

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 March 2010.

Present

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

Clerk: Mrs Walker

There was 1 member of the public in attendance for the open forum section of the meeting only.

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

Apologies had been received from Mr Day and Mr Nicholls due to work commitments.

RESOLVED: It was proposed and agreed to approve the reasons for apology as listed above.

2. Declarations of Interest.

Mr Crocker declared a personal and prejudicial interest in item 4 (ii).

Mr Symcox declared a personal interest in item 7d.

3. To approve as a correct record the minutes of the previous meeting held on 08.02.10.

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

4. Matters deferred from previous meetings

- (i) **Weed killing at the Recreation ground- to agree any further actions arising following receipt of advice from SSDC regarding Health and Safety implications.**

The Clerk advised that the information received from SSDC had been very disappointing, as it appeared that they did not know the answer but relied on their own external contractor, Somerset Landscapes. The Assistant Clerk had therefore sought advice from Somerset Landscapes who had recommended that Depitox would be the most appropriate substance for the job and is one of the safest products but would still require people to keep clear of the area for 24 hours after the work was carried out. Concerns were raised over the logistics of keeping people out of the recreation ground during such a period and the possibility of fencing the recreation ground and car park boundary was raised.

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RESOLVED: It was proposed and agreed that the Council should request a quote from Somerset Landscapes to weedkill, ensuring the safety of the public by using appropriate fencing and also to provide a risk assessment.

- (ii) **Highways issues – to discuss and agree actions to be taken with regard to the overgrown hedge outside of number 1 Summerfields which blocks the street light.**

Mr Crocker clarified the area that was causing a problem prior to leaving the meeting.

The ownership of and liability for the land was discussed as was the issue of who would be liable if someone had an accident due to the state of the bank.

RESOLVED: It was proposed and agreed that the Council should write to Yarlinton homes and the District Council raising the concerns regarding the overgrown hedge, the believed rat problem within and the potential risks that this is creating and requesting that they address the issue.

Mr Crocker returned to the meeting.

5. Matters arising from previous meetings:

- (i) **To provide an opportunity for Councillors to report any pot holes which they have become aware of for reporting to Highways.**

Potholes were reported on the A357 on the Templecombe side of Yenston, at the Townsend side of the High Street, in Blackmoor Lane and Church Street. The liability for damage caused by potholes which the Council are aware of but have not addressed was discussed.

RESOLVED: It was proposed and agreed that the potholes be reported as listed and that the Council begin to make a regular weekly report of potholes in the area on a Monday morning and that Councillors and members of the public be encouraged to provide information for this list via the newsletter. Additionally the Council wish to request confirmation of the responsibilities of the Highways Authority in dealing with potholes that they are aware of and the liabilities if cars are damaged by pot holes which have not been addressed.

- (ii) **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 had advised that the section drawing had now been submitted and a receipt was awaited for this.

RESOLVED: It was agreed to have an agenda item allowing Mr Jarvis to provide a further update at the next meeting.

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- (iii) **To provide further information with regard to the installation sites for grit bins in the village, the cost attached and the budget availability and agree any actions arising.**

The Clerk advised that the assistant Clerk had met with Sarah Bartlett, the Acting Assistant Highways Manager on Friday to discuss possible sitings for bins. This had been a positive and productive meeting and 5 potential sites had been discussed. The likely costs of the bins were discussed and the availability of funds in the budget. The Clerk advised that funds are available to treat this as a community project, which it would be and that it may be appropriate to transfer some monies into the project fund prior to year end for this purpose. Mr Crocker suggested another site as a possibility at Summerfields. It was felt that it would be useful to carry out some consultation with the public as to where the most appropriate sites were felt to be before final decisions about numbers and positions were taken.

RESOLVED: It was proposed and agreed that £1000.00 should be transferred to the project account for the provision of grit bins. It was further agreed that the issue should be advertised in the newsletter and added as an agenda item for the annual parish meeting for discussion, with a decision regarding the purchase to be taken at the June meeting.

6. Correspondence

9	SSDC – Rob Parr	To discuss and agree whether to take up the SSDC Annual Playground Inspection and Risk Assessment Offer.
<p>The previous inspections that had been carried out in recent years were discussed.</p> <p>RESOLVED: It was proposed and agreed that the Council are happy with the service that has been received from Digley and that they would not take up the offer from SSDC in this instance.</p>		
10	War Memorials Trust	To discuss and decide upon appropriate action to take with regard to the concerns that the War Memorial Trust have with the upkeep of the war memorial in Henstridge.
<p>The Chair summarised the letter which had been received. The history of the memorial was discussed including the public consultations, which had taken place.</p> <p>RESOLVED: It was proposed and agreed that quotes should be sought for the reinstatement of the posts and chains, the improvement of the surrounding area and the cleaning of the memorial and improvement of the lettering, and that the war memorials trust should be approached with regard to the possible availability of funding.</p>		

7. Council Matters

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

The PCSO had been in attendance at the planning meeting but appeared to have been called away.

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b. To update the Council with regard to works undertaken at the allotments.
The Clerk reported that work was still ongoing.

c. To discuss the rent reviews of the Common Lane and Furge Lane Field and agree any actions arising.

The Clerk explained that she had been in contact with Cooper and Tanner but unfortunately they had not come back to her as yet. However, she understood from the first conversation that she had had that there were three options:

1. Negotiate an increase to the rent, with a memorandum to be put in writing to this effect by 25th March;
2. Lodge and application for arbitration by 25th March – this would not necessarily mean that the process would have to be gone through but keeps the door open for further negotiation;
3. Send out a further rent review notice for next year by 25th March.

The Clerk pointed out that if nothing is done by the March deadline then nothing can be progressed for 2 years as we would then have to wait 12 months before notice of a review could be issued and a further 12 months before this could be acted upon.

The Council were concerned at the potential costs, which may be incurred if the review cannot be resolved amicably but felt that there is also an obligation on them to ensure that the land is being managed appropriately.

RESOLVED: It was proposed and agreed that the Council give authority to the Clerk to negotiate with the tenants on the basis of the advice received from Cooper and Tanner but that if there is a risk that no settlement can be reached by the deadline that the Clerk should make an application for arbitration.

d. Proposal to ask highways to install a pelican crossing outside school.

Norman Symcox

Mr Symcox explained the fact that there appeared to be a need for a more suitable crossing as there is a tendency for traffic to ignore the zebra crossing and people feel unhappy that the four light controlled crossings available appear to service the public house and Indian takeaway when there is no such crossing available for the school. It was pointed out that the crossings also make provision for older children to reach the school buses.

The possibility of a school crossing patrol which targeted the key times of the day was also discussed.

RESOLVED: The proposal was approved.

e. To agree the content of the March newsletter.

The proposed content was discussed.

RESOLVED: The content of the March newsletter was approved.

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f. To receive feedback from the Core cluster group meeting from Mr Vincent and Mr Temperton.

Mr Vincent and Mr Temperton reported that having received the agenda, and in discussion with the Clerk, it had not been felt that there was anything pertinent to the village to be discussed to justify the trip involved and therefore apologies had been sent.

g. To advise the Council of receipt of the revised model standing orders and actions to be take.

The Clerk advised that revised Standing orders had been received but that these were presented in quite a different format from the previous model and that it would need some time for the two versions to be compared and a proposal put forward for changes which it is necessary to make. The Clerk informed the Council that due to the timing, with the year end coming up and the Annual Parish meeting this was not likely to be brought to the Council before May/June, but that it was in hand.

RESOLVED: It was proposed and agreed that the Standing Orders should be addressed as an item on the June agenda.

h. To agree arrangements for the April meeting.

The Clerk advised that she would be on holiday for the April meeting and that while she would try to make arrangement for Mrs Parrott to cover, if this was not possible then it would be necessary for a Councillor to take notes at the meeting. Mr Temperton volunteered to take notes if necessary.

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

Councillors were given the opportunity to read the letters received prior to a vote being taken.

RESOLVED: It was proposed and agreed to co-opt Caroline Rowland. The Clerk was instructed to write to both applicants and advise them of the decision.

j. Memorials – to approve memorials as received.

No new memorials had been received.

k. Playground Inspection reports.

The Clerk advised that there were a number of minor issues which were currently being addressed but all were in hand.

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

Mr Stobart reported that the VHMC have received a grant from SSDC for the repair of the roof of the chair store and that the problems with the electrics in the hall had now been resolved.

There were no further reports.

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8. Finance

- a. **To approve the cash book and bank account reconciliation for January 2010 and February 2010 as presented.**

The cash book & bank account summaries were verified against the bank statements by Adam Temperton and signed as a correct match.

RESOLVED: The Cash Book and Bank Reconciliation for January 2010 and February 2010 as verified by Adam Temperton were approved and signed by the Chair.

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

The Clerk advised that she had not been able to provide a form for signature at the meeting as the figures for transfer needed to be agreed as they were for the purposes of organising money into the project account as necessary prior to the year end. The figures for moving were discussed.

RESOLVED: It was proposed and agreed that the following monies should be transferred into the project account:

£1000.00 for the provision of grit bins

£400.00 for long term machinery fund

£800.00 for weedkilling at the recreation ground

£1000.00 for the future provision of a community building.

It was further agreed that the Clerk should prepare these figures in a form for signature by Mr Fitch and Mr White.

- c. **To hear feedback from the clerk regarding the transfer of monies between accounts by Lloyds Bank plc and associated charge.**

The Clerk advised that an error had been made in sending out the Bartlett's cheque at the last meeting as this had been sent prior to their being two people available in the office to deal with the transfer of funds to cover the payment. While a transfer was made before the funds went out, earlier on the same day the bank had notice the oversight and had themselves made a transfer to avoid the cheque being refused which would have incurred a £35.00 fee. The Clerk understood that there would be a £15.00 fee for making the transfer but to date no fee has been taken from the account. The Clerk advised that she and the assistant Clerk would reimburse the Council for any fee which may be incurred.

RESOLVED: It was proposed and agreed that the offer from the Clerk's be declined.

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

Madasafish	Phone and Internet Services	£34.52
St Margaret's Hospice	Donation	£30.00

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Ben Stretton	Hedge cutting	£123.38
SALC	Affiliation fee invoice	£378.94
Broker Network Ltd	Insurance	£1301.80
George Edwards	Wages	£67.89
Terry Pulling	Wages	£22.49
Fiona Parrott	Wages	£253.10
Rachel Walker	Wages	£556.67
HM Revenue and Customs	Tax	£162.00

The Clerk advised that a further invoice was to be paid to Playdale for the replacement of parts on the toddler unit in the playground for the sum of £9.64. The Chair pointed out the unusual figure for the Clerk's wages which included additional hours worked following the departure of Mrs Watson, as discussed at the previous meeting.

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

RESOLVED: The above accounts were approved for payment and Mr Brighton And Mrs Oswick agreed as signatories.

e.Income

Tracey Watson	Payment re outstanding madasafish bill	£37.38
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The Clerk advised of additional items received from Lesley Mason for the allotment rent of £10.00 and HM Revenue and Customs in respect of a VAT reimbursement for £959.42.

8. Date of Next meeting – The next Parish Council meeting will be held on **Monday 12th April 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 1st April 2010**.

The meeting closed at 8.47pm.