

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 November 2010.

Present

Councillors: Mickey Vincent (Chair for items 1-3 and 6a), Norman Symcox (Chair for remaining items), Paul Brighten, Jim Fitch, David Nicholls, Adam Temperton, Paul White.

Clerk: Rachel Walker

There were no members of the public in attendance, but PCSO John Winfield was in attendance for the first part of the meeting.

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

Apologies had been received from Mr Jarvis and Mr Stobart 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.

There were no interests declared.

3. To approve as a correct record the minutes of the previous meetings held on 11.10.10 and 25.10.10.

The Clerk explained that an error had been made with the meeting dates on the agenda and it should have been the previous two meetings – one of which was a special meeting.

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

RESOLVED: It was proposed and agreed to move to item 6a as PCSO Winfield was in attendance.

Mr Symcox arrived at the meeting.

6a. To receive a visit/report from a local police representative.

PCSO John Winfield reported that they have been working hard with Yarlinton homes in the Woodhayes area to set up a residents association. Minutes of the association will come to the Parish Council and Yarlinton have donated some money to support.

There was a theft from a vehicle on the industrial estate which has been resolved. Complaints are being received with regard to Church Street. Renovations are occurring in Rose Cottage. A stolen vehicle was taken to Landshire lane. An attempt had been made to burn it out but they were able to recover it. Flytipping

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was discussed and PCSO Winfield stressed the importance of passing on any registration numbers if people are seen as prosecutions will be made.

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**

RESOLVED: Mr Jarvis was not present at the meeting. It was therefore agreed to move to item (ii) and that this proposal should replace item (i).

- (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**

The Clerk advised that queries had been raised by local funeral directors over what was now allowed as it had been noted that recently installed headstones differed from the existing rules and she emphasised the importance of addressing this issue in order to be fair to all parishioners.

RESOLVED: The proposal that the Clerk should bring back revised rules to a future meeting was approved.

- (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.

Mr Jarvis was not present at the meeting. The Clerk pointed out that Mr Jarvis had been repeatedly chased for the receipt for the documents which he had passed to SSDC but to date no receipt had been provided. It was felt that it was appropriate to move on to item (iv).

- (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 24th 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.

RESOLVED: The proposal was approved.

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(v) 22.09.10	Sam Healy	To receive a response to the Council's letter regarding Village Hall refurbishment funding
<u>RESOLVED:</u> It was proposed and agreed that the Council should write to the VHMC advising them of the actions arising from item 4 (iv) and that the Council will come back to them in due course when the outcome of this action is apparent.		

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
<u>RESOLVED:</u> It was agreed not to list the item on the November agenda.		
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
<u>RESOLVED:</u> It was agreed that Adam Temperton would attend the meeting and if he is unable to attend, Norman Symcox will attend.		

6. Council Matters

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

The item had been addressed earlier in the meeting.

The Chairman reported that he has today received a letter of resignation from the assistant Clerk.

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.

The Clerk provided a suggested timetable for moving forward with the selection process.

RESOLVED: It was proposed and agreed to accept the timetable as suggested.

2. To agree members of the Committee to carry out shortlisting and interviewing process.

The availability of members in relation to dates was discussed.

RESOLVED: It was proposed and agreed to appoint Norman Symcox, Mickey Vincent, Adam Temperton, and Rachel Walker to be on the committee.

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3. To agree whether the Chairman of the Committee is to be elected by the committee or is automatically Chairman of Council?

RESOLVED: It was proposed and agreed that the Chairman of the Council should chair the selection committee, with the Vice Chair taking the role if the Chairman is unavailable.

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).

RESOLVED: It was proposed and agreed that in the event of a member having a close friend or relative applying for the job, that Paul Brighten would be a replacement member of the committee.

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.

RESOLVED: It was proposed and agreed that the Council authorise the selection committee to carry out all necessary procedures with regard to the appointment of a new clerk, to incur expenditure up to a maximum limit of £500.00, to receive applications, shortlist, interview and 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?

RESOLVED: It was proposed and agreed that the model job description, previously agreed by the Council in respect of the existing Clerk is appropriate without further modification other than to adjust the references to an assistant clerk, and adequately covers roles in respect of the Responsible Financial Officer and local duties.

RESOLVED: It was proposed and agreed that due to the confidential nature of the business to be discussed in the next items, that the press and public should be

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excluded, in accordance with the Public Bodies (Admission to Meetings) Act, 1960.

The meeting was closed to the press and public.

- (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.
 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).

The above aspects of the contract of employment were discussed by the Council.

RESOLVED: The detailed Terms and Conditions of the Contract of Employment were agreed.

- (iv) **To draw up and agree the person specification for the post considering: What is essential? What is desirable?**

The essential and desirable requirements for the new Clerk were discussed by the Council.

RESOLVED: The details of the person specification for the post were agreed.

- (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?

The above issues were discussed.

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RESOLVED: The details of the advertisement were agreed and it was agreed to advertise the post in the Blackmore Vale, Western Gazette, on the noticeboards, on local shop noticeboards, on the Henstridge online website and on the Parish Council website and that applications should be received and acknowledged by the Chair.

- (vi) To agree the layout of an Application Form.

The proposed layout was discussed.

RESOLVED: It was proposed and agreed to use the model document provided by SALC.

- (vii) To agree arrangements for taking up references.

RESOLVED: It was proposed and agreed to take up references at the shortlisting stage.

- (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.

The contents of the application pack were discussed.

RESOLVED: It was proposed and agreed to include the following items in the application pack:

- Basic details of parish
- Role of Parish Council
- Details of Council, Committees, employee structure
- Budget
- 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.

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RESOLVED: It was proposed and agreed that any queries should be directed to the Clerk via e-mail or phone and that any queries which the Clerk cannot resolve should be discussed with Mr Temperton or Mr Fitch.

The press and public were re-admitted to the meeting.

- c. **To review any progress with regard to works at Church Street/Furge Grove and agree any actions arising.**

The Clerk advised that the Planning department had informed her that while the developers had been ready to start work on the site, it had been discovered that their road closure notice was not valid for this work and so an application had been put in to County who were fast tracking it for approval by 13th December, for work to start immediately after the Christmas break.

- d. **To agree the Council's priorities for consideration/action by Mr Diffey, Youth Worker.**

The Clerk advised that Mr Diffey had felt concerned following the last meeting, that the priorities that he had put forward had not been in line with those of the Council. There was some discussion as to Mr Diffey's role and the actions that he would be taking. The Clerk clarified that in coming to the last meeting he had been looking for confirmation that he was aiming for the aspirations which the Council had in mind.

RESOLVED: It was proposed and agreed that the aspirations which Mr Diffey had laid out were appropriate.

- e. **To agree any items for insertion in the December edition of 'Wot's On'.**

RESOLVED: It was proposed and agreed that the Council should provide an update on Church Street, advise on the installation of the Grit bins and the move forward with the Skate park.

- 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

DEFERRED: The item was deferred as Mr Crocker was not present at the meeting.

- g. **To receive feedback from the HACC meeting.**

Mr Symcox reported that the meeting had followed the standard agenda, giving numbers of flight movements, complaints etc. The number of complaints is well below the anticipated levels and that the majority of these were from one complainant. Events in 2011 are the Wessex strut on April 23rd and the Vintage open day on August 27th. The potential changes to the planning consents were briefly discussed.

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h. Playground Inspection reports.

The Clerk reported that there were no new items to report.

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

There were no new matters to report.

7. Finance

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

RESOLVED: The Cash Book and Bank Reconciliation for October 2010 as verified by David Nicholls were approved and signed by the Chair.

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

The Clerk reported that no transfers had been made.

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

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 Paul Brighten and Mickey Vincent agreed as signatories.

e. Income

HM Revenue & Customs	VAT Repayment	£279.74
S Folkes	Additional inscription	£46.91

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Peter Jackson	Interment fee	£77.38
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8. Date of Next meeting – The next Parish Council meeting will be held on **Monday 6th 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 25th November 2010**.

The meeting closed at 20.59pm