

Henstridge Parish Council

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

Draft minutes of the Parish Council meeting held at the Henstridge Village Hall Lounge on Monday 8th February 2010.

Present

Councillors: Norman Symcox (Chair), Paul Brighten, James Day, Jim Fitch, Jean Oswick, Malcolm Stobart, Adam Temperton, Mickey Vincent, Paul White.

Clerk: Mrs Walker

There were 2 members of the public in attendance including District and County Councillor William Wallace.

1. Apologies and to approve reasons for apology as seen fit.

No apologies had been received prior to the meeting.

2. Declarations of Interest.

Mr Temperton and Mr Fitch declared personal and prejudicial interests in item 7b.

3. To approve as a correct record the minutes of the previous meeting held on 11.01.10.

RESOLVED: It was proposed and agreed to approve the minutes of the previous meeting.

RESOLVED: It was proposed and agreed to move to the correspondence item from David Sekers.

29.01.10	David Sekers	To discuss and agree a response to the suggestion that volunteers undertake the Conservation area appraisal.
<p>There was generally positive feeling with regard to the suggestions. However concern was raised over the possibility that other views may be imposed on people living within houses which may be brought into the conservation area. Mr Sekers was invited to respond to this and stated that he understood that any changes that it was deemed appropriate to make would not be done before public consultation had occurred. The Chair asked for additional input from William Wallace who explained that he himself would be interested to see the process as it was not something that he had been involved in before. The Clerk clarified the position with regard to Parish Councillors being involved, both as Parish Councillors and as members of the public.</p> <p><u>RESOLVED:</u> It was proposed and agreed that the Council should thank Mr Sekers for bringing the matter to their attention and wholeheartedly support a working party of volunteers who would be prepared to move forward with such an appraisal and bring a report back to the Parish Council for consideration.</p>		

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4. Matters deferred from previous meetings

- (i) **To hear feedback from Mr Temperton regarding a survey of the potholes within the Parish and make agreement as appropriate for submission to Somerset County Council and Somerset Highways.**

Mr Temperton reported that the pot holes on the original list had been dealt with. However it was felt that this should be brought to the next meeting for Councillors to report any new pot holes that they had become aware of.

- (ii) **Weed killing at the Recreation ground- to receive three quotes, discuss investigate any health and safety implications and agree any further actions arising.**

The Clerk reported that a further quote had been received but that along with the logistical implications of closing the recreation ground while work went on, additional concerns had been raised when the substance to be used had been investigated further, as it is unsafe for livestock for two weeks afterwards and while there is not livestock on the land there are dogs and children. The Clerk reported that the district council had been contacted for advice with regard to this matter and that the Health and Safety department were to look into this.

DEFERRED: It was proposed and agreed to defer the matter pending advice from the District Council with regard to Health and Safety.

5. Matters arising from previous meetings:

- (i) **To receive an update from Mr Jarvis regarding the submission of a section drawing to the Planning Department to complete the Planning Application for Henstridge VH.**

Mr Jarvis was not present at the meeting.

RESOLVED: It was proposed and agreed that as the Planning application had been outstanding for some time that the Clerk should write to Mr Jarvis, with a copy to the Village Hall Management Committee, requesting him to provide an update for the next Paris Council meeting.

- (ii) **To review use of remote computer accessing and associated costs arising from this and agree any actions.**

The Clerk reported that mixed success had been achieved to date, but felt that the most appropriate course for the future was to have a longer trial of the first product in the first instance.

RESOLVED: It was proposed and agreed that the free version of “Log me in” should be trialled for a three month period and that the situation should then be reviewed.

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(iii) To provide any feedback received with regard to the possibility of installing grit bins in the village.

The Clerk reported that the feedback from SCC had been positive as if we provide the bins they will provide advice on siting and also fill the bins free of charge. The likely cost of bins is around £120.00.

RESOLVED: It was proposed and agreed that a site visit should be requested to discuss suitable positions around the village and outlying areas (Yenston, Bowden, Airfield etc), and that the possible budget availability be considered and brought back to the next meeting for further discussion.

6. Correspondence

10.01.10	Steve Shaw – National Works - MP	To agree whether Councillors wish to support the Sustainable Communities Act Amendment Bill
RESOLVED: It was proposed and agreed that the Council did not wish to support the bill.		
20.01.10	St Margaret’s Hospice	To discuss and agree whether the Council would like to make a donation
RESOLVED: It was proposed and agreed to make a donation of £30.00.		
25.01.10	SSDC – Andy Foyne	To agree Councillors to attend a Core strategy Cluster Outcomes meeting on 4 th March at Ilminster
RESOLVED: Mr Temperton and Mr Vincent agreed to attend on behalf of the Council.		
01.02.10	Mike Lewis – AEC	To discuss and agree whether any councillors would like to attend the SSDC Annual Parish meeting on 23 March
RESOLVED: Mr Symcox agreed to attend on behalf of the Council. Councillors were asked to put forward any suggestions for the agenda to the Clerk prior to the next planning meeting.		

7. Council Matters

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

There was no representative present and no report had been received.

Mr Temperton and Mr Fitch left the meeting.

b. To discuss a proposed agreement for the current office arrangements and agree any actions arising.

The Clerk explained that SALC felt that any agreement needed to be legally binding. Concerns were raised at the necessity of involving a solicitor particularly as the

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arrangement it a trial one at the moment The Chair emphasised the importance of having any arrangement on a formal footing as a legally binding agreement is never felt to be necessary until there is a problem.

RESOLVED: It was proposed and agreed that the current arrangement should be reviewed in May and that if Mr Fitch is happy for the arrangement to continue, that advice should then be sought from a solicitor in order that a legally binding document can be drawn up prior to the end of the six month trial period. Mr Symcox requested that his vote against be recorded.

- c. **To review the current arrangements for the opening of the recreation ground gate and agree future arrangements.**

The Clerk reminded Councillors that they had requested that the item be brought back to the agenda in February prior to the clocks being altered and the history of the item was recapped.

RESOLVED: It was proposed and agreed that the gate opening should revert to that detailed on the sign on the village hall and that Mrs Cornish should be formally advised of this.

- d. **To agree a date for the Annual Parish Meeting.**

RESOLVED: It was proposed and agreed to hold the Annual Parish Meeting following the second planning meeting on Monday 24th May.

- e. **To update the Council with regard to works undertaken at the allotments.**

The Clerk advised that the new car parking area had been completed, that bollards had been placed around this and the track area, the land levelled out between the old allotment site and the new area and a wooden fence erected to close off the area from Centenary Gardens. The cultivation of the land and laying out of the plots had had to stop due to inclement weather but the contractor hoped to be able to have the plots ready for April for new holders to take over.

- f. **Highways issues – to discuss and agree actions to be taken with regard to the following issues raised by Councillors and members of the public:**

- (i) **the ongoing problems around the traffic lights at the A357 and A30 junction;**

There was some discussion with regard to the nature of the problems in relation to the technology available.

RESOLVED: It was proposed and agreed that the Council should write to highways raising concerns over complaints received with regard to the delays being caused by the changing of the lights which are, at times causing an unacceptable and unnecessary build up of traffic.

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- (ii) the poor state of the pavement between the school and 36 Ash Walk;

RESOLVED: It was proposed and agreed that the Council should write to highways pointing out that the pavement from Ash Walk down to the Cross, which services the school, has been repeatedly marked for repair with no repairs actually appearing to have been carried out and is now in a very poor state.

- (iii) the poor state of the skid surface, crossing and associated markings outside of St Nicholas Primary School;

RESOLVED: It was proposed and agreed that the Council should write to highways raising the poor state of the skid surface, crossing and associated markings outside of St Nicholas Primary School, and requesting that these be repainted as a matter of urgency, as previously requested.

- (iv) the ongoing blockage of Furge Grove/Church Street by developers' fencing;

RESOLVED: It was proposed and agreed that the Council should write to highways and the developer, querying whether the continued blockage of half of Church street/Furge grove is in breach of the original stopping up order.

- (v) the overgrown hedge outside of number 1 Summerfields which blocks the street light.

DEFERRED: It was proposed and agreed that as the member who had raised the query was not present, that the item should be deferred.

- g. To co-opt a new member to fill the current vacancy on the Council.

No expressions of interest had been received.

- h. Memorials – to approve memorials as received.

There were no new memorials for approval but the Clerk reported that she had received a response to her letter to Ms Holbrook requesting the removal of the memorial apple tree.

RESOLVED: It was proposed and agreed that the Council should write to Ms Holbrook, emphasising that there is a policy for the Parish Council cemetery which has been in place since July 2004, and that while the Council understand her sentiments, that what is currently a young tree and not a problem is close to graves and when it reaches maturity could cause upsetting damage and undermine headstones. Additionally the Council are concerned about the

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precedent that this could set and would respectfully ask her again to remove the tree.

i. Playground Inspection reports.

The Clerk reported that an inspection had been carried out that morning and that a number of jobs arising from the recent SSDC inspection had been dealt with and that a number of others were in hand.

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

Mr Stobart reported that a grant had been secured by the VHMC for the repair of the roof of the chair store.

There were no other matters to report.

8. Finance

a. Employment issues:

- (i) **to agree whether the Council are happy to pay the Clerk for outstanding hours accrued in the period between departure of the Planning Clerk and appointment of the Assistant Clerk.**

The Clerk apologised that she had accrued a number of additional hours due to the budgeting period falling just after the departure of the RFO.

RESOLVED: It was proposed and agreed that the Council agreed in principal to payment for the outstanding hours subject to a breakdown of the hours being provided.

- (ii) **To discuss advice requested by the Chair with regard to possible payment of travelling expenses to the Clerk due to a change of place of work and agree any actions arising.**

The Clerk advised that the advice received from SLCC was that the payment of travelling expenses was appropriate if the regular place of work had been changed.

RESOLVED: It was proposed and agreed that the Council were happy to pay travelling expense to the Clerk for the journey to the office. Mr Fitch and Mr Temperton abstained.

b. To approve the cash book and bank account reconciliation for January 2010 as presented.

The clerk apologised that no bank reconciliation was available this month due to errors on the part of Lloyds bank and Madasafish. The first of these had been resolved but the second would require further investigation before it would be possible to reconcile the account accurately.

RESOLVED: It was proposed and agreed that two reconciliations should be provided next month.

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c. To agree and approve transfers of funds between Parish Council accounts as presented and nominate two signatories.

The Clerk explained that the bank were not happy to accept the signatories of the two Councillors on a transfer form without the two councillors being present themselves. Therefore the only way to make a transfer was via internet banking. The Clerk suggested that the Council approve the transfer and that the transfer be made in this manner and that two members sign this, but that as an additional safeguard that whoever makes the transfer is accompanied whilst doing so and that both parties sign the transfer record accordingly.

RESOLVED: It was proposed and agreed to approve the transfer of funds from the project account to the current account for the payment of the allotment conversion invoice (£5189.98).

d. To approve the following accounts for payment and two signatories for cheques:-

Madasafish	Phone and internet	£35.10
Bartlett Contractors Ltd	Invoice for conversion of Pips to Allotments	£5,278.11
Henstridge Village Hall	Invoice for hall bookings	£112.12
Rachel Walker	Reimbursement for office supplies	£10.97
Rachel Walker	Reimbursement for office door keys cut	£7.50
Fiona Parrott	Reimbursement for stamps	£39.00
SSAVCA Ltd	Donation – agreed at January meeting	£30.00
George Edwards	Reimburse payment for Roundup	£9.40
George Edwards	Wages	£68.09
Terry Pulling	Wages	£22.69
Fiona Parrott	Wages	£253.10
Rachel Walker	Wages	£258.48
HM Revenue and Customs	Tax	£87.00

The Clerk advised that the figure for Bartlett's was now £5189.98 as not all of the work which had appeared on the invoice had been carried out at the current time.

The cheque values were verified against the invoices presented by Mr Symcox and the invoices signed as a correct match.

RESOLVED: The above accounts were approved for payment and Mr Temperton and Mr Symcox agreed as signatories.

e.Income

No income received		
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8. Date of Next meeting – The next Parish Council meeting will be held on **Monday 8th March 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 25th February 2010.

The meeting closed at 8.37pm.

Approved and signed by Chair _____

Date _____