

# Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937

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## **PUBLIC NOTICE**

**The next meeting of Henstridge Parish Council will be held at the Henstridge Village Hall Lounge on Monday 5<sup>th</sup> December 2011 from 7.00pm 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 10.10.11 and 07.11.11**
- 4. Matters deferred and arising from previous meetings:**
- 5. Correspondence**

28/10/11	Nell Cruse, Interim Transport Policy Manager, Somerset County Council	Letter inviting comments or questions on Somerset's Draft Countywide Parking Strategy. To decide if the council wishes to make comments on the draft strategy; to nominate a councillor to make the comments on behalf of the council.
28/11/11	Richard Grove, Acting Service Director for Highways and Traffic, Somerset County Council	Letter requesting financial help towards the cost of replacing broken paving slabs and blocks on a like-for-like basis, rather than replacing them with tarmac. To discuss the relevance of this problem to the parish; to decide if the parish council would like to make a financial contribution towards these repairs in the parish; to decide how the council would like to respond.
01/11/11	Lee Howell, Chief Fire Officer, Devon and Somerset Fire and Rescue Service	Email giving details of a proposed change to the way DSFRS responds to automatic fire alarm activations. To discuss the issue and to nominate a councillor to complete an online survey, should the council wish to take part in the consultation.

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07/11/11	Pam Knight, Director of Fundraising and Communication, St Margaret's Hospice	Letter to request a donation. To decide if the council wishes to make a donation and the amount.
14/11/11	Miriam Maddison, Community Directorate, Somerset County Council	Email regarding Blue Disabled badge Consultation. To inform the council that information regarding the consultation has been added to the council's website. To decide if the council wishes to nominate a councillor to respond.
18/11/11	Dave Grabham, Traffic Engineer, Somerset County Council	Email regarding the cancellation of the scheduled Speed Indicator Device installation. To discuss the issue and decide if the council wishes to respond.

## 6. Council Matters

- a. To receive a visit/report from a local police representative.
- b. To hear a report from Linda Jones regarding the issue of dog fouling at the recreation ground; to agree any further action to be taken.
- c. To request any councillors present to sign a letter to HM Revenue and Customs to authorise the clerk to act on their behalf in matters of PAYE and NICs.
- d. To hear information from the clerk regarding the progress of the acquisition of the lease of Oak Vale Woodland from the Woodland Trust; to nominate two councillors to act as signatories to the lease, as advised by SALC; to ask the two nominated councillors to sign the lease papers which will be witnessed by the clerk.
- e. **PROPOSAL FROM SIMON CULLUM**  
To discuss the organisation of a parish-wide 'spring-clean', to involve litter-picking etc; to decide how this will be organised and nominate a councillor to take the lead.
- f. To inform the council that Mrs Janet Crocker has agreed to take on the post of gatekeeper with immediate effect.
- g. To receive reports from Representatives (VHMC, HALT, Footpaths, Other) and provide guidance as appropriate

## 7. Finance

- a. To approve the cashbook and bank account reconciliation for November 2011 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 Service (24.11.11 to 23.12.11)	£25.66
Zöe Godden	Phone line installation - Madasafish	£105.00
Milborne Port Computers	6 months web support to November 2011	£72.00
Evans & Co	Annual internal audit for 2010/11	£300.00
Moore Stephens	External audit for 2010/11	£402.00
CLP	Stationery	£82.76
SLCC	Book – Law of Parks and Open Spaces	£19.95

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SLCC	Membership renewal	£175.00
Helping Hand Company	9 x Handihoops	£70.80
George Edwards	Hammerite for swings	£12.92
Rutter & Rutter	Search fees – Oak Vale Woodland	£166.50
George Edwards	Wages	
Terry Pulling	Wages	
Zöe Godden	Wages	
HMRC	Tax & NICs	£203.15
Zöe Godden	Mileage	£67.50

- d. To ask Adam Temperton and Dave Nichols to sign a cheque that was agreed at the November meeting but not prepared for signature - £15.75 for clerk's October mileage.
- e. To ask Adam Temperton and Dave Nichols to initial three wage slips for October salaries that were agreed at the November meeting but were not prepared.
- f. Income

HMRC	VAT reimbursement	£384.92
Appleby and Childs Memorials	P. Essex additional inscription	£46.91

- g. MATTERS ARISING FROM THE NOVEMBER BUDGET MEETING**
- (i) To hear information from the clerk regarding SALC guidance on funding a new village hall; to discuss the matter and agree any further action to be taken.
  - (ii) To hear information from SALC regarding the level of Unearmarked General Reserves that should be held by local councils.
  - (iii) To agree an amount that should be added to the project account to fund the upgrade of office equipment.
  - (iv) To hear clarification from the clerk as to the difference between two budget headings: 'Solicitors' in the main budget and 'Legal Costs' in the project account.
  - (v) To consider the proposed budget figures for 2012-2013 and agree figures that the council are happy with.
  - (vi) To agree the level of the precept demand.

**Date of Next meeting** – The next Parish Council meeting will be held on **Monday 9<sup>th</sup> January 2012**. 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> December**.



**Zöe Godden  
Parish Clerk**