

Henstridge Parish Council

Clerk: Zöe Godden, 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 11th July 2011.

Present

Councillors: Adam Temperton (Chair), Dave & Carolyn Nichols, Pete Crocker, Jim Fitch, Paul White, Simon Cullum

Clerk: Zöe Godden

There were 2 members of the public in attendance for the beginning of the meeting

The meeting began at 19:30

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

Paul Brighten, Jean Oswick, Micky Vincent, Geoff Jarvis and Sue Place.
Apologies also received from Caroline Rowland but not in time for the meeting.

RESOLVED: It was proposed and agreed to accept the reasons for absence

2. Declarations of Interest.

Adam Temperton declared a personal and prejudicial interest in item 7.
Pete Crocker declared a personal interest in items 6C and 6G.

3. To approve as a correct record the minutes of the previous meeting held on the 06.06.11

RESOLVED: It was proposed and agreed to accept the minutes of the previous meeting without amendment.

RESOLVED: It was proposed and agreed to move item 6b to this point in the meeting to allow members of the public to comment promptly.

4. Matters deferred and arising from previous meetings:

- a) To confirm the council's representatives on other groups and, if any councillor does not wish to fill the positions as suggested in the meeting of 16th May 2011, to suggest further nominees.

RESOLVED: It was proposed and agreed to defer to the next meeting, as the two people involved are not in attendance.

- b) To collect all completed register of interest forms from councillors.

RESOLVED: It was proposed and agreed that the Clerk will list all those outstanding in the minutes and that forms should be returned to the Clerk by 22 July.

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NAME	Register of Interest returned to SSDC?	Declaration of Acceptance of Office?
Adam Temperton	YES	YES
Dave Nicholls	YES	YES
Carolyn Nicholls	YES	YES
Caroline Rowland	?	NO
Micky Vincent	?	NO
Paul White	YES	YES
Paul Brighten	YES	NO
Jean Oswick	YES	YES
Simon Cullum	YES	YES
Jim Fitch	YES	YES
Geoff Jarvis	?	NO
Sue Place	YES	YES
Peter Crocker	NO	YES

c) To hear any feedback from those councillors who attended the SALC chairperson and councillor courses.

Simon Cullum reported that the councillor course was very well organised. SALC have presented the course to over 900 councillors. The course was very helpful and is strongly recommended.

Adam Temperton reported that, following from his attendance at the chairperson's course a few minor amendments may need to be made to some of the parish council's procedures and wording of some official documentation. In particular, an amended process for managing public contributions is advised, whereby each member of the public, who wants to speak at the meeting, must fill in a chit with their name and the point they wish to make. This system allows the clerk to take more accurate minutes and for the chair to better manage public contributions and avoid repetition. This is the system used by SSDC. Merging the planning and main meetings would help to allay the problem of meetings over running. A red and yellow card system could be considered for maintaining order in the meeting.

5. Correspondence

31/05/11	Campaign to Protect Rural England	To agree if the council wishes to continue to subscribe.
The advantages and cost of this membership were discussed. Councillors pointed out that the council has used the services of CPRE in the past and that their input was very helpful.		
<u>RESOLVED:</u> It was proposed and agreed to continue to subscribe.		
05/06/11	Patricia Jacobsen, Henstridge	To hear the content of an email and agree the response the council would like the clerk to make.
The council discussed the comparison with Stalbridge and agreed that, as Stalbridge has two large car parks and many more commercial properties than Henstridge, they are not really on a par. While Henstridge did have a number of commercial properties in the past, most of these have been changed to residential properties and can no longer be used as commercial premises, without securing the correct change of use via the district council planning process. While the parish council would, if appropriate, consider supporting any planning application that would incur business for the parish, it is not in the		

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council's remit to generate trade. The SSDC business regeneration team have responsibility for this matter.		
RESOLVED: It was proposed and agreed that the clerk should reply to Mrs Jacobsen with the information above.		
06/06/11	Saveria Moss, South Somerset Together, Area East, South Somerset District Council	To hear the content of the programme for the AGM and agree if a councillor should attend.
RESOLVED: It was proposed and agreed to ask Sue Place, who is already attending, to bring back any relevant information.		
07/06/11	Journal of Local Planning	To discuss the potential benefits of membership and, if these are considered relevant to the council, to agree to become a member.
The advantages and cost of membership were discussed, but as we already subscribe to SALC and CPRE, it was felt that this subscription was not necessary.		
RESOLVED: It was proposed and agreed not to become a member.		
09/06/11	Steve Shaw, Local Works – promoting the Sustainable Communities Act	To hear a proposal from Leiston-cum-Sizewell Town Council to require applicants of major developments to attend and fund parish/town meetings in order to keep the local community informed of their plans and give them a forum to respond. To decide if the council wishes to formally support this proposal.
The matter was discussed and it was felt that the proposal would cause personal and prejudicial interests if developers paid meeting costs.		
RESOLVED: It was proposed and agreed to take no further action.		
20/06/11	Catriona Eagle, South Somerset Association for Voluntary and Community Action Ltd, Yeovil	To hear the content of a letter informing the council that the Wincanton branch of SSAVCA has closed.
The content of the letter was noted by the council. No further action was necessary.		
21/06/11	Mike Keatinge, Sherborne Transport Action Group	To receive an invitation to attend a meeting of the Transport Action Group on 21 July in Wincanton
The parish council has had an interest in this issue and so are willing to be involved.		
RESOLVED: It was proposed and agreed that Adam Temperton will attend the meeting.		
27/06/11	Sue Crowley, Senior Librarian – Operations, Somerset County Council	To hear a response to the council's enquiry regarding the reduction in mobile library services to the village.
The content of the letter was noted by the council. No further action was required.		
28/06/11	Chris Fenton, Dyne Drewett	To hear a response to the letter the council's solicitor sent regarding the damage to the trees at the recreation ground.
The clerk read out the letter and this was discussed by the council.		
RESOLVED: It was proposed and agreed that the clerk should write to the council's solicitor to update him with further information received and to ask his opinion on how to proceed.		

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04/07/11	Justin Milward, The Woodland Trust	To relay the content of the Woodland Trust's response to the council's request for information regarding Oak Vale Woodland.
The issue of the lease was briefly discussed.		
<u>RESOLVED:</u> It was proposed and agreed that the clerk should write to the Woodland Trust to express their wish that they make their best effort to trace the relatives of the original donor of the woodland.		
04/07/11	Sam Dyke, Area Support Assistant – East, South Somerset District Council	To receive an invitation to attend a Youth Worker Evaluation meeting on 26 July in Wincanton.
<u>RESOLVED:</u> It was proposed and agreed to ask Sue Place if she can attend as the Youth representative.		

6. Council Matters

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

The police representative was not in attendance.

b. To receive an update from dog walkers regarding monitoring of the dog-fouling situation at the recreation ground and agree any further action to be taken.

The council received a report from Linda Jones who, along with fellow dog walkers, has been monitoring the dog situation at the recreation ground on behalf of the council. More notices have been put up by South Somerset District Council and the grass has been cut closer to the verge making it easier to spot any fouling. Linda and her colleagues have been challenging dog walkers to make sure they have bags with them to clear up after their dogs.

The council would like it recorded that they are very grateful to Linda and her colleagues for their help with this issue and would be very pleased for them to continue to monitor the situation and to report back to the council in September 2011.

RESOLVED: It was proposed and agreed to ask Linda Jones and her colleagues to continue to monitor the situation and to report back to the council in September 2011.

c. To receive a request from Henstridge Youth Facilities to place picnic tables and litter bins at various locations at the recreation ground and decide if this is acceptable.

The council reviewed the proposed locations of the bins and picnic tables. They discussed the quality of the tables in particular as they are to be sourced locally.

RESOLVED: It was proposed and agreed to accept the locations of the tables and bins but that the equipment will have to be supplied from certified supplier. The picnic tables will also have to be fixed to the ground.

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- d. **To discuss the requirement of the council to manage the following points in relation to the recreation ground and to agree a course of action for each: underage drinking, the need to ensure litter is collected regularly, the need to supply correct personal protective equipment to employees.**

Under-age drinking

The chair informed the council that he has been informed by the PCSO that a drinking ban at the recreation ground would be costly (approximately £10,000) and difficult to enforce. He suggested that, if there are any problems with anti-social behaviour, including drinking, that these should be reported to the police who will attend. Incidents can be reported either by phone or via the Avon and Somerset Police website. It was also noted that a total ban on drinking would not be welcome by all recreation ground users who drink sensibly during cricket and football matches.

Litter

The issue of litter at the recreation ground was discussed and various options to address the issue were raised. In the past, there have been special litter picking days, but the person who organised these has moved away. Also, with the installation of the skate park, it was felt that a more regular, permanent solution was needed.

RESOLVED: It was proposed and agreed that the clerk seeks quotes for five sets of litter picking tongs, five bag hoops, latex gloves and sharp proof gloves for employees. That the clerk seeks advice from SSDC on how best to organise a litter-picking day.

- e. **To inform the council that quotes have been requested for replacement of the skate park safety sign.**

The council heard details of three quotes to replace the damaged safety sign and add two more signs. The council was informed that Henstridge Youth Facilities would pay for the replacement signs. The chair expressed his thanks for this generous offer.

RESOLVED: It was proposed and agreed to that the clerk accepts the quote from Alpha Signs.

- f. **To discuss the idea of creating a Facebook page as a means of communicating with users of the skate park and to agree if this should be done.**

The chair pointed out that the intension is for the page to be used to communicate with other youth in the village and their families. There is no cost to set this up and it can be used to publicise youth events.

RESOLVED: It was proposed and agreed to trial the page for three months from the creation of the page.

- g. **To inform the council that, due to staff retirement, a new procedure for locking and unlocking the recreation ground gate needs to be implemented, and to agree such a procedure.**

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RESOLVED: It was proposed and agreed that Pete Crocker will lock and unlock the gate until the post is filled.

- h. To decide if a key to the recreation ground gate can be given to the village hall booking clerk.**

RESOLVED: It was proposed and agreed that the booking clerk should be issued with a key.

- i. Proposal to invite a senior planning officer to give a talk to the council at a future planning meeting, followed by a question and answer session.**

Simon Cullum

RESOLVED: It was proposed and agreed to invite a senior planner to speak to the council about planning policy and procedures.

- j. Proposal to introduce a “best allotment” competition.**

Simon Cullum

Since there is no allotment committee, it would not be possible to do this. No further action required.

- k. Proposal to discuss further the idea of becoming a Quality Council.**

Simon Cullum

RESOLVED: It was proposed and agreed to defer this issue to the next meeting.

- l. To discuss any outstanding highways issues or highways matters which Councillors wish to raise and agree any actions arising.**

RESOLVED: It was proposed and agreed to add a link to fixmystreet.co.uk to the council website.

- m. Playground Inspection reports.**

Clerk reports she is in the process of obtaining quotes for repairs to the surfacing, toddler unit and a swing.

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

There were no other reports to receive.

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7. Finance

- a. To approve the cashbook and bank account reconciliation for June 2011 as presented.

RESOLVED: The Cash Book and Bank Reconciliation for June 2011 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.

No transfers had been made.

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

Madasafish	Phone and Internet Services (24.04.11 to 23.05.11)	£32.80
Ring Street Filling Station	Fuel & Oil	£24.79
NALC	Communities in Action Conference (Adam Temperton, 15/06/11)	£97.50
VHMC	Youth Worker - Hire of Village Hall 31/05, 1 & 2/06	£51.00
SALC	1 x chairman course, 2 x councillor courses	£75.00
George Edwards	Wages	
Terry Pulling	Wages	
Zoe Godden	Wages	
Florence Cornish	Wages	£153.36
Zoe Godden	Mileage claim	£17.55
HMRC	Tax & NICs	£322.66
VHMC	VH insurance	£950.21
VHMC	Hire of lounge and hall Jan to June 2011	£117.63

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

An additional cheque was raised for Adam Temperton for £71.60 for mileage and parking for attendance at a NALC conference and chair course.

RESOLVED: The above accounts were approved for payment and Adam Temperton and Dave Nicholls agreed as signatories.

d. Income

S Folkes Memorials	C B Doggrell Plot H30	£100.24
Peter Jackson	GJ Wilkins, Double plot & interment	£221.61

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- e. To consider and approve the Statement of Accounts section of the Annual Return and any necessary notes to accompany this.

RESOLVED: It was proposed and agreed to approve this without the need for any additional notes.

- f. To consider and agree the appropriate responses to the Statement of Assurance section of the Annual Return and any necessary notes to accompany this.

RESOLVED: It was proposed and agreed to approve this without the need for any additional notes.

8. Date of Next meeting – The next Parish Council meeting will be held on **Monday 8th August 2011**. 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 28th July**.



Zöe Godden
Parish Clerk