

Henstridge Parish Council

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

Approved minutes of the Parish Council Meeting held at the Henstridge Village Hall Lounge on Monday 7th November 2011.

The meeting began at 19:38

Present

Councillors: Adam Temperton (Chair), Carolyn Nichols, Jim Fitch, Paul White, Peter Crocker, Mickey Vincent, Sue Place, Caroline Rowland, Simon Cullum, Dave Nichols and Geoff Jarvis

Clerk: Zöe Godden

There were 3 members of the public in attendance for the beginning of the meeting

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

Apologies had been received from Paul Brighten and Jean Oswick.

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

2. Declarations of Interest.

There were no declarations of interest

RESOLVED: It was proposed and agreed to bring item 6i(2) to this stage in the meeting to allow members to speak.

a. PROPOSAL FROM GEOFF JARVIS

To discuss the movement of the Townsend traffic calming as requested by members of the parish and to write to SCC Highways in accordance with our conclusion.

The council listened to the concerns of the public regarding the positioning of a section of the traffic calming scheme at Townsend Farm, at the Stalbridge side of the village. Vehicular access to Townsend Farm and Townsend Cottage is compromised, making it dangerous to leave or enter the property by car. Other driveways are obstructed causing inconvenience and risk of accidents. As the traffic calming is situated directly outside properties, residents are subjected to unacceptable levels of noise. A pothole in the middle of the traffic calming fills with muddy water which is then splashed onto properties by passing traffic. Residents feel that they were not adequately consulted by Somerset County Council Highways Department prior to the installation of the traffic calming. Initial information indicated that the traffic calming was to be positioned further along the road in the direction of the village boundary, which would have caused much less of a problem. Residents handed a letter to the council outlining their concerns and giving details of their interactions with Somerset County Council regarding this matter.

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The council discussed this matter and were of a mind that the traffic calming would be better positioned close to the 30 MPH sign at the village boundary. They noted that this matter has been discussed many times and that the noise has always been a problem. It was also noted that the stretch of the A357 between Henstridge and Stalbridge is well used by pedestrians and cyclists, and that any steps to improve pedestrian and cyclist safety would be welcomed.

RESOLVED: It was proposed and agreed that the clerk should write to the Highways department of Somerset County Council expressing the council's support of the resident's request that the section of traffic calming is relocated to the 30 MPH sign at the edge of the village, asking for a joint site visit with Highways, parish councillor and residents and requesting an improved cycle path through the traffic calming at its new location.

3. To approve as a correct record the minutes of the previous meetings held on 05.09.11 and 10.10.11.

RESOLVED: It was proposed and agreed to approve the minutes from 05.09.11, but to defer approval of the minutes from 10.10.11.

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.

The council heard from Caroline Rowland that she would be prepared to lead this project on behalf of the council. She has experience of the competition and asserted that there are likely to be many activities already underway that would enable Henstridge to meet the criteria. Judging is conducted by two individuals and takes about an hour and a half.

The council could not agree to lead the project itself, as some councillors felt that this was not a suitable use for the precept. It was pointed out that the council had recently received 1000 free bulbs from SSDC which will be planted around the parish. Also, In-Bloom does not have to be led by the parish council.

RESOLVED: It was proposed and agreed that the clerk should communicate, via 'Wot's On' magazine, the parish council's willingness to support any community group that may wish to lead an entry to the In-Bloom competition.

- (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.

The clerk informed the council that the deadline is 21/11/11 and asked that a councillor takes the nomination form for completion and return to the clerk by 11/11/11, if the council wishes to make a nomination.

The council discussed possible nominees, but could not agree on any one individual.

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RESOLVED: It was proposed and agreed that the council would not make a nomination for this year's award.

5. Correspondence

09/10/11	Mike Keatinge, Community Bus Partnership	To inform the council of the contents of the notes of a meeting of the Community Bus Partnership held on 06/10/11. To agree any response the council wishes to make.
The clerk gave an overview of the notes and was asked by the council to forward the details to them by email.		
10/10/11	Carole Blakesmith	To relay the content of the email regarding a fish and chip van that has been operating in Henstridge. To agree any further action to be taken.
The clerk read the letter and informed the council that, on receipt, she contacted the appropriate SSDC department. SSDC said that the company operating the catering van was known to them as they had applied for the appropriate licence, but had not responded to a request for further information that was required to consider their application.		
RESOLVED: It was proposed and agreed that the clerk writes to Mrs Blakesmith, informing her of the action taken and giving her contact details of district councillors in case she should need to contact them about this matter.		
10/10/11	K J Holmes, Alvian Ltd	To inform the council of the availability of commemorative equipment available to celebrate the Queen's Diamond Jubilee. To decide if the council wishes to purchase any such equipment and agree any further action.
The clerk gave details of the products available.		
RESOLVED: It was proposed and agreed that the council will not purchase such a commemorative item but would consider making a contribution to a local fund raising effort.		
17/10/11	Donna Cook, South Somerset Association for Voluntary and Community Action	To inform the council of the SSVCA Forum taking place on 17/11/11 and to decide of any councillor wishes to attend.
As Sue Place is already attending this event, the council did not wish to nominate another councillor.		
17/10/11	Julie Bentley, The Woodland Trust	To inform the council of the receipt of a draft lease and land registry documents for Oak Vale Woodland. To agree any further action to be taken.
The clerk informed the council that these documents had been taken to Rutter and Rutter Solicitors.		

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19/10/11	House of Commons Transport Committee	To bring to the council's attention, the content of a Special Report detailing the government's response to bus services after the spending review. To agree any further action to be taken.
The council noted that this information had been forwarded to them by email.		
24/10/11	Sarah Hardwick, Research & Information Manager, Somerset County Council	To relay the content of an email regarding the new online data hub for Somerset. To agree any action to be taken.
The council noted the content of the email.		
24/10/11	Lynda Pincombe, Community Health and Leisure Manager, South Somerset District Council	To inform the council of the content of the letter regarding the introduction of charges for quarterly play ground inspections. To agree if the council wishes to respond.
RESOLVED: It was proposed and agreed to defer this matter to the budget meeting to be held on Monday 21 November.		
25/10/11	Kevin Mahon, Marsh Lane, Henstridge	To relay the content of the letter regarding a mobile catering service.
<p>GJ – There are quite specific rules in this respect. AT – Reply to C Blakesmith and give her details of district. Reply to K Mahon giving District Councillors details and that there's no authority over SSDC.</p> <p>RESOLVED: It was proposed and agreed that the clerk should reply to Mr Mahon giving contact details of the district councillors and advising him of the parish council's position in relation to catering licenses, i.e that issuing of these licenses is solely at the discretion of the district council and that the parish council has no powers of decision or appeal in such matters.</p>		

6. Council Matters

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

No representative was present.

b. PROPOSAL FROM JIM FITCH

- (i) That the full council meeting and the first planning meeting of the month are combined.
- (ii) That the start time for the combined meeting should be reviewed and changed to 6.30pm.

The council agreed that combining the two meetings would be advantageous. There was some discussion around procedures relating to the fact that there is a separate chairman for the planning committee.

RESOLVED: It was proposed and agreed that the clerk will consult the standing orders and consult SALC to identify any procedural issues that may be relevant in relation to the planning committee; that meetings will be combined and start at 7pm providing that this is found by the clerk to be in line with standing orders.

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c. PROPOSAL FROM SUE PLACE

To discuss the availability of funding for youth provision from South Somerset District Council and to agree any further action to be taken.

Sue Place informed the council that SSDC has made funding available for an outreach minibus to come to Henstridge on 12 consecutive Wednesday evenings to deliver free sessions for young people. The sessions will be run by two youth workers. SSDC youth services have already been cut by 75% and will be cut again in March 2012, so it is likely that this is the last time that Henstridge will have such an opportunity for free youth work. This provision can commence straight away, as long as the parish council agrees. Several locations have been suggested for the minibus, including the village hall car park, Park Road, the Virginia Ash car park and the church car park. There may be the opportunity for a weekend activity such as skate board demonstration or bowling trip.

Geoff Jarvis offered flights for young people if the youth workers were willing to bring them to the Henstridge Airfield.

RESOLVED: It was proposed and agreed that the council fully support this initiative and that the clerk will communicate the sessions via the 'Wot's On' magazine.

d. To agree a third councillor to approve memorial requests for the cemetery.

The clerk informed the council that the cemetery regulations state that applications for new memorials or updating to existing memorials should be considered and approved by three councillors before permission is granted. One of the three has left the council, so the clerk asked if anyone else would be willing to take on the task. Currently, Geoff Jarvis and Jean Oswick are the remaining two councillors.

RESOLVED: It was proposed and agreed that Sue Place will be the third named councillor to approve memorial requests.

e. To discuss the problem of fly tipping in the cemetery skip and agree any further action to be taken.

The clerk informed the council that various large objects have been left in the cemetery skip, such as barbeques and other domestic waste. This has caused the skip to become full much sooner than usual and will increase the cost of running the cemetery. It has also been noted that users of the church controlled part of the cemetery regularly use the parish skip to dispose of their waste. The clerk communicated the cost impact of hiring the cemetery skip.

The matter was discussed and the council felt that there may be an opportunity to revise the process for dealing with cemetery generated waste, with a view to recycling or composting as much as possible.

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RESOLVED: It was proposed and agreed that the clerk should undertake a benchmarking exercise to determine how other parishes dispose of their cemetery waste.

- f. **To discuss the condition of allotments following the clerk's annual inspection and agree any further action to take.**

The clerk informed the council that she carried out the annual allotment inspection in September and also made a subsequent inspection in October. Overall, the allotments have been kept very well, with some really outstanding plots. There are two plots that appear to be much neglected. The clerk has received complaints from neighbouring plot holders, and on allotment had to be strimmed by GE to prevent weeds from seeding the area. The clerk suggests writing to the holders of these allotments to give them one month's notice that the plots will be taken back if they are not properly worked. They could be offered the opportunity to reduce their plot by half and the council could offer the remaining half to people on the waiting list. There are at least 4 people on the waiting list for allotments, so new tenants would be able to take over straight away.

RESOLVED: It was proposed and agreed that holders of any allotments not being properly worked should be contacted and given one month to improve their plots, as per the allotment tenancy agreement, after which time, if no adequate improvement has been made, the plots will be allocated to people on the allotment waiting list.

- g. **PROPOSAL FROM SIMON CULLUM**
To discuss how the council might facilitate the extension or diversion of the footpath that currently crosses the A30 at the east of the village so that it passes beneath the railway bridge instead.

Simon Cullum informed the council that, to get to path, walkers have to walk along the A30 and climb over a barrier.

There was some discussion regarding the possible owner of the land in question. This matter has been raised before without satisfactory conclusion.

RESOLVED: It was proposed and agreed that Simon Cullum will make further enquiries and report back to the council at a future meeting.

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

Councillors reported a number of potholes: outside Townsend Cottage, near the crossing at Park Lane and in Park Road.

It was noted that only one of the bus stops in Ash Walk has been repainted.

RESOLVED: It was proposed and agreed that the clerk should report the aforementioned potholes.

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i. Playground and Skate Park Inspection reports.

The clerk reported that, although some holes in the play ground have been filled, more work needs to be done to level the ground. This will be addressed soon. The skate park will soon be signed off by the contractor, Monster Play.

j. PROPOSAL FROM GEOFF JARVIS

To discuss the movement of the Townsend traffic calming as requested by members of the parish and to write to SCC Highways in accordance with our conclusion.

DEALT WITH AFTER ITEM 2 ABOVE

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

There were no reports to receive.

7. Personnel Matters

a) To hear a request from the clerk that her work base is changed to her home address. To discuss the implications and agree any further action to be taken.

The clerk informed the council that she wishes her work base to be changed for the following reasons:

- Efficiency and cost effectiveness
- Perceived impartiality of the clerk
- Privacy

The council discussed the reasons why the clerk's work base has been Ashbourne House and it was agreed that these reasons were no longer applicable. Concern was raised as to the clerk's availability for face to face appointments. It was suggested that, if the clerk's work base was changed to her home, that she should make herself available in the village at an advertised day and time for such appointments.

RESOLVED: It was proposed and agreed that the clerk will report back to the council with the cost of moving the parish council telephone service to her home and that, providing this cost is acceptable, the clerk's work base will be changed to her home.

Caroline Rowland left the meeting at 21:02.

b) To discuss the matter of the gate keeper vacancy. To hear from the clerk the names of any applicants and to agree any further action to be taken, including the scheduling of a special meeting of the personnel committee to interview any candidates, if necessary.

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Pater Crocker declared a personal and prejudicial interest in this item.

The clerk informed the council that there the only applicant for this vacancy was Mrs Janet Crocker. Considering the length of time that has elapsed since the post was advertised, the clerk has been in contact with Mrs Crocker to confirm that she is still interested in the post.

RESOLVED: It was proposed and agreed that Mrs Crocker should be appointed to the gatekeeper post and to thank her very much for taking it on.

8. Finance

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

RESOLVED: The Cash Book and Bank Reconciliation for October 2011 as verified by Simon Cullum 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 a transfer of £3000.00 had been made from the deposit account to the current account in order to cover day-to-day running costs.

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

Madasafish	Phone and Internet Service (24.10.11 to 23.11.11)	£26.58
T J Young	Repair to strimmer	£18.60
George Edwards	Soil to fill holes in play park	£7.98
Zöe Godden	Key cutting for recreation ground gate	£26.00
SLCC	Regional Conference fee (Clerk)	£78.00
Zöe Godden	Mileage claim	£15.75
Zöe Godden	Salary	£560.37
Terry Pulling	Salary	£28.29
George Edwards	Salary	£67.89

The clerk also asked the council to sign a cheque for the following grant, which was agreed in the October meeting:

Wot's On £200.00

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

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

d. Income

G Powell-Smith	Allotment Fees 11-12	£20.00
F Lee	Allotment Fees 11-12	£15.00
John Guppy	Memorial – M A Cook	£100.42
S Folkes	Memorial inscription – R G Curley	£46.91
Peter Jackson	Interment – S M Rowland	£81.25
F Eustace	Allotment Fees 12-13	£15.00
Peter Jackson	Interment – D A Dyer	£81.25
Village Hall Management Committee	Peppercorn Rent for Village Hall	£1.00

Date of Next meeting – The next Parish Council meeting will be held on **Monday 5th December 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 24th November**.

The meeting ended at 21:08

Approved and signed by Chair _____

Date _____