

# Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

---

Approved minutes of the Parish Council Meeting held at the Henstridge Village Hall Lounge on Monday 10<sup>th</sup> October 2011.

## Present

Councillors: Adam Temperton (Chair), Carolyn Nichols, Jim Fitch, Paul White, Peter Crocker, Mickey Vincent

Clerk: Zöe Godden

There was 1 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.

Simon Cullum, Sue Place, Paul Brighten, Jean Oswick, Geoff Jarvis and David Nichols

**RESOLVED:** It was proposed and agreed to accept the reasons of absence as reported.

### 2. Declarations of Interest.

There were no declarations of interest.

### 3. To approve as a correct record the minutes of the previous meeting held on 05.09.11 and to ask the chair to initial and sign the previously approved minutes from the meeting held on 09.08.11.

Approval of the minutes from the meeting of 05.09.11 was deferred as there was not a quorum of councillors from that meeting.

**RESOLVED:** It was proposed and agreed accept the minutes from the meeting of 09.08.11 without amendment.

**RESOLVED:** It was proposed and agree to bring item 6a to this point in the meeting to allow John Winfield, PCSO, to speak.

John Winfield, PCSO, reported the following:

- The new telephone number to contact Avon and Somerset police has been launched. The number is 101. There have been some teething problems with the call centre receiving out of area enquiries.
- A cannon ball has been stolen from Henstridge. Mr Winfield asked the public to be vigilant.
- There have been a number of complaints of drivers ignoring the one-way system in Furge Grove and of pot holes on the A357 on the Stalbridge side of the village.

# Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

---

- There are a number of branches over-hanging the road in Landshire Lane. Mr Winfield asked that the parish council writes to the owner of the relevant property to request that the hedges are trimmed.
- There is a problem with stone being stolen from the wall on the A357 towards Stalbridge.
- Lorries and cars are failing to stop at the zebra crossing outside the school. The area is badly lit. Mr Winfield asked that the parish council writes to the Highways department to highlight the problem and enquire as to possible solutions.
- Mr Winfield requested that the clerk emails him a copy of the recent speed indicator device results.

**RESOLVED: It was proposed and agreed to bring item 6f to this point in the meeting to allow Steve Penny, chair of Henstridge Sport Club, to speak.**

- a. To present the council with quotes for refurbishment of the changing rooms at the village hall. To hear additional information regarding this project from Steve Penny, Chair of Henstridge Sports Club. For the council to decide which of the quotes they are happy with, if any, and to decide any further action to take.**

Steve Penny gave an overview of Henstridge Sports Club's position. He informed the council that the club had supported previous plans for a new village hall, which had included the provision of new changing facilities. The current changing facilities are in need of improvement in order for the club to adhere to Football Association rules, which state that there should be a separate shower for the referee (especially as there are now more female referees) and that facilities should be available for use by the disabled. The football club is very successful in local competitions. Their achievements last season include:

- Winner of Yeovil & District Premier League
- Longest time of any team in the Y & D Premier League
- Winner of the County Cup
- Winner of Les King Cup
- Runners up in Yeovil Hospital Cup
- Div 1 of Sunday Blackmore Vale League

Mr Penny reported that the changing facilities are among the worst around and do not reflect the achievements of the teams. He informed the council that the Henstridge Sports Club had examined two options for improvement to the changing facilities. These were, to build a stand-alone unit or to improve the facilities within the existing space. The club had sourced three quotes for each of the two options and these were presented to the council. The club's preferred option was to refurbish the existing space, as the stand-alone unit would be too expensive. This would take approximately one month to complete, meaning that the football club would have to make other arrangements for their fixtures for the duration of the work. Mr Penny was confident that

# Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

---

this could be achieved. As part of the refurbishment option, Mr Penny requested that the council considers allowing the club to use the toilet facilities within the village hall on match days, as this would increase the amount of space within the changing area that could be used for showers and the referee room. Mr Penny informed the council that Henstridge Sports Club has raised approximately £7300 to go towards improvements to changing facilities and asked for the support of the parish council in getting this project off the ground.

The council discussed the options. It was thought that a new village hall would be preferred, but this is not possible at the moment. Refurbishing the existing space was considered the best choice as the quotes for this option would be affordable by using the S106 funds from the Woodhayes development and the sports club contribution. There was some discussion regarding the financial management of the project in terms of combining the sports club's funds and the S106 funds to minimise or eliminate any VAT that may have to be paid. The clerk was asked to seek clarification on this matter from SALC. To simplify the future management of the changing facilities, it was suggested that they be fitted with their own water and electricity meters. The clerk and Mr Penny agreed that this could be discussed with the contractor. It was pointed out that the cost of submission of any plans had not been factored in to the quotes. Again, it was suggested that this be discussed with the contractor. The chair of the Village Hall Management Committee has been kept informed of this matter and supports the option to improve the existing facility.

**RESOLVED:** It was proposed and agreed to fully support the option to update the current changing rooms and to accept the estimate from G Barham subject to acceptance by SSDC for release of the S106 money and with the provision of the £7300 from the sports club. The clerk is to seek guidance from SALC regarding financial management of the project and will make contact with G Barham to discuss the matters of independent water and electricity meters and the cost of any plans that may need to be submitted.

**RESOLVED:** It was proposed and agreed to bring item 6d to this part of the meeting to allow Sam Best, chair of the Village Hall Management Committee, to speak.

- d. **To discuss the times the gate at the recreation ground should be locked. To agree times and any further action to be taken.**

Sam Best informed the council of the issues affecting the users of the village hall and the recreation ground in relation to the gate to the car park. She reported that there have been problems with village hall users getting access to the car park and that people using the recreation ground are not sure what time the gate is going to be locked. She pointed out that if large groups are unable to use the car park, congestion is caused in Ash Walk and surrounding roads as hall users have to find alternative places to park. The reasons for the gate being situated where it is and being locked at the specified times, were discussed. Councillors were able to report that the original reason for the gate being locked was to prevent drivers causing a disturbance to local residents at unsociable times with dangerous driving and loud music and to prevent cars and motorcycles from causing damage to the grass by driving on the recreation ground. Different ways of managing the security of the recreation ground without compromising reasonable access to the village hall and recreation ground facilities were discussed. The use of a combination lock has been trialled previously but the combination number

# Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

---

had become too widely known which the council felt compromised security. It was suggested that the gate be left unlocked 24 hours a day for a trial period, to ascertain the nature and frequency of any potential disturbance. It was pointed out that the police have objected to this course of action in the past as there is a likelihood of children on bicycles riding straight out of the car park and into the road and perhaps having an accident.

Another suggestion was to build an alternative fence at the far side of the car park, in line with the back of the village hall, to prevent damage to the recreation ground. Such a fence would have to have a gate for vehicle access and a pedestrian gate wide enough to satisfy the requirements of the Equality 2010. A further option was to issue a gate key to regular users of the hall so that they could lock it behind themselves after their event has finished. This would require good communication between the VHMC and the parish council to ensure that the gate was managed effectively and efficiently. It was also suggested that the gate be locked at a specified time every night. Times of 9pm and 10pm were suggested. The council thought that it would be unreasonable to expect one person to unlock the gate early in the morning and then to lock it again so late at night. They were not happy that this would be satisfactory, especially considering the low salary of the gatekeeper job.

A final suggestion was to lock that gate at different times on a seasonal basis, i.e. from 1 May to 31 August, the gate could be locked at 9pm and from 1 September to 30 April, the gate could be locked at 6.30pm. This would enable the recreation ground to be used later in the summer during the longer days and for the gate to be locked earlier on shorter days to minimise the potential for disturbances in the car park after dark.

It was pointed out that the usual times that the gate is locked are advertised on a sign on the front of the village hall. It was suggested that, once the times had been decided, the sign should be renewed as it is rather old.

**It was proposed that regular users of the hall be provided with a key to the gate and that they should lock the gate on leaving the car park; and that, on days when the village hall is not in use, that the gate is locked by the gatekeeper from 1 May to 31 August, at 9pm and from 1 September to 30 April, at 6.30pm; and that the VHMC is provided with two gate keys to issue to irregular users of the village hall; and that the clerk is to obtain quotes for erection of a fence to protect the recreation ground.**

**An amendment to this proposal was put forward: that the gate is left open 24 hours a day for a trial period of three months. This amendment failed.**

**RESOLVED: It was proposed and agreed that regular users of the hall be provided with a key to the gate and that they should lock the gate on leaving the car park; and that, on days when the village hall is not in use, that the gate is locked by the gatekeeper from 1 May to 31 August, at 9pm and from 1 September to 30 April, at 6.30pm; and that the VHMC is provided with two gate keys to issue to irregular users of the village hall; and that the clerk is to obtain quotes for erection of a fence to protect the recreation ground.**

# Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

## 4. Matters deferred and arising from previous meetings:

- (i) To hear more information from the clerk regarding the RHS Britain in Bloom campaign and to decide if the council wishes to further investigate the possibility of taking part.

This matter was deferred to the next meeting.

- (ii) To agree if the council wishes to make a nomination to the Avon and Somerset Community Policing Awards and to agree a councillor to complete the reasons for nomination on the form.

This matter was deferred to the next meeting.

## 5. Correspondence

05/09/11	Karen Tunnock, PA to Brian Cull, Group Manager, Traffic Management, Somerset County Council	Speed Indicator Device results for Henstridge A30 for August 2011.
The clerk summarised the results. The council discussed the results.		
<b>RESOLVED: It was proposed and agreed clerk to email results to all councillors</b>		
14/09/11	Peter Radford, Acting Group Manager, Highways, Somerset County Council	Invitation to join the national highways and transport survey. To agree a councillor to complete the survey.
The clerk explained the reasons for the survey. The council discussed whether they wanted to respond.		
<b>RESOLVED: It was proposed and agreed that Adam Temperton would complete the survey.</b>		
21/09/11	<ul style="list-style-type: none"> <li>• Local Government Boundary Commission for England</li> <li>• Community Governance, Somerset County Council</li> </ul>	Clerk to relay details of changes to electoral arrangements for Somerset from these sources. To agree any further action that the council wishes to take.
The chair summarised the information received regarding the proposed new boundary arrangements. The council discussed the matter and found that there will be very little change for South Somerset and the Blackmore Vale ward.		
22/09/11	Andy Foyne, Spacial Policy Manager, South Somerset District Council	Details of Draft Core Strategy Committee Meetings. To agree if a councillor will attend.
The clerk summarised the invitation. The council discussed the fact that, there was no need for a representative from Henstridge to attend because the parish has been classified as a rural settlement.		

# Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

27/09/11	Jason Tinley, Somerset Community Oil Scheme Administrator, Community Council for Somerset.	Letter and information regarding a new oil-buying scheme designed to help people benefit from bulk-buying discounts. Council to decide if they want to promote this scheme and how.
<p>The clerk summarised the scheme.</p> <p><b>RESOLVED: It was proposed and agreed that the clerk will publicise the scheme via the parish council website and notice boards.</b></p>		
29/09/11	Society of Local Council Clerks	Invitation for the clerk to attend the SLCC Regional Conference. Council to decide if she may attend and to agree the spending.
<p>The clerk informed the council of the topics to be discussed at the conference. She is especially interested in attending the Managing Projects section as this will be useful in her job (managing new playground equip, new car park, new hall, changing rooms etc)</p> <p><b>RESOLVED: It was proposed and agreed that the clerk may attend this conference.</b></p>		
30/09/11	Steve Fox, Landscape Officer, South Somerset District Council	Information regarding the Parish Bulb Planting initiative. Council to decide if they wish to take part, to agree a councillor to lead the project and agree any further action to take place.
<p>The clerk informed the council of the scheme details. The council discussed the matter and suggested the following locations for bulb planting:</p> <ul style="list-style-type: none"> <li>• Outside the village hall</li> <li>• Oak Vale Woodland</li> <li>• Around the base of the large trees on the recreation ground</li> </ul> <p><b>RESOLVED: It was proposed and agreed that the clerk will register interest and try to obtain the bulbs.</b></p>		
04/10/11	Dave Grabham, Traffic Engineer, Somerset County Council	Proposed installation dates for the Speed Indicator Device in 2012.
<p>The clerk informed the council of the proposed dates for the SID next year and will email these to the councillors.</p>		

## 6. Council Matters

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

See above

### b. To discuss a request from a relative to remove three headstones for renovation at his own home. To agree if the stones can be removed and replaced by the relative.

The clerk gave details of the request and relayed information received from SALC and Cllr Jean Oswick. The council discussed their concerns with regard to health and safety and ownership of burial rights.

# Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

---

**RESOLVED:** It was proposed and agreed to defer this matter to the next meeting and for the clerk to ascertain exactly which graves are involved and to confirm their ownership.

- c. **To discuss an email from Greene King brewery regarding ownership of the war memorial. To decide on any further action to be taken.**

The clerk informed the council that, as far as she has been able to ascertain, the only way to confirm the ownership of the war memorial is to enquire via the Land Registry. This is in progress, but there is likely to be a fee to pay.

**RESOLVED:** It was proposed and agreed to defer this matter to the next meeting and for the clerk to make enquiries at the Land Registry and Somerset County Council Highways department as to ownership.

- d. **To discuss the times the gate at the recreation ground should be locked. To agree times and any further action to be taken.**

See above

- e. **To agree if the council has any items it would like to bring to the Henstridge Airfield Consultative Committee to be held on 19<sup>th</sup> October.**

Councillors had no specific agenda items to raise.

- f. **To present the council with quotes for refurbishment of the changing rooms at the village hall. To hear additional information regarding this project from Steve Penny, Chair of Henstridge Sports Club. For the council to decide which of the quotes they are happy with, if any, and to decide any further action to take.**

See above.

- g. **To hear quotes from solicitors for the legal work associated with taking over the lease of Oak Vale Woodland. To discuss the financial implications of paying for this work on the council budget. To decide which quote to choose and agree any further action to be taken.**

The clerk relayed details of the three quotes.

**RESOLVED:** It was proposed and agreed to accept the quote from Rutter and Rutter, on the proviso that this will be the final cost and that the amount will not change at any point.

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

The following faults were reported:

- Templecombe dip - road cracking on the bridge.
- Drains from the Virginia Ash, all way to Yenston have weeds growing out of them.

# Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

---

**i. Playground and Skate Park Inspection reports.**

The clerk reported that she is in the process of obtaining quotes for repairs to toddler unit and for a new item of play equipment.

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

There were no representatives present.

**7. Finance**

**a. To approve the cashbook and bank account reconciliation for September 2011 as presented.**

**RESOLVED:** The Cash Book and Bank Reconciliation for July 2011 as verified by Mickey Vincent were approved and signed by the Chair.

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

There had been no transfers

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

Henstridge Cricket Club	Grass Cutting 2011 – First instalment	£756.89
Alpha Signs	Skate park safety signs x 3	£108.00
Madasafish	Phone and Internet Service (24.09.11 to 23.10.11)	£25.89
Ring Street Filling Station	Fuel for Mower/Strimmer	£39.98
CLP	Stationary	£55.27
Community Council for Somerset	2011/12 subscription	£35.00
Dyne Drewett	Solicitor fees re: damage to recreation ground trees	£180.00
The Helping Hand Company	Litter picking equipment and sharps equipment	£531.60
Zöe Godden	Foot rest	£12.99
Zöe Godden	Mileage claim	£17.78
Zöe Godden	Salary	£560.37
Terry Pulling	Salary	£28.29
George Edwards	Salary	£67.89

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

**d. To discuss various grant applications and for the council to decide which, if any, they will award.**

# Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

---

The clerk informed the council that there were some outstanding grant applications from last year, including Wot's On. These had been overlooked during the clerk's handover from the previous clerk.

The council agreed to the following grants:

- Wot's On - £200 for year 2011/12 and £200 for year 2012/13
- South Somerset Citizens Advice Bureau - £40 for year 2012/13
- Shopmobility (Quedam, Yeovil) - £30 for year 2012/13

## e. Income

There was no income to report.

**8. Date of Next meeting** – The next Parish Council meeting will be held on **Monday 7<sup>th</sup> November 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 27<sup>th</sup> October**.

Approved and signed by Chair \_\_\_\_\_

Date \_\_\_\_\_