

Henstridge Parish Council

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

Approved minutes of the Parish Council meeting held at the Henstridge Village Hall Lounge on Monday 11th August 2008.

Present:

Councillors: Norman Symcox(Chair), Paul Brighten, Jim Fitch, David Nichols, Jean Oswick, Malcolm Stoabrt, Adam Temperton, Mickey Vincent.

Clerk: Mrs Walker

There were 3 members of the public in attendance at the beginning of the meeting.

1. Apologies.

Apologies were received from Mr Jarvis.

2. Interests:

(i) Declarations of Interest in relation to the agenda.

Mr Stobart and Mrs Oswick declared a personal interest in the correspondence item from the VHMC as the Parish Council's representatives to the Committee.

(ii) Request for Councillors to consider their register of interest forms and update these if necessary.

The Clerk explained that District had advised Parish Councils of the importance of updating register of interest forms and had provided a review form accordingly. The Clerk advised Councillors that they need to review their register of interest forms and complete the review form at their earliest convenience.

3. To approve as a correct record the minutes of the previous meeting held on 07.07.08.

RESOLVED: The minutes of the previous meeting were approved.

RESOLVED: It was proposed and agreed that as the items are connected, that item 4 a (ii) and the Correspondence item from the VHMC should be taken together.

4. Matters deferred from previous meetings:

a. Sports Club

(i) To receive a presentation from the Sports Club regarding the proposed Changing rooms

Members from the Sports Club were invited to join the meeting for this item. It was explained that the current facilities had not been considered to be adequate by the leagues for a number of years and that the Club are therefore working towards a stand alone building which would meet all of the necessary requirements for both the Football and Cricket leagues in order to be able to apply for funding. No work has been done so far as to the likely costs of the building but fundraising is ongoing with current funds standing at £6000 and it is understood that between 80 and 90% of the total costs could be applied for from the Football Foundation. The possible timescales

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of completion of the project were queried, particularly in relation to the consideration of a new village hall. There was a feeling from the club that a new village hall covering their needs would be an ideal situation and something that they would be keen to be involved in were this to be a viable project, but that they are hoping that their project would be working towards approximately a two year time scale. Clarification was sought as to what the club are looking for from the Parish Council and it was confirmed that they would hope to be able to lease the land from the Council, and that the Council would allow the plans to be put forward in their name. It was queried whether the plans had been passed to Savills and confirmed that they had not as yet.

- (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.**

19.07.08 VHMC To discuss a request for support in assessing the feasibility of providing a replacement village hall and agree any actions arising from this.

The Chairman explained that he wanted to discuss the two matters together so that consideration could be given to whether they did affect each other. There was a feeling that the need for the sports clubs is now and that while a Village Hall is an ideal solution there was scepticism as to how quickly this would progress in reality. The possibility of building a stand alone building in such a way that it could later be incorporated into a bigger project was discussed briefly, but concerns were raised about the possible effects on the planning process. There was also some feeling that the Council had “been here before” in respect of a possible new village hall. The Clerk explained that the Council were not in the position to approve the lease of the land without sight of the plans having been given to Savills who are the agent of the Inwood estate, as while they had approved the idea in principle they had stated that they wished to be consulted on the planning and positioning of the proposed building.

There was some talk with regard to certain villagers being keen to be financially involved in the raising of capital for a new village hall and the availability of grants for a village hall was also queried.

The Clerk advised that she had contacted Eileen Zoers at the Community Council with regard to the VHMC’s request and fed back the advice received in respect of feasibility studies and so on. She advised that she understood that there is currently very little availability of grants for this purpose.

RESOLVED: It was proposed and agreed that the two items under discussion should be deferred until the next meeting pending further input from the Village Hall Management Committee regarding their plans (Clerk to request), advice from Savills following sight of the plans and input from any persons who may wish to be involved in donations to a possible new village hall.

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- b. **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).**

The Chairman advised that he had looked at the necessary changes but had not as yet had chance to meet with the working party.

DEFERRED: The item was deferred to the next meeting.

5. Matters arising from previous meetings:

a. To feedback information regarding:

(i) possible recreational funding from the Woodhayes development

The Clerk advised that she had spoken to the planning department and also to Rob Parr at SSDC and been advised that the money connected to the Woodhayes development for recreational facilities was linked to Pip's playground and would not be available for use at Ash Walk. However, the Clerk explained that the total amount that would potentially be available was £13,800 but that this has to be split 55% - 45% between capital investment and maintenance, so that in reality the amount available for equipment etc would only be £7590. (HAGS quoted £9053.50 for a slide last year). In addition, the money would not come directly to the Parish Council but would have to be applied for from the District Council in a similar sort of process to that required for a grant application. The Clerk asked the Council to think carefully about the expenditure that would be necessary on the part of the Council in order to make use of the amount of money which is possibly available. She further pointed out that due to vandalism arising from misuse of the site, several allotment holders were considering giving up their plots, which was a large part of the reason that the site became derelict previously.

(ii) the history of the play area site

The Clerk explained that following concerns raised about the history of the site at the previous meeting she had wanted to clarify this and so had looked back through old paperwork and minutes to confirm this. The land had been purchased by the Council in 1920 from CB Scammell for use as allotment land. In 1997 the recreation ground users committee proposed clearance of the unused allotments and installation of a play area. This area was initially called the "Millenium Field" and was also called "Princess Field", "Princess Gardens", and "Centenary Gardens Playing area" before it was suggested in 1999 to link a name for the area to Mrs Mary Raymond (who had died some two years previously) and a name was settled on of Pip's playground. The Clerk suggested that the Council may wish to consider that a memorial name could be maintained with the use of the area being adjusted and also pointed out that when it was agreed that the area be named after Mrs Raymond, it was also agreed to plant a memorial Copper Beech, which again, did not appear to have been done and that this may be something else which the Council may like to consider

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

The usefulness of the proposed money available for the play area in relation to the expenditure that would be necessary was discussed. The success of the existing allotments site was also raised and the Council felt that it was valuable to promote

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healthy eating and so on through the allotments. It was suggested that the memorial aspect may be better served through changing the site back to allotment use.

RESOLVED: It was proposed and agreed to convert the play area site back to allotments with the inclusion of a copper beech tree in memory of Pip Raymond.

- b. to provide quotes and agree a contractor for the provision of fencing of the allotments

RESOLVED: It was agreed that in the light of the above decision the quotes were no longer required.

- c. to consider quotes for the provision of fencing of the allotment track

RESOLVED: It was agreed that in the light of the above decision the quotes were no longer required.

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

The Clerk explained the research that she had done following the last meeting and the advice received and suggested that the most appropriate solution would appear to be provision of a double ended trough alongside the writing of a risk assessment.

RESOLVED: It was proposed and agreed that the Clerk should get quotes for a double ended trough as suggested and that a risk assessment should be developed to be incorporated into the allotment tenancy agreements.

- e. To provide feedback received in relation to the Council's intention to organise a youth club facility and agree any actions arising from this.

RESOLVED: It was proposed and agreed that as Mr Jarvis was at the forefront of suggesting this project and was not present, that the item should be deferred until the next meeting.

- f. To provide feedback in relation to the issues raised with the PCSO following the previous meeting, to provide a report from the PCSO for the previous month and to agree any further actions arising.

The Clerk advised that the PCSO is on annual leave at the current time and that she had explained that her shift pattern does not usually allow her to attend meetings on a Monday evening, but that she had provided the following report and would welcome any information that the Parish Council felt appropriate to pass on to her:

“For the month of July we have had reported :- damage to the notice board at the village hall, a vehicle broken into on the trading estate, a TV wire pulled from a house wall, the theft of an off road bike and some damage caused as a result of a neighbourly dispute.

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I have received several complaints regarding parking at the junction of Blackmoor Lane/Ash Walk and am liaising with the landlord of the Bird in Hand to work with his customers and encourage them to park sensibly!

I have spent several hours on foot patrol in the Village, particularly around the village hall and Rec. area, after speaking to the owners of the mini moto that was being used at the Rec. I haven't received any more complaints."

The Clerk reported that a message book had been set up for the PCSO in the Village Hall and that the PCSO hopes to arrange a day for a Beat Surgery at the hall, hopefully once a month on a Friday to coincide with Loose Ends.

Additionally, Somerton Inspector Andy Pritchard had offered to attend September's meeting to answer any queries which Councillors may have.

6. Correspondence

05.07.08	Dennis Coffin	Complaint re hedging in Whitechurch Land
<p>The Clerk reported that she had not been able to contact Mr Coffin in order to clarify exactly where the problem was but that she had received an e-mail complaining about the hedges at the entrance to Whitechurch lane which were blocking visibility.</p> <p><u>RESOLVED:</u> It was proposed that the Clerk should write to the residents requesting that the hedges be cut back in the first instance, and write to Mr Coffin advising him of this action.</p>		
11.07.08	South Somerset Together	To agree any response which the Council may wish to make to the Draft Sustainable Community Strategy Consultation
<p><u>RESOLVED:</u> It was proposed and agreed that the Council felt that they had no comment to make.</p>		
12.07.08	ENCAMS	To agree whether the Parish Council wish to participate in the Big Tidy up campaign by organising a litter day in September
<p><u>RESOLVED:</u> It was proposed and agreed that the Council should participate on 27th September and that the School and local Clubs and Societies should be encouraged to participate.</p>		
12.06.08	SCC	Somerset Local Initiatives Budget for Somerset County Councillors – to agree whether there are any projects which the Council wish to put forward for consideration for funding by Mr Wallace

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Possible projects were discussed.		
RESOLVED: It was proposed and agreed to put forward the planting of a mature copper beech tree at the new allotment site.		
22.07.08	SCC	To advise of the proposal to introduce a one way traffic order on Furge Lane from High Street to Woodhayes and provide the opportunity for Councillors to put forward any comments or representations regarding this scheme.
It was queried whether the plan included any traffic calming measures for Woodhayes, Councillors were advised that it did not and that it was likely that a need would have to be proven by a problem arising before this would be considered.		
24.07.08	Michael Joyce – Cooper and Tanner	To provide an update on Tenancy agreement at Common Lane Yenston.
The Clerk reported that disappointingly Cooper and Tanner had not responded to the strongly worded letter which she had written expressing the Council’s dissatisfaction with their service and she had been forced to chase them again, finally discovering that Hugh Maxfield had actually left the company some time ago. The matter had now been taken over by the Senior Partner and notice has been issued to the tenant requiring a written agreement and hopefully the matter will be brought to a close shortly.		
01.08.08	Andy Foyne – SSDC	To agree whether there is any land which the Parish Council wish to suggest for future development.
RESOLVED: It was proposed and agreed that the Council have no land which they wish to be considered for future development.		

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:

- (i) To feedback on meetings held with employees and agree changes to contracts as necessary
- (ii) To provide an explanation of future staff costs

The Clerk gave a summary of the meetings that had occurred.

RESOLVED: It was proposed and agreed to make the changes to contracts as suggested.

The meeting was re-opened to the press and public.

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b. Website:

- (i) **To feedback on quotes received with regard to the costs of updating gallery and providing an events page and agree any actions arising from this.**

There was some discussion as to the way in which the website was being developed as it appears to be having a broader remit now than may originally have been intended. Councillors were happy with this, believing that such local information is more likely to draw people in who may then look at what the Parish Council is doing as well. The costs of adding in gallery and events updates gave an overall quote which was the same as the quote had been for this year and the Council were happy to accept this.

RESOLVED: It was proposed and agreed to move forward with an events page and gallery page.

- (ii) **For the working party to feedback on the photographs selected**

The working party had not met as yet.

At this point PC Andrew Brown arrived and was invited to join the meeting. He explained that he had been keen to attend as he was aware that they had not attended for some time. He advised the Council of how he and the PCSO would follow up on the Council's request to host a PACT meeting in Henstridge and he explained how these meetings work in a very practical manner to try and find solutions. He provided an update on the crimes in the Parish to date this year and how these related to the previous years statistics, and he advised that the detection rate in the area is 25%. Councillors were offered the opportunity to ask questions and it was queried what the likelihood of a greater police presence would be. PC Brown asked where was being compared with and suggested that in reality the coverage in the village is probably very similar to other areas. He advised the Council that a new sergeant has been appointed for the area.

The Council thanked PC Brown for sparing the time to attend the meeting, especially on his day off.

- c. **To approve memorials as received.**

RESOLVED: It was agreed to approve memorials as presented.

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

Malcolm Stobart

Mr Stobart reported that a further meeting had taken place and that the majority of the planting is likely to be on land owned privately. He questioned about the possibility of planting additional trees at the Cemetery but the Clerk suggested that this could be problematic from a burial point of view.

- e. **Playground issues:**

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

The Clerk advised that she had carried out the Annual Playground inspection alongside the Inspector and that unfortunately there had been a number of issues

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which had arisen from this. Several of these were due to vandalism, for example all of the bolts had been removed from one of the swings over the weekend and the bolts in the other swings had all been loosened, but some of them were due to poor installation, for example the large frames of the adventure trail units are loose in the ground because they have been put in with too small a concrete pad. The Clerk explained that once the report had arrived, she would go back to Playdale in the first instance, but that unless they were prepared to do something about it immediately she would have to take action with regard to Health and Safety on this matter and possibly take advice as to going through an arbitration process with Playdale once the equipment had been made safe.

g. To receive reports from Representatives (VHMC, HALT, Footpaths, Other) and provide guidance as appropriate

There were no reports from the Footpaths and HALT representatives. The Village Hall Management Committee reps reported that funds are currently okay and that a new water heater has been installed. They also asked for offers for a Silent Auction which is to be held.

h. To receive an update with regard to the planning of the additional consecrated cemetery plot and agree any actions arising.

The Clerk explained that she had visited the Cemetery with the Undertaker and been advised as to how many additional plots could be added to the existing rows but that this needed transferring onto a plan. She explained that she had found an original plan of the whole site, which unfortunately had a section missing but that she had been able to create a photocopy of this with some success, but that this now needed tracing to create a new, usable plan. The Clerk advised that as the plan is between A1 and A0 size that she did not feel that she had the space or capabilities to carry this out herself. It was felt that there may be members of the Council not present who would have these skills and facilities.

RESOLVED: It was agreed to defer the item until the next meeting.

i. To advise Councillors of issues with maintenance of footpaths at Old Station Gardens and actions taken.

The Clerk advised that she was waiting to hear back from William Wallace with an update on this matter.

RESOLVED: It was agreed to defer the item until the next meeting.

j. To discuss the Recreation ground mower and agree any actions arising.

The Clerk advised that unfortunately the wheels had come off of the mower. She advised that she had sought quotes for a new mower and requested instructions as to how the Council wished to proceed, and whether they wished to pursue the possibility of getting the mower repaired. The age of the mower was questioned and the Clerk advised that she understood the mower to be over 20 years old, with a current book value of less than £9.00.

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RESOLVED: It was proposed and agreed that considering the likely cost of repairing the mower in relation to the costs of replacing, that this would seem the more sensible option and the Clerk was instructed to return to Rochford's and see if they would improve their quotation and as long as this came within 10% of the best price, found, to continue with the purchase. It was further agreed that Mr Wallace be approached with regard to funding for the mower.

k. To present quotation and receive further instruction for the maintenance of the leilandii trees at the Ash Walk recreation ground in compliance with the covenants attached to the land.

The Clerk explained the quotation that had been received from Westree. She advised the Council that as yet only one quote had been sought but that this had been done because of the history of the trees and the covenants attached to them, and because Westree had been heavily involved in advising the Council and participating in the consultation with residents that had occurred at that time. The Clerk suggested that while the Council have a duty to provide best value this does not always mean using the cheapest quote and while the Clerk and RFO are more than willing to seek further quotes if so instructed, in this instance because of the sensitivity of the situation, they would almost certainly advise going with Westree anyway and therefore best value would possibly be best met by not using additional Clerk's time in meeting contractors for two further quotes in the knowledge that they are unlikely to be taken up.

RESOLVED: It was proposed and agreed to instruct Westree to carry out the work as necessary.

Mr Temperton abstained from the vote and asked that his vote be recorded.

l. To provide an opportunity for Councillors to put forward suggestions for inclusion in the 2009 – 10 budget.

Councillor's felt that they had had limited chance to think of items which should be put forward. It was questioned whether this could be moved to the next meeting and the Clerk advised that the difficulty is the fact that if an item is put forward, to be given serious consideration an outline quote then needs to be sought and leaving this until the September meeting is greatly restricting the amount of time then open to the RFO to do this and make any necessary adjustments to the budget.

RESOLVED: It was proposed and agreed that any suggestions be put forward to the RFO by 25th August.

8. Finance

a. To approve the following accounts for payment:

HCC	Grass cutting Ash Walk field 1st instalment	£675.00
Somerset Landscapes	Grass cutting Ash Walk play area 5 & 19th May	£105.75
Somerset Landscapes	Grass cutting Ash Walk play area 2nd & 16th June	£105.75
Henstridge VHMC	Hall hire Jan - June 08	£99.00
Evans & Co	Internal audit 07/08	£293.75

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R Walker	Salary July	£240.37
T Watson	Salary July	£283.97
G Edwards	Salary June & July	£212.40
T Pulling	Salary June & July	£61.40
Inland revenue	NI & Tax Contributions	£145.00
Madasafish	Line 2 DD Internet & Telephone 06/07/08-05/08/08	£34.90
Madasafish	Line 1 DD Internet & Telephone 24/07/08-23/08/08	£34.63
R Walker	Mileage Apr - Jun	£48.00
Ring Street Garage	Fuel	£57.10
Henstridge Tyres	Parts	£15.28

The Clerk advised that the bill from Somerset Landscapes had been incorrect and that the total figure for May, June and July was actually£204.81.

RESOLVED: The above accounts, with the inclusion of the necessary amendment, were approved for payment.

b. Income –

T Watson	Line rental	£8.50
Wessex Water	Early entry ref. works at Ash Walk rec.	£200.00

9. Date of Next meeting – The next Parish Council meeting will be held on **Monday 8th September 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 28th August 2008.

The meeting closed at 9.22pm.