

# Henstridge Parish Council

Clerk: Rachel Walker, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

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## PUBLIC NOTICE

**The next meeting of Henstridge Parish Council will be held at the Henstridge Village Hall Lounge on Monday 8<sup>th</sup> November from 7.30pm until 9.30pm.**

The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak. In normal circumstances this will be restricted to approx 15 minutes in total and shall be at the Chairman's discretion.

Please note, items raised by the public in this session will not be discussed by the council and will not be minuted. Items for inclusion on the next agenda should be put to the Clerk in writing prior to the meeting as listed in the final item on the agenda below.

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## AGENDA

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: The Code of Conduct, Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

- 1. Apologies and to approve reasons for apology as seen fit.**
- 2. Declarations of Interest.**
- 3. To approve as a correct record the minutes of the previous meetings held on 06.09.10 and 11.10.10**
- 4. Matters deferred and arising from previous meetings:**
  - (i) To review the "Rules Specific to the Erection of Headstones and Memorials" and agree any changes necessary. Geoff Jarvis**
  - (ii) If the original proposal cannot be heard that the Council agree that the Clerk should bring back revised rules based on the other current local town council/CofE guidance Adam Temperton**
  - (iii) To receive an update from Mr Jarvis regarding the submission of additional information to the Planning Department regarding the Planning Application for Henstridge VHMC and agree any actions arising from this.**
  - (iv) Proposal that as funding for the village hall could be dependent on planning permission being granted, that if by the first September planning meeting we have provided all of the documentation required by the 24<sup>th</sup> May letter to SSDC, if this has not then been validated by the second planning meeting that the Council writes to SSDC expressing disappointment over the handling of the planning applications with regard to the village hall and requesting that as this has never been validated, that the Council's funds are returned to them and that these are then reassigned to the fund for the provision and maintenance of the community building.**

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(v) 22.09.10	Sam Healy	To receive a response to the Council's letter regarding Village Hall refurbishment funding
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## 5. Correspondence

29.10.10	Emma McDonald – Minerals and Waste Planning Policy - SSDC	To advise the Council of the consultation period for the Draft Core Strategy and agree if the Council wish to list the item on the November agenda for Councillors to bring back comments
25.10.10	Jo Williams – Beacon Authority	To advise the Council of the date of the next meeting with AE town and Parish Councils and to agree if anyone would like to attend

## 6. Council Matters

a. To receive a visit/report from a local police representative.

b. Employment matters:

(i) To agree the procedure for the selection of the new Clerk:

1. To agree the timetable for the selection process and key dates and times.
2. To agree members of the Committee to carry out shortlisting and interviewing process.
3. To agree whether the Chairman of the Committee is to be elected by the committee or is automatically Chairman of Council?
4. To agree action to be taken by way of replacement of an elected committee member in the remote possibility that any elected member will have any relative or close friend who might be an applicant? (A Code of Conduct Interest).
5. To agree a resolution to authorise the Committee to carry out all necessary procedures, to incur expenditure up to a stated limit (advertising, room hire etc), to receive applications, shortlist and interview and or to make a final recommendation to the whole Council for agreement and ratification.

(ii) To carry out a review of the Job Description and agree changes as necessary, considering:

1. Is the Model Job Description appropriate without modification?
2. Does the Job Description include appropriate references to the duties of Responsible Financial Officer?
3. Does the Job Description include the necessary references to Burial Ground duties or other specific tasks expected locally?

(iii) To carry out a review of the detailed Terms and Conditions of the proposed Contract of Employment agreeing any changes necessary, giving particular consideration to:

1. Salary scale points at start and at finish.

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2. Incremental points on achieving qualifications.
  3. Hours to be worked and distribution of hours.
  4. Place of work.
  5. Holidays (statutory and other).
  6. Notice required from Employee.
  7. Notice required from Employer.
  8. Probationary terms (if any).
  9. Is a fixed term contract more appropriate?
  10. Will Job-share arrangements be acceptable?
  11. Requirements for training and/or achievement of Certificate in Local Council Administration (CiLCA).
- (iv) **To draw up and agree the person specification for the post considering: What is essential? What is desirable?**
- (v) **To draw up an advertisement for the post, agreeing:**
1. Content of advert.
  2. Where to advertise? National, Regional, County, District, Parish?
  3. Arrangements for obtaining Information Pack.
  4. Closing date for applications.
  5. Who is to receive the Applications and should they be acknowledged?
- (vi) **To agree the layout of an Application Form.**
- (vii) **To agree arrangements for taking up references.**
- (viii) **To agree the contents of an Information Pack for all applicants, considering inclusion of:**
- Basic details of parish
  - Role of Parish Council
  - Details of Council, Committees, employee structure,
  - Budget and activities.
  - Job Description and Contract Terms.
  - Application Form.
  - Data Protection statement.
  - Notice with regard to references.
- (ix) **To agree who may be contacted with any queries, and how.**
- c. **To review any progress with regard to works at Church Street/Furge Grove and agree any actions arising.**
- d. **To agree the Council's priorities for consideration/action by Mr Diffey, Youth Worker.**
- e. **To agree any items for insertion in the December edition of 'Wot's On'.**
- f. **Proposal that the Council write to Highways querying why Wincanton School have lights adjacent to crossing and better lighting of crossing than Henstridge.**

Pete Crocker

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- g. To receive feedback from the HACC meeting.
  - h. Playground Inspection reports.
  - i. To receive reports from Representatives (VHMC, HALT, Footpaths, Other) and provide guidance as appropriate

## 7. Finance

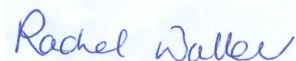
- a. To approve the cash book and bank account reconciliation for October 2010 as presented.
- b. To agree and approve transfers of funds between Parish Council accounts as presented.
- c. To approve the following accounts for payment and two signatories for cheques:-

Madasafish	Phone and Internet Services	£18.06
George Edwards	Wages	£67.89
Terry Pulling	Wages	£28.29
Fiona Parrott	Wages	£253.10
Rachel Walker	Wages	£258.48
HM Revenue and Customs	Tax	£81.60
Milborne Port Computers	Antivirus installation	£52.87
Fiona Parrott	Stamps and postage	£48.20
Fiona Parrott	Staples-stationery	£26.34

## e.Income

HM Revenue & Customs	VAT Repayment	£279.74
S Folkes	Additional inscription	£46.91
Peter Jackson	Interment fee	£77.38

**8. Date of Next meeting** – The next Parish Council meeting will be held on **Monday 6<sup>th</sup> December 2010**. 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 25<sup>th</sup> November 2010**.



**Rachel Walker**  
Parish Clerk.