliff Frost	To respond to a request for the trees at Church Path to be reduced to a 5ft hedge.
<p>The Clerk briefly filled the Council in on the history of the correspondence with regard to this issue.</p> <p><b><u>RESOLVED:</u> It was proposed and agreed that Mr Frost be advised that this is a Highways matter and not a Parish Council issue and that Highways be requested to clear the path of leaves.</b></p>		

## 6. Council Matters

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- a. **To update Councillors with regard to the Consecration of the remaining available land at the Parish Council cemetery.**

The Clerk advised the Council that the land is to be consecrated on 29<sup>th</sup> February at 11am and asked for two councillors who would be available to attend the service alongside Norman Symcox.

**RESOLVED: Mr Fitch and Mr Temperton agreed to attend the service.**

- b. **To agree an appropriate replacement for the existing answering/fax machine.**

The Clerk explained that the reason for this item is that a lot of interference is being experienced on the answering machine which is making it very difficult to be able to hear messages and phone numbers and in a couple of instances has meant that phone calls have been unable to be returned. The need for a fax machine was discussed, and it was felt that this may no longer be necessary.

**RESOLVED: The Clerk was requested to bring back a suggested answerphone for approval at the next meeting.**

- c. **To agree the date of the Annual Parish Meeting.**

The Clerk explained that the date of this meeting needs to be set in order to allow for it to be advertised in the newsletter, and that it must occur between 1<sup>st</sup> March and 1<sup>st</sup> June.

**RESOLVED: It was agreed to hold the meeting on Monday 19<sup>th</sup> May.**

- d. **To agree the content of the next newsletter.**

A wording correction was pointed out.

**RESOLVED: The Council agreed the content of the newsletter as presented.**

- e. **To discuss the concerns over Highways safety within the village as raised within the January open forum and agree any actions arising.**

The Council discussed the concerns which had been raised, of the speed of traffic through the village and the jumping of the traffic lights at the Ash Walk and A30 crossroads. It was pointed out that there is an item on the Area East agenda for consideration of the A357.

**RESOLVED: It was proposed and agreed that the concerns over the speed of traffic on the A30 and A357, and the phasing of the lights should be raised at the Area East meeting and that the Police should also be contacted with a request that mobile speed cameras are brought to Henstridge as they are to neighbouring villages.**

- f. **Proposal that the Council start the main meeting after the planning meeting.**

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James Fitch

Concerns had been raised over the gaps that occasionally occur between planning and full council meetings. It was felt that there is a need for a consistent start time to the full Council meeting and that at the very least the start time must be published. It was acknowledged that the agreements on time allocations made at the last planning meeting should help to resolve the issue.

**RESOLVED: The proposal failed with the situation to be monitored and reviewed if necessary.**

- g. **Proposal that the Parish Council write to South Somerset Highways regarding the almost permanent flooding at the junction of Marsh lane and Camp Road and the now regular flooding between crossing cottage and the bridge in Marsh Lane asking them what they are doing to rectify this problem.**

Adam Temperton

The causes of the flooding were questioned and clarified.

**RESOLVED: The proposal was approved.**

- h. **Proposal that the Council agrees to meet on a Saturday for an informal tour of the Airfield area in order to allow members with no knowledge of the site to familiarise themselves with the area in order that they can be better informed for future planning and development discussions.**

Malcolm Stobart

There was some discussion regarding the proposal and the logistical possibilities. However it was generally greeted as a positive and useful suggestion.

**RESOLVED: The proposal was approved with the Clerk to co-ordinate dates.**

- i. **To repeat the request for the input of Councillors on ownership of footpaths.**

Councillors were reminded of the request that had gone out as a circulation document and advised that this document had never been returned.

**RESOLVED: It was proposed and agreed that the Clerk should send an additional copy of the map via e-mail or paper copy to each Councillor to allow individual responses to be made.**

- j. **To review the system for circulation of documents and agree any changes necessary.**

It was explained that this item had arisen from the previous, as nothing that had been circulated since the new Council had taken over had been returned which clearly causes a number of problems.

**RESOLVED: It was agreed to adjust the circulation order so that Mr Jarvis follows Mr Crocker and to monitor the situation.**

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**RESOLVED:** It was proposed and agreed that due to the possibly confidential nature of the business to be discussed, that the press and public be excluded and they were asked to leave the meeting.

- k. To review the current system of locking the gate at the recreation ground overnight and agree any actions arising from this.

The history of the current system was discussed.

**RESOLVED:** It was agreed that Mr Crocker would hold a key to the gate and would act as a backup for Mrs Cornish to contact in the event that she is unable to lock the gate. Mr Crocker was also asked to take the lead in locking the gate if necessary.

The press and public were invited to return.

- l. To agree whether the Council wish to purchase Litter Picking equipment and make any appropriate adjustments to the project account arising from this.

The Clerk advised that there was £150.00 set aside by the previous Council for the purpose of purchasing litter picking equipment and that a decision was needed on whether to spend this money or to reassign it. The likely use of any equipment purchased was discussed.

**RESOLVED:** It was agreed to purchase two sets of equipment and request that Mr Pulling and Mr Edwards undertake litter clearing as part of their existing duties on a monthly basis.

- m. To agree a contractor for the cutting of the A30 hedge.

The Clerk reported that three quotes had been sought and that as in previous years the quote from Ben Stretton was the cheapest of these with a quote of £110.00+VAT

**RESOLVED:** It was agreed to instruct Ben Stretton to cut the A30 hedge.

- n. As a continuation of the recreation ground hedge laying project, to approve the trimming of the hedge and any additional planting as deemed necessary.

The Clerk explained that the laying had been carried out by Countryside Boundaries and that confirmation was being sought that the Council were happy that we request them to return to trim and infill the hedge as necessary.

**RESOLVED:** It was agreed to instruct Countryside Boundaries to return to the site and carry out work as needed to maintain the hedge.

- o. To provide an update in relation to the allotments.

The Clerk informed the Council that further to their previous instruction at the October meeting, she had given notice to the allotment holders that an inspection

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would be carried out on 23<sup>rd</sup> January, providing three months notice, and that any tenants who had not properly maintained their plots by this stage would have their agreements terminated. The inspection had been duly carried out and two tenants notified that their agreements had been terminated – both plots are re-let. The Clerk advised the Council that one of the tenants had been extremely unhappy about having their agreement terminated.

**RESOLVED: It was agreed that the Council should write to the tenants explaining that the Clerk is purely carrying out the instructions of the Council and requesting that any further comments be addressed to themselves, and that the letter should be signed by the Chairman.**

**p. Playground issues:**

**(i) To receive Playground Inspection Reports.**

The Clerk reported that the most recent report from SSDC had raised no issues at all at Ash Walk.

**(ii) To agree a provider for the Annual Playground inspection report.**

The Clerk explained that we could use SSDC (£40) or Digley Associates (£40) or ROSPA (£60) but that the advantage of using Digley Associates was that an appointment could be made when the inspection could be made in order that someone could be in attendance and ensure that any issues raised were fully understood and advice sought as necessary.

**RESOLVED: It was agreed to ask Digley Associates to carry out the annual inspection report for the Council.**

**(iii) To discuss the state of Pip's playground and agree a way of addressing the situation and moving forward with this in the future.**

The Clerk explained that following the removal of the equipment the site had not been left in a fit state for mowing.

**RESOLVED: It was agreed that the Council should return to the contractor in the first instance and ask them to tidy the site.**

**q. Report from VHMC rep**

There was no report to be made as Mr Crocker had been unable to attend the November meeting and was not aware of any subsequent meetings that had been held. The Clerk reminded Mr Crocker that he needed to collect minutes from the village shop and that these should advise of the next date for meetings.

## 7. Finance

**a. To approve the following accounts for payment:**

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Madasafish	Line 1 DD Internet & Telephone 24/01/07-23/02/08	£30.13
Madasafish	Line 2 DD Internet & Telephone 06/02/07-05/03/08	£35.57
Henstridge VHMC	Hall hire 09/07/07-07/01/08	£85.25
T Watson	Stamps	£34.00
R Walker	Salary January	£234.37
T Watson	Salary January	£292.17
Inland revenue	NI & Tax Contributions	£74.20
Explorers Preschool	Donation for sand tray & digital camera	£140.00
Youngs Garden Machinery	Service mower, strimmer & hedge trimmer	£176.31

The Clerk advised the Council of two additional payments :-

Ring Street Garage for petrol for the mower - £25.99

Legal Library Services for Book Binding - £106.00

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

## **b. Income –**

T Watson	Line rental	£8.50
Peter Jackson Funeral Services	Internment fee re. F Eavis	£66.85
Peter Jackson Funeral Services	Plot purchase & Internment fee re. H Frith	£296.70
R Walker	Refund of payment for planning application	£150.00

**8. Date of Next meeting** – The next Parish Council meeting will be held on **Monday 10<sup>th</sup> March 2008**. 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 28<sup>th</sup> February 2008.

**The meeting closed at 8.55pm.**