

# 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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**Draft minutes of the Parish Council Meeting held at the Henstridge Village Hall Lounge on Monday 12<sup>th</sup> July 2010.**

## **Present**

**Councillors:** Mickey Vincent (Chair), Paul Brighten, Jean Oswick, David Nicholls, Malcolm Stobart, Adam Temperton, Paul White. Mr Jarvis arrived during the meeting.

**Clerk:** Rachel Walker

**There was 1 member of the public in attendance.**

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

Apologies had been received from Mr Symcox, Mr Fitch, Mr Jarvis, Mr Day, and Ms Rowland and the Council advised of the reasons for absence.

**RESOLVED: It was proposed and agreed to approve the reasons for apology as provided.**

### **2. Declarations of Interest.**

Mr Stobart and Mrs Oswick declared a personal and prejudicial interest in the items concerning the village hall management committee.

### **3. To approve as a correct record the minutes of the previous meeting held on 07.06.10 and the Special meeting held on 26.04.10.**

**RESOLVED: The minutes of the meetings were approved.**

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

- (i) 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.**

The Clerk reported that she had spoken to the planning administration office and been advised that monies for applications are taken prior to the applications being validated but that if the application is not validated or withdrawn prior to progressing then the monies can be returned. She had also been advised that there is a note on the file, dated 17.06.10 stating that the application may be withdrawn and advising that this information has come from a councillor. The Clerk pointed out that the District Council have now held public funds of £1675.00 since February 2009 for effectively doing nothing more than writing one letter, which despite the dates on their system, was not received until May 2010. Mr Jarvis has since advised that he spoke to Adrian Noon last Friday who is pursuing the application and will get back to Mr Jarvis this week.

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**RESOLVED:** It was proposed and agreed to bring the item back to the next planning meeting.

- (ii) To agree if any members are available to attend the Yarlinton Homes Neighbourhood plan day on 13<sup>th</sup> July or if any members have information to pass on to Yarlinton for their consideration on this day.

**RESOLVED:** It was proposed and agreed that Mr Vincent will attend if he is able to make himself available.

- (iii) To update the Council and agree any further actions arising with regard to:
  - (i) the proposal to ask Highways to install a pelican crossing outside of St Nicholas Primary School
  - (ii) the response from Highways with regard to arranging a crossing patrol.

The Clerk advised the Council that the information received from the Somerset County Council road Safety Education Training and Publicity Team is that if the site is suitable the School would be responsible for recruiting and appointing the patrol as the patrol would become an employee of the school. The County Council provide in the form of a grant fifty per cent of the patrols salary, currently the grant is paid quarterly @ £230. The school or a sponsor would have to fund the remaining fifty percent. The County Council is responsible for training the patrol and will provide all uniform requirements, they also monitor the patrol annually at no cost to the school.

The Clerk advised that there would appear to be two elements to consider, firstly whether the Council would be prepared to budget the relevant amount to support a crossing patrol, and secondly, whether this is something that the school would be interested in, as realistically the next steps for progressing would lie with the school.

**RESOLVED:** It was proposed and agreed that the information should be passed to the school with an indication that we would consider the provision of funding within our budget if a response is received by the beginning of September.

## 5. Matters arising from previous meetings:

- (i) To agree the possible sites for grit bins in the parish, prior to purchase going ahead, following an offer from SSDC to arrange siting of the bins if delivered direct to Highways.

The Clerk explained that several other parishes have investigated the provision of grit bins following the harsh winter, leading to the offer from Highways that they will install the bins.

Possible sites for the six proposed bins were discussed.

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The following sites were agreed:

- Outside of the school on the grass verge;
- Yenston, on the grass verge opposite Chapel Lane;
- Village Hall Car Park;
- On the pavement at the top of Southmead Lane opposite Townsend;
- Bowden Village wherever Highways advise is the most appropriate siting;
- On the wide grass verge past the first S bend in Marsh Lane, approximately 200 yards east of the junction of Marsh Lane/Marsh Road and just past the entrance to Higher Marsh House.

**RESOLVED: It was proposed and agreed that a seventh bin should also be purchased to be sited in Summerfields in the most appropriate place as advised by Highways. It was further proposed and agreed to send the above list to Highways for confirmation and agreement of the suggested sitings prior to purchase of the bins.**

## 6. Correspondence

11.06.10	Sam Healy – VHMC	To respond to a request for a donation towards the Village Hall Insurance Premium
<p>Mr Stobart stated that the VHMC appreciate the donations of the past few years and would be grateful for a further donation.</p> <p>The letter was summarised.</p> <p><b><u>RESOLVED:</u> It was proposed and agreed to make a donation of £847.32 to the Village Hall Management Committee for use for the insurance of the hall.</b></p> <p>It was felt that it was appropriate to agree the donation for the water bill at this point in the meeting.</p> <p><b><u>RESOLVED:</u> It was proposed and agreed to make a donation of £50.00 towards the Village Hall Water bill.</b></p> <p><b><u>RESOLVED:</u> It was proposed and agreed that as Mr Temperton needed to leave the meeting, it was agreed that the footpaths report be provided at this stage.</b></p> <p>Mr Temperton reported receipt of a couple of e-mails with regard to a footpath fault and reminded Councillors that faults can be logged on the County website.</p> <p>Mr Temperton left the meeting.</p>		
22.06.10	S Lee	To agree a response to a request for the Parish to fund the outstanding amount not raised for the repair of the Yenston Millenium Stone

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The letter was read out to the Council.

**RESOLVED:** It was proposed and agreed that the Council should make a donation of £50.00.

Mr Jarvis arrived at the meeting and was invited to declare any interests.

24.06.10	Julia Knight	To agree if the Council wish to make any nominations for the Chairman's awards for Service to the Community.
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George Edwards for service to the community over many years which is over and above the call of duty and Ann Frost for similar reasons were put forward for nomination.

**RESOLVED:** It was proposed and agreed to put forward Mr Edwards and Mrs Frost as the Council's nominations.

## 7. Council Matters

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

No report had been received.

### b. To advise the Council of the position with regard to completion of works by McIntosh Homes at Church Lane/Furge Grove and agree any further actions arising.

The Clerk reported that the works have not carried out but as previously instructed the Assistant Clerk had written again to McIntosh Homes last week regarding the matter and she had also contacted Highways.

**RESOLVED:** It was proposed and agreed that the Planning Enforcement officer be contacted again and asked to pursue this matter.

### c. To approve amendments necessary to the "Rules Specific to the Erection of Headstones and Memorials", following the agreed changes to the approval method.

Mr Jarvis requested that an item be put on the next agenda for the review of the rules as a whole.

**RESOLVED:** The amendments to the rules were approved as presented.

### d. To agree if the Council wish to make any specific resolution with regard to the second paragraph of item 3b(i) in the new adopted standing orders:

*Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.*

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The Clerk explained the item.

**RESOLVED:** It was proposed and agreed that as Resolved at the Full Council meeting of 12.07.10, item , if the service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient, the Proper Officer should electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer and that Councillors receiving the summons in this format are happy to do so. Councillors being unwilling or unable to receive the summons in this format should advise the Clerk accordingly.

- e. To review the Chairmanship part of the previous Standing orders document and agree any amendments and if the Council are happy for this to become a stand alone advisory document.

The Clerk explained that with the approval of the new model standing orders, the Chairmanship element had effectively been lost, and that this is a valuable advisory document.

**RESOLVED:** It was proposed and agreed to approve the Chairmanship document as presented.

- f. To discuss the need to increase the existing memory of the Parish Council computer and agree any actions arising.

The Clerk reported that the computer is running very slowly and she understands that this is due to the limited size of the memory.

**RESOLVED:** It was proposed and agreed that the Clerk should get three quotes and go ahead with the most appropriate quote.

- g. To agree any concerns arising over local hedging blocking highways visibility and any actions arising with regard to this.

Concern was expressed about the hedging on the A30 outside of Deneside, and also at Woodhayes.

**RESOLVED:** It was proposed and agreed that the above hedges be pursued.

- h. To report back advice received from SALC with regard to tree surveys and agree any actions arising.

It was reported that there is only a need for a report to be sought if after a cursory inspection ourselves, the Council are aware of any disease, broken branches and so on. The Clerk reported that she is not aware of any issues with regard to this.

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**i. To agree any input which the Council wish to make to Wot's on.**  
Wot's on had already been published so there was no input to be made.

**j. Playground Inspection reports.**  
There were no new issues for report.

**k. To receive reports from Representatives (VHMC, HALT, Footpaths, Other) and provide guidance as appropriate**  
The footpaths report had already been provided.

Mr Stobart reported the laying of a new floor in the seating storage area, and that the Committee are working hard to extend the life of the building for as long as possible.

The Clerk advised that Caroline Rowland had requested that the following report be passed on from Nicola Powell Smith:

“We have had a formal meeting last week and are going about the process of becoming formally set up and holding 2 more youth fundraising events. There is a great committee of people, so we should hopefully be able to make a success of it, and interest from the village has grown. As mentioned before we managed to raise £372 from the Jesters Jostle, that added to the £50 raised in August 2009 by Liz Holbrook bringing our local fundraising total to £422.”

Nicola has also advised that she has met with SSDC's Steve Barnes and with three providers in order to get quotes and it now appears that the originally suggested site of the basketball court is felt to be most suitable. She is currently waiting for written confirmation of the quotes prior to writing to the Parish Council with regard to the land.

Mr Vincent advised that he had had a phone call this week from someone who had heard about the skate park and was concerned that no-one in the village knew anything about it. Mr Vincent had advised her that it had been on the agenda several times, in the newsletter and discussed at the Annual Parish Council meeting.

## **8. Finance**

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

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

**RESOLVED: The Cash Book and Bank Reconciliation for June 2010 and as verified by Jean Oswick were approved and signed by the Chair.**

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

The Clerk advised that in monitoring the account she had felt that the funds were too low towards the end of the month and had made a transfer of £3000 for day to day running costs, as can be clearly seen on the bank statement, which was verified by the Chair.

**RESOLVED: It was proposed and agreed to approve the transfer of funds.**

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

Madasafish	Phone and Internet Services	£35.23
Somerset Landscapes Ltd	Recreation Ground weedkilling	£434.16
St Nicholas PCC	Donation towards Production of Wots on	£200.00
Giles Powell-Smith	Reimbursement for Skate Park Jostle table	£10.00
Henstridge PCC	Reimbursement for Parish Plan Jostle table	£10.00
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
Fiona Parrott	Reimbursement for stationery	£51.56
Rachel Walker	Reimbursement for postage & APM refreshments	£10.02
VHMC	Donation towards Water bill further to weedkilling at recreation ground.	£50.00

The Clerk advised of additional cheques for £847.32 in payment to VHMC for the Hall insurance, £22.00 in payment to Ring Street Filling Station for fuel and £293.75 in payment to Evans & Co for the audit.

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

**RESOLVED: The above accounts were approved for payment and Mickey Vincent and Jean Oswick agreed as signatories.**

**e. Income**

HM Revenue & Customs	VAT repayment	£200.23
N Hoppe	Allotment rent	£10.00
A J Beaney	Allotment rent	£3.33
K Raisin	Allotment rent	£20.00
H Perry	Allotment rent	£10.00

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S Davies	Allotment rent	£5.00
D Sekers	Allotment rent	£5.00
M Snook	Allotment rent	£20.00
L Eastment	Allotment rent	£10.00
B Eastment	Allotment rent	£10.00
J Le-Sueur	Allotment rent	£10.00

**8. Date of Next meeting** – The next Parish Council meeting will be held on **Monday 9<sup>th</sup> August 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 29<sup>th</sup> July 2010**.

**The meeting closed at 8.33pm.**