

# Henstridge Parish Council

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

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Draft minutes of the Parish Council meeting held at the Henstridge Village Hall  
Lounge on Monday 6<sup>th</sup> October 2008.

**Present:**

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

**Clerk:** Mrs Walker

**There were 2 members of the public in attendance at the meeting, one of whom was District and County Councillor William Wallace..**

**1. Apologies.**

Apologies were received from Mr Fitch, Mr Day, Mr Everill and Mr Brighten.

**2. Declarations of Interest.**

Mr Stobart and Mrs Oswick declared personal interests in the Village Hall matters. Later in the meeting a number of Councillors became aware that they may have an interest and the following declarations were made:

Mr Crocker declared a personal interest in item 6e, as he lives in Ash Walk.

Mr Jarvis declared a personal interest in item 6h(ii) as he had offered to loan a temporary building.

Mr Vincent declared a personal interest in Item 6k as a neighbouring farmer.

Mr Jarvis declared that he had a personal and prejudicial interest in item 6n and would stay to give any clarification needed but leave prior to any discussion.

**3. To approve as a correct record the minutes of the previous meeting held on 08.09.08.**

**RESOLVED: It was proposed and agreed that the minutes of the previous meeting be approved.**

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

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

The Clerk advised that this matter had again arisen but raised this time by a different resident of Old Station Gardens with a pathway down the side of her property which is not in her ownership but does not appear to be being maintained. The Clerk had liaised with William Wallace who had gone back to the original plans and confirmed that the land was in the ownership of the developer and that there was therefore nothing that could be done on the part of the Council as it would be up to the individual resident to pursue the current owner (ie the developer who bought out the previous developer) via a solicitor. Mr Wallace suggested that the Council could

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choose to take on liability but the Council felt that this would be wholly inappropriate as it would not only set a precedent but would also potentially create a liability for the Council. There was some discussion as to whether the area was an adopted footpath, which the Clerk advised that it did not appear to be. There was also a feeling of disappointment that the planning department allocated responsibility to a developer without following up on this responsibility or having in place any form of contingency for the developer ceasing to exist.

**RESOLVED: It was proposed and agreed that on behalf of the residents concerned, the Parish Council should write to the current developer expressing their concern that in their takeover from the previous developer who had responsibility for the maintenance of these areas as part of the planning permission, they had also taken over this responsibility and looking to the to fulfil their obligation to the residents. It was further agreed that the item is returned to the meeting in two months time for the response to be noted and any further action agreed.**

## 5. Correspondence

03.09.08	Judith Ellis – SCC Road Records	To agree whether the Council are happy for the Stopping-Up of Woodhayes way to proceed.
The plan was reviewed and discussed, and it was pointed out that this was actually a part of the planning application agreed by the Council.		
<b><u>RESOLVED:</u> It was proposed and agreed that the Council are happy for the stopping up to proceed as indicated on the plan.</b>		
Mr Crocker requested that his vote against be recorded.		
10.09.08	Liz Holbrook	To agree any actions arising and provide a response to the request to provide a facility for the disposal of garden waste.
The Clerk advised that she had spoken to the Somerset Waste Partnership who had advised that they are hoping that the garden collection service will be rolled out to the area in the next financial year, notwithstanding budgetary constraints. The Clerk had discussed possible local alternatives but had been advised that there were none that the partnership could recommend as being either efficient or cost effective and that they would have concerns from an environmental health point of view in the Parish Council setting up such a scheme.		
<b><u>RESOLVED:</u> It was proposed and agreed to write back to Ms Holbrook with the response that had been received.</b>		
13.09.08	SSDC – Helen Rutter	Invitation to the third AE Forum - Tuesday 11 November at Caryford Hill, Ansford, 7.00pm
There were no members available to attend.		

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23.09.08	Jill Shortland – SCC	To advise of Council Question time events across Somerset and agree if the Council wish to send a representative or raise any questions.
<p>Mr Jarvis clarified that any member attending on behalf of the Council would need to be clear on the issues that the Council wished to be raised and any comments that the Council wished to make, or else make it very clear that they were speaking on their own behalf as an individual. Mr Jarvis stated that he would attend the meeting on behalf of the Council as long as the item was brought back to the next agenda for agreement on matters to be raised.</p> <p><b><u>RESOLVED:</u> It was proposed and agreed that Mr Jarvis should attend on the Council's behalf and that the Council would discuss issues to be raised at the next meeting.</b></p>		

## 6. Council Matters

### a. To receive a visit from a local police representative.

No representative was in attendance.

**It was proposed and agreed that due to the confidential nature of the business to be discussed in items b(i) and (ii) that the press and public should be excluded and it was therefore agreed to move the items to the end of the agenda**

### b. Personnel matters

- (i) request under the Freedom of Information act.
- (ii) **To agree the formation of a Personnel Committee to incorporate a Grievance and Disciplinary Panel and Appeal Panel and the membership of this.**

### c. To provide a report back from the Big Tidy Up day and agree any actions arising.

The Clerk reported that 5 representatives of the Parish Council had turned out for the Big Tidy up on 27<sup>th</sup> September but pointed out that three of these representatives were actually members of her family and that this was very disappointing. Mr Temperton and Mrs Oswick were thanked for their attendance. Seven members of the public, four of whom were children, had also participated. The recreation ground was tidied as were large areas of the village, including Townsend Green, Centenary Gardens, Woodhayes and so on, with 17 bags of rubbish being collected in total. Children from the school had been encouraged to participate by entering a national colouring competition to win a WALL-E goody bag. The awarding of prizes was discussed. The Clerk added that Henstridge Brownies had also done their bit on Monday 29<sup>th</sup>, walking to the churchyard and picking up litter in and around the car park churchyard and cemetery and St Nicholas path back to school.

**RESOLVED: It was agreed that small prizes should be awarded to those children who had participated with the hope of encouraging further participation future events.**

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**d. To advise Councillors of concerns raised by a member of the public over dog fouling and agree any actions arising.**

The Clerk reported that she had been approached by members of the public on two occasions over the dog fouling issue, one of whom was particularly concerned having twice had a child return from the rec with dog faeces on them. Councillors were concerned that while people allowing their dogs to foul on the recreation ground is wholly inappropriate, that there must also be some onus on parents to impress upon their children that they should look where they are playing. The Clerk questioned whether the Council wanted to raise the question of whether dogs should be allowed in the recreation ground again but the Council felt that they did not wish to pursue this at this stage.

**RESOLVED: It was proposed and agreed to feature dog fouling in the newsletter again and encourage dog walkers to clear up after themselves and additionally encourage parents to educate their children on the potential dangers of the environment that they play in.**

**e. To report the work carried out to the Sycamore tree alongside the play area and agree any further actions arising.**

Mr Crocker declared a personal interest as he lives in Ash Walk.

The Clerk reported that she had had emergency work carried out to the Sycamore alongside the Play area to remove the deadwood overhanging and causing danger. However, the advice was that the tree itself is likely to become unstable in the next 12-18 months. There was some discussion as to whether to pursue this matter at the current time or not.

**RESOLVED: It was proposed and agreed that the Clerk should be instructed to seek three quotes for the removal of the tree.**

Mr Jarvis requested that his vote against be recorded.

**f. To agree a response to a request from a member of the public to remove the sycamore near Playfield Close.**

There was some discussion about the tree and that being a deciduous tree the root structure is likely to reflect the canopy structure.

**RESOLVED: It was proposed and agreed that at the same time as seeking quotes for the removal of the play area sycamore that advice and quotes should also be sought regarding the second tree.**

**g. To receive a report regarding the SALC AGM and area meetings.**

**Norman Symcox**

Mr Symcox had attended and advised that there had been little to report although two items of interest in the Open Forum were:

- the employment of a Youth Worker to run a Youth Club in Woolavington - initially grants had been provided for a youth worker but the improvement in the

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problems with vandalism and so on were seen to be so improved, that when the grants ran out the Parish Council took on the funding of the youth worker.

- The setting up of a restorative justice panel in Chard and Ilminster which had created a reduction in the re-offending rate of 90%.

## **h. Village Hall:**

### **(i) To make a report to the Council with regard to the recent fire at the Village Hall**

The Clerk reported that the recent fire had caused extensive damage and that unfortunately it would appear that while the culprits had been captured on CCTV that the police had been unable to apprehend anyone at the current time although they were aware of a number of possible suspects. The question of the quality of the CCTV and the lighting was raised and it was pointed out that this is the responsibility of the Village Hall Management Committee. Mr Stobart advised that the Committee were arranging for the lights to be reinstated. Mr Temperton suggested that it is the image quality of the CCTV that is the problem.

The Clerk reported that the Village Hall Management Committee had requested that their thanks be noted to Mr Temperton with all of his help in retrieving the CCTV images.

### **(ii) To agree any actions which the Parish Council may be able to take in support of the Village Hall Management Committee and the users of the Village Hall in the interim period while repairs are undertaken.**

Mr Stobart reported that due to the structural damage that has occurred, the repairs are likely to cost in the region of £15,000 and that while two quotes are already in to the insurer, that the Committee are unable to progress the repairs prior to the insurance input. He added that this causes a large problem for the Football Club as they have no changing facilities and are currently unable to play home games. It was clarified that the referee's room was still available for use.

Mr Jarvis advised that he would be willing to make two temporary buildings available for the Council to make provision for temporary changing rooms with showers, and that he felt that he would be able to do this within a period of three weeks if all parties were in agreement. Mr Jarvis advised that he had been in contact with the planning office and been informed that no planning permission would need to be sought if the Parish Council were making this as a temporary provision although as a courtesy we should write to Mr Du Pelet and ensure that he was happy for this to go ahead.

The Clerk advised that if the Council felt that this would be an appropriate course of action then it would be important to ensure that a clear agreement had been made with the Football Club as to what terms we were providing the building. The Clerk read out a list of suggested terms. There was some discussion over the appropriate time for removal of the building and a slight amendment was made to the wording. It was queried as to who would bear the cost of this facility and the Clerk emphasised that this was the intention of ensuring that an agreement is in place in order that the

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liability for the cost and maintenance of the building is not with the Parish Council, other than for adding this to the Council's insurance at a fee of £25.00.

**RESOLVED:** It was proposed and agreed that the Terms and Conditions as put forward by the Clerk, including the amendment to the wording regarding removal, be approved for agreement by the Football Club prior to the provision of any facilities.

It was proposed and agreed that the Parish Council should write to Mr Du Pelet requesting his agreement to the siting of temporary buildings for the provision of changing rooms.

It was further proposed and agreed that pending agreement from the Football Club of the Terms and Conditions, and the agreement of Mr Du Pelet, that the Parish Council should accept Mr Jarvis's offer of making available two temporary buildings in order to allow the Parish Council to make temporary provision of changing facilities.

Mr Crocker abstained.

Mr Jarvis apologised as he realised that he should have declared a personal interest in the item. He emphasised however that his interest was purely personal and in no way prejudicial.

Mr Jarvis left the meeting.

- (iii) **To consider the current signage on the village hall and agree any changes necessary and any actions arising from this.**

**Adam Temperton**

Mr Temperton pointed out that the sign on the Village Hall is out of date as it still contains the phone number for the old clerk, but that it is also misplaced as it should be in the play area.

**RESOLVED:** It was proposed and agreed that the old sign be removed and that quotes be sought for a replacement sign.

- i. **Proposal that on the website we use the same format as SSDC for the archiving of Agendas and minutes i.e. a double columned table with the left column listing agendas and the right, minutes.**

**Adam Temperton**

Mr Temperton explained that currently the agenda is listed until such time as the minutes become available, at which point the agenda is replaced by the minutes. For clarity he felt that it would be advisable to keep both documents available.

**RESOLVED:** The proposal was approved.

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- j. To agree the content of the Parish Council Newsletter.

Mr Jarvis returned to the meeting.

The suggested newsletter contents were discussed.

**RESOLVED: It was agreed to approve the content as presented with a change to the item on dog fouling to reflect the discussion of earlier in the meeting.**

- k. To approve the signing of the tenancy agreement for Common Lane Field, Yenston.

Mr Vincent declared a personal interest in the item as a neighbour of the tenant.

**RESOLVED: It was proposed and agreed that the document should be signed.**

- l. Burial Ground – to consider and agree the possible removal of the central bush in the cemetery with a view to extending the path.

The Clerk explained that Mr Edwards and the funeral director had suggested the removal of the bush as it was becoming unsightly and would also affect any path that would become necessary with the extension of the cemetery.

Concerns were raised that the bush may originally have been planted as a memorial and it was felt that this should be investigated prior to agreeing to remove the bush.

**RESOLVED: It was proposed and agreed to add this to the content of the newsletter, requesting input of any objection, and also to make enquiries with Jack Swingler as to whether he had any recollection of the bush being planted as a memorial.**

- m. To approve the purchasing of the Memorial wreath and agree a member of the council to attend the service.

The Chairman stated that he was available to attend the service.

**RESOLVED: It was proposed and agreed to purchase a memorial wreath and for the Chairman to represent the Council at the memorial service.**

Mr Jarvis declared that he had a personal and prejudicial interest in the following item and would stay to give any clarification needed but leave prior to any discussion.

- n. To agree any issues which the Council may wish to raise at the HACC meeting on 22.10.08

The Chairman advised that as the representative he would be attending the meeting and asked for any issues to be raised. There were no issues raised for discussion and therefore Mr Jarvis did not leave the meeting.

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## **o. To provide an update on the Allotments.**

The Clerk reported that an inspection had been carried out and that all plots were currently tidy and being worked, but that there are now 7 people on the waiting list. She advised the Council that Mrs Watson was working on a planning application for change of use of the upper part of the site so that this can be changed to allotments. The water situation was queried and the Clerk advised that she understood that the process had been delayed as there had been a number of difficulties caused by the nature of the ground in Church Street, but that she understood that the booster was due to be commissioned and hoped to receive an update shortly.

## **p. Playground Inspection Reports.**

Mr Temperton reported that the area was very messy on the litter day and that the bins had all needed emptying.

The Clerk was asked to add an agenda item to the next Agenda regarding the regularity of rubbish collection from the play area.

## **q. To receive reports from Representatives (VHMC, HALT, Footpaths, Other) and provide guidance as appropriate:**

Mr Stobart advised that the effects of the fire were clearly the current priority but that a working party has been set up for looking into a new village hall with representatives from a number of user groups, and that this group hopes to hold a public meeting in early November with regard to this issue. Mr Jarvis stated that he is on the working party on a voluntary basis to share his expertise in this area, but for no financial gain or reward and requested that he be advised on his position with regard to this.

A letter was read out on behalf of the HALT representative, which he had received from Mr Oswick.

## **7. Finance**

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

Madasafish	Line 2 DD Internet & Telephone 06/09/08-05/10/08	£35.47
	Cutting back of dying sycamore adjacent to Ash walk	
Westree	playground	£446.50
Westree	Reduce height of Leylandii hedge at Ash Walk rec.	£1,339.50
SLL	Grass cutting Ash Walk play area 11th August	£34.13
R Walker	Salary September	£240.17
T Watson	Salary September	£304.97
G Edwards	Salary September	£45.19
T Pulling	Salary September	£22.54
Inland revenue	Tax September	£72.80
	Payment in lieu of payment to SALC ref attendance	
R Walker	AGM	£8.50

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

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## b. Income –

HM Revenue & Customs	VAT repayment	£385.96
T Watson	Line rental	£8.50

**RESOLVED: The income received was noted.**

**8. Date of Next meeting** – The next Parish Council meeting will be held on **Monday 10<sup>th</sup> November 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 30<sup>th</sup> October 2008**.

**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 from the meeting.**

## 6b Personnel matters

- (i) **request under the Freedom of Information act.**

The Chairman reported the requests that had been received and the advice sought.

**RESOLVED: It was proposed and agreed that the Council recognised the appropriateness of providing the required documents but that the Chair should write and advise that the subsequent documents requested were not available to members of the public, being personal to an employee and therefore not falling under the Freedom of Information act but protected by the Data Protection Act.**

- (ii) **To agree the formation of a Personnel Committee to incorporate a Grievance and Disciplinary Panel and Appeal Panel and the membership of this.**

The formation of such a committee was discussed.

**RESOLVED: It was agreed to form a Personnel Committee. It was further agreed that the Election of the Chair and Vice Chair of this committee, and the terms of reference should be addressed at the next meeting.**

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**The meeting closed at 8.55pm.**