

Henstridge Parish Council

Clerk: Rachel Walker, Westcombe House, 48, Bowden Road, Templecombe,
Somerset, BA8 0LF, Tel: 01963 370388
e-mail: clerk@henstridgeparishcouncil.org.uk

Draft minutes of the Parish Council meeting held at the Henstridge Village Hall Lounge on Monday 7th July 2008.

Present:

Councillors: Norman Symcox (Chair), Jim Fitch, Jean Oswick, Malcolm Stobart, Adam Temperton, Mickey Vincent.
Geoff Jarvis arrived late in item 5.

Clerk: Mrs Walker

There was one member of the public in attendance, District Councillor Mr William Wallace who offered apologies on behalf of Mr Inglefield.

1. Apologies.

Apologies were received on behalf of Mr Brighten and Mr Jarvis who had been delayed but would join the meeting as soon as possible.

2. Declarations of Interest.

There were no interests to declare. Later in the meeting, Mr Jarvis declared a personal and prejudicial interest in an item raised on the Area East Agenda, however this was a matter of brief report only.

3. To approve as a correct record the minutes of the previous meeting held on 09.06.08.

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

4. Matters deferred from previous meetings:

a. Sports Club

- (i) To receive a presentation from the Sports Club regarding the proposed Changing rooms**
- (ii) To agree a response to the plans for the proposed changing room development and the request for support from the Sports Club, in the light of the presentation and information received from Savills on behalf of Inwood Estates regarding the covenants on the Recreation Ground land.**

The Clerk advised that the architect had been unavailable for the meeting after all and that the Sports Club would hope to attend the August meeting.

b. Proposal that due to the recent illegal use of Parish Council owned land at the Ash Walk recreation ground by mini motorbikes:

- (i) that the Parish Council agree to install barriers around the car park in order to prevent vehicular access**

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Mr Temperton explained that complaints had been received from members of the public with regard to this matter, that the no vehicular access signs had been removed and that he felt that the only way to prevent vehicular use of the site was to erect barriers. The Clerk was asked to clarify the situation with regard to reports received and explained that she believed this to have been an isolated incident and that the PCSO had spoken to the family primarily involved. Mr Stobart added that he had spoken to a member of the public who lived nearby that evening and again believed this to be an isolated incident.

The Clerk advised that she had spoken to the Planning Department as instructed and been advised that there should not be any planning requirements for the construction of barriers, and that she had investigated barrier options as instructed and while a number of options are available for preventing car access, she pointed out that these options are unlikely to prevent problems with mini motorbikes.

RESOLVED: Mr Temperton withdrew his original proposal and proposed that the Parish Council delay installation of any barriers at the current time and in the first instance that they write to all users of the recreation ground advising them of the Council's decision at the June 2008 meeting to ban all vehicular access to the recreation ground and asking for their support in achieving this.

- (ii) **that the Parish Council agree to install kissing gates that comply with all disabled access regulations on pedestrian access gates in order to prevent access by mini motorbikes.** Adam Temperton

Some concern was expressed that as the problem is with mini motorbikes the installation of kissing gates is likely to be of little value while being quite costly and that the only way in which they will potentially create a benefit is in preventing people from racing into or out of the rec on any kind of bike because of having to pass through a gate. It was suggested that an alternative option would be to refurbish the existing gate and add a self closing mechanism.

RESOLVED: An amendment to the original proposal was put forward "that the Parish Council agree to install a self closing mechanism to the pedestrian gate into Playing Field Close in order to prevent access by mini motorbikes." The amendment was voted on and approved. The amended proposal was voted on and approved.

- c. **To agree changes necessary to the existing Clerk's contracts in the light of the report received 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).**

DEFERRED: The Chairman apologised to the Council for the delay in addressing this matter.

5. Matters arising from previous meetings:

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a. To discuss the presentation made by Young People in the Village at the previous meeting and to agree any actions arising from this.

Disappointment was expressed by the members who had been present by the input that had been received and the lack of support which had been provided to the Young People in clarifying their ideas for presentation. Mr Vincent had also attended the Open day at Milborne Port and expressed concern at the lack of youth worker support in relation to that provided for the Yeovil area. There was however a strong feeling that the Council should be more pro-active in supporting provision of a Youth Club facility and a venue for this to occur in, although it was recognised that in the past expressions of parental support for running such a venture had amounted to very little.

There was recognition that there is a need and that ideally a venue should be provided which the children can have ownership of and that the village hall is not the best option for this but that it would be a starting point. There was additionally understanding that in order to facilitate such a club a qualified leader would be necessary with a good group of supporters who would help to run this, and there was a feeling that this was something which should be led at District or County level.

Mr Wallace was invited to join the discussion and suggested that it may be worth investigating with the appropriate officers to find out about funding possibilities and the availability of staff to run a Youth Club team.

RESOLVED: It was proposed and agreed that the Council should ask Mr Wallace to investigate the availability of funding and the availability of a qualified person to support a youth club team on the Council's behalf, and that the Clerk should contact the Village Hall Management committee with regard to the possibility of arranging one regular night a week when the hall or lounge are available for use as a Youth Club, while at the same time confirming that there are no insurance implications or any other aspects for consideration with Kerry Gray, it being the Council's intention to organise a Youth Club facility as soon as possible.

b. To receive information from the Dog Warden as requested from the previous meeting regarding dog fouling at the recreation ground and to agree any actions arising.

The Clerk reported that she had spoken to the dog warden, Lynette Osment, and that there have been a lot of complaints in the village about dog fouling recently. A fixed penalty notice can be issued on our land as long as we are happy for this to be done and the dog warden is happy to put up notices to this effect in the recreation ground. Obviously the difficulty is in catching people, but if someone sees someone allowing their dog to foul and they know who it is, or even just where they live a warning letter can be written, even if the person who saw them wishes to remain anonymous, and if they are prepared to make a statement then a fixed penalty notice can be issued on this evidence. The Clerk had also spoken to streetscene services regarding installation of an additional bin but been advised that at the current time no new bins can be added to the collection route.

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RESOLVED: It was agreed to record in the minutes that the Parish Council wish to pursue this matter very strongly and invite members of the Parish to inform the Council of fouling that they witness anonymously if they so wish, in order that the Parish Council can pursue it, and that this message should also be advertised in Wot's on.

- c. To discuss the use of the village hall car park for purposes other than parking and agree any actions to be taken (arising from decision to ban all motor vehicle access).

The Clerk advised that this item had arisen as she had become aware that the car park is being used as a sales area at certain times. As a decision had been taken to ban motor vehicles from parking on the recreation ground it seems appropriate that the car park should be fully available for its appropriate use and the Clerk suggested that in the first instance a letter should be written to the Village Hall Management Committee requesting them to remind users that they have no right to use the car park in this manner. The issue of the need for planning permission for alternative uses of the car park was also raised.

RESOLVED: It was proposed and agreed to instruct the Clerk to write to the Village Hall Management Committee as suggested.

6. Correspondence

17.06.08	Andrew Brown – Wincanton Beat manager	To report the response to questions regarding speed tests and PACT priorities and agree any actions arising
24.06.08	Clive Sutton - Highways	
The letters were summarised and briefly discussed.		
RESOLVED: It was proposed and agreed to respond passing on this information to Claire Wriley who had originally raised the questions, and to go back to Andrew Brown inviting him to set up a PACT meeting in Henstridge.		
24.06.08	Mrs E Fowler	To respond to a letter regarding dog fouling at Old Station Gardens.
It was felt that the subject of the letter had been addressed in item 5b.		
RESOLVED: It was proposed and agreed to write to Mrs Fowler expressing the Council's concern and advising her of the decisions as taken in item 5b.		

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.

7. Council Matters

- a. Employment issues:

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- (i) To agree the Clerk as line manager to other staff
(following advice received from SALC)

The Clerk passed on advice as received from SALC

RESOLVED: It was agreed that the Clerk should act as the line manager to all staff.

- (ii) To review the current terms of employment of staff
and agree any actions arising from this.

RESOLVED: It was proposed and agreed that the Clerk should consult with other employees as suggested and bring back any necessary amendments to the current terms of employment for approval as soon as possible.

b. Allotment issues:

- (i) to consider the future of the play area site and agree
any actions arising from this.

The Clerk explained that the item had arisen from the combination of a number of factors, firstly that she had been seeking quotes for fencing between the allotments and the play area, secondly that she has a definite waiting list of 4 for the allotments with 3 other people who have shown interest informally and thirdly that a number of complaints had been received about the area again both from neighbours and from allotment holders, and that she was aware that part of the reason for the previous deterioration of the site was the difficulties with local children causing damage. The Clerk explained that this had led her to consider whether the site would be better used for conversion into additional allotment space so that the entire site was used for one purpose and secured accordingly, and all focus for play space focused on the more open Ash Walk site. This would negate the need for replacing fencing, and for fencing between the track and play area, and on a rough measurement would provide 5 ½ additional allotment plots and additional car parking space. This would hopefully reduce problems of mini motorbikes etc and make the site easier to maintain.

Discussion occurred as to the previous historical use of the site and where the land had come from.

RESOLVED: It was proposed and agreed that the Parish Council should convert the remaining portion of the site into allotments, after confirming that we are in a position to do so and whether the money connected with Woodhayes is attached to this site specifically.

- (ii) to provide quotes and agree a contractor for the
provision of fencing of the allotments

DEFERRED: It was agreed to defer the item until feedback has been provided in relation to item 7b(i)

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- (iii) to consider quotes for the provision of fencing of the allotment track

DEFERRED: It was agreed to defer the item until feedback has been provided in relation to item 7b(i)

- (iv) to discuss water provision at the allotments and agree how the Council wish to proceed with this.

The Clerk reported that while Wessex Water have agreed to install water that the Council will need to provide furniture for this supply. The Clerk asked for instruction as to what the Council wished to have prices sought for. A variety of options were discussed for this purpose.

RESOLVED: It was proposed and agreed to ask advice from Wessex Water with regard to methods for the most efficient way of securing the water supply for users of the allotment only.

c. Website:

- (i) To agree photographs which the Council wish to add to the gallery

RESOLVED: It was proposed and agreed to set up a working party of Mr Fitch, Mr Jarvis and Mr Temperton who would select 25 photographs, with the possibility of rotating these on a three monthly basis dependent on the likely cost of this.

- (ii) To agree charges which the Council wish to make to commercial organisations for the advertisement of forthcoming local events on the website.

There was some discussion about the difference between commercial advertising of a business and advertising of an event. There was some feeling that an advertiser would want return from the advertisement and that this would not be provided by the Parish Council website, although it was pointed out that there is no obligation on anyone to take up the advertising opportunity but that this does not mean that a system should not be in place to provide this.

RESOLVED: It was proposed and agreed that a quotation should be sought for Milborne Port Computing for the provision of such a service and also for the possible rotation of photographs on a three monthly basis.

Mr Jarvis left the meeting.

d. Proposal that the Parish Council write to Avon and Somerset constabulary requesting:

- (i) more frequent visits to our meetings to match the level of commitment given to other parishes in the area i.e. Abbas and Templecombe.

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- (ii) that they set up an informal drop in service like the one provided in Abbas and Templecombe.

Adam Temperton

Mr Temperton explained that he had become aware of the regular attendance of the PCSO that seemed to occur at the Templecombe Parish Council meetings and also of the drop in service which had been advertised there and felt that as Council tax payers, that Henstridge should be offered a similar service. Concern was raised as to the best way in which to approach the matter so as to continue the positive working relationship which had been built up by the clerk with the PCSO.

Mr Jarvis returned to the meeting.

RESOLVED: Mr Temperton changed his proposal to read that following discussion the Council should informally approach the PCSO requesting better attendance and asking for a drop in service and that the Council should write to her superiors if no improvement is seen. An amendment was put forward that if no improvement is seen the matter should be returned to the Council. The amendment was voted on and approved. The amended proposal was voted on and approved.

- d. To approve memorials as received.**

No memorials had been received.

- f. To receive an update with regard to tree planting in and around the village.**

Malcolm Stobart

Mr Stobart reported that a meeting had already taken place and that a further meeting was planned for the beginning of August with Liz Holbrook looking into where we can plant. He further reported that grants are likely to be available for up to 95% of the costs.

- g. Parish Council newsletter:**

- (i) To provide an update with regard to the newsletter
(ii) To consider whether the Council wish to advertise the newsletter in the Wots on

The Clerk reported the distribution of the newsletter.

RESOLVED: It was agreed to advertise the newsletter in Wots on and also cover the issue of dog fouling.

- h. Playground issues:**

- (i) To receive Playground Inspection Reports.

The Clerk updated the Council on the reports.

- i. Planning - To receive notification of appeals and items listed on the AE agenda affecting Henstridge Parish.**

The Clerk reported that the Airfield Master plan is on the agenda for Wednesday to provide AE members with an update and agree a schedule for signing. From this, it is

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understood that the Parish Council are likely to receive papers for consideration next week and that this will appear on the next Planning Committee agenda.

j. To receive reports from Representatives and provide guidance as appropriate:

(i) VHMC rep

Concerns were raised that two of the present committee had resigned at the AGM and that further members were likely to leave shortly, possibly creating a crisis in the management.

(ii) HALT rep

Mr Brighten had sent his apologies.

(iii) Footpaths rep

Mr Temperton showed Councillors the cut plan for the footpaths in the Parish and reminded Councillors that we need information regarding landowners with paths crossing their land.

(iv) Other representatives.

There were no further reports.

k. To receive an update with regard to the planning of the additional consecrated cemetery plot.

Mr Vincent said that he had been in touch with Peter Jackson but suggested that further liaison was needed by the Clerk.

8. Finance

a. To review the Financial risk assessment document and approve the inclusion of potential cheque washing assessment following advice from received from SALC.

The addition to the document was explained.

RESOLVED: It was proposed and agreed to amend the document accordingly.

b. To receive a report from the Internal Auditor.

The report was read out to the Council and any queries explained.

c. To approve the proposed change to the Fixed asset value in the Statement of Accounts as recommended by the Internal Auditor.

The necessity for the change was clarified.

RESOLVED: It was proposed and agreed to amend the document accordingly.

d. To approve the following accounts for payment:

Madasafish	Line 2 DD Internet & Telephone 06/06/08-05/07/08	£34.52
R Walker	Salary June	£240.17
T Watson	Salary June	£283.97

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G Edwards	Salary May	£87.00
T Pulling	Salary May	£46.20
Inland revenue	NI & Tax Contributions	£109.80
Viking Direct	Stationery	£123.51
CPRE	Subscription 08/09	£28.00
Young's Garden	Repairs to John Deere Mower – Broken Engine Brake	
Machinery Repairs	lever	£84.30
T Watson	Mileage – Apr – June	£44.00

e. Income –

Came & Co	Refund ref. 3 yr Insurance agreement with Norwich Union	£70.20
T Watson	Line rental	£8.50
S Norris	Allotment rent 08/09 plots 5 & 6	£20.00
K Raison	Allotment rent 08/09 plots 3 & 4	£10.00
J Fitzpatrick	Allotment rent 08/09 plots 7 & 18	£20.00
J Clark	Allotment rent 08/09 half plot 16b	£5.00
Talk Talk	Outstanding refund on account closure	£7.86

9. Date of Next meeting – The next Parish Council meeting will be held on **Monday 11th August 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 31st July 2008.

The meeting closed at 9.09pm.