

Henstridge Parish Council

Clerk: Zöe Godden, Ashbourne House, Marsh Lane,
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Draft minutes of the Parish Council Meeting held at the Henstridge Village Hall Lounge on Monday 5th December 2011.

The meeting began at 19:00

Present

Councillors: Adam Temperton (Chair), Carolyn Nichols, Jim Fitch, Paul White, Simon Cullum, Dave Nichols, Paul Brighten and Jean Oswick

Clerk: Zöe Godden

There were 0 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 Sue Place, Peter Crocker and Geoff Jarvis.

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

2. Declarations of Interest.

There were no 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

RESOLVED: It was proposed and agreed to approve both sets of minutes without amendment.

4. Matters deferred and arising from previous meetings:

There were no matters to discuss 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.
The council did not wish to nominate anyone to make comments.		
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 tarmacadam. 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.
The matter was discussed and the council was of the opinion that there are no paving slabs or blocks remaining in the parish. Therefore, no further action is required.		
01/11/11	Lee Howell, Chief Fire Officer, Devon and	Email giving details of a proposed change to the way DSFRS responds to automatic fire alarm activations. To discuss the

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	Somerset Fire and Rescue Service	issue and to nominate a councillor to complete an online survey, should the council wish to take part in the consultation.
<p>The council discussed the issue of automatic fire alarms (AFAs) and the fact that they are often required in order to secure insurance on properties, both business and residential. The council expressed their wish that the parish is made aware of this matter and hoped that local businesses and residents would respond.</p> <p>RESOLVED: It was proposed and agreed that the clerk would advertise the survey in the notice boards and on the website.</p>		
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.
<p>The council discussed the work of the charity and was of the opinion that it does good work for the community.</p> <p>RESOLVED: It was proposed and agreed to donate £35 to St Margaret's Hospice.</p>		
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.
<p>RESOLVED: It was proposed and agreed that the clerk would advertise the consultation in the notice boards and on the website.</p>		
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.
<p>The council noted that there have been many complaints about speeding through Henstridge and that it is a matter of genuine concern.</p> <p>RESOLVED: It was proposed and agreed that the clerk should write to Mr Grabham to express dissatisfaction that Henstridge will be missing out on their rotation in the SID programme and to ask how the SID programme will be maintained in the future.</p>		

6. Council Matters

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

No representative attended the meeting

- 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.

Mrs Jones reported that the level of fouling has reduced significantly since she and other dog walkers had begun to monitor the situation at the beginning of the year. Mrs Jones assured the council that they would be extra-vigilant if we have snow. The parish council extended their grateful thanks to Mrs Jones and the other dog-walkers who have done a tremendous job in monitoring and clearing up any instances of dog fouling.

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- 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.

RESOLVED: It was proposed and agreed that all councillors present would sign the letter.

- 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.

The clerk reported that she is in receipt of the lease and accompanying Wayleave Agreements. The solicitor is confident that the matter can be finalised before the Woodland Trust's deadline of the end of December 2011.

RESOLVED: It was proposed and agreed that Adam Temperton and Simon Cullum will sign the lease.

- 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.

Simon Cullum outlined his ideas for the 'spring-clean' as follows:

To request involvement from local organisations and groups in arranging and taking part in the event and to nominate a Saturday morning for the event to take place. The only expenses envisaged will be postage to contact organisations and groups.

It was pointed out that South Somerset District Council could lend litter-picking equipment if needed.

RESOLVED: It was proposed and agreed that Simon Cullum would take the lead in this matter and begin to organise the activities mentioned above.

- f. To inform the council that Mrs Janet Crocker has agreed to take on the post of gatekeeper with immediate effect.

The council were happy that Mrs Crocker will be the new gate keeper and expressed their thanks to her for the time she has spent carrying out the role on a voluntary basis.

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

Footpaths - Simon Cullum informed the council that he has been in consultation with Somerset County Council regarding the purchase of land under the railway bridge on the A30 with a view to making footpath 12/6 safe for walkers by removing the need for them to walk along the main road and scale a fence to access the path. There may be funds available to purchase the land, though these are not funds related to the parish council. It may take many months to resolve this issue, but Simon feels it will be worthwhile.

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7. Finance

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

RESOLVED: The Cash Book and Bank Reconciliation for October 2011 as verified by Jean Oswick 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:

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
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

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

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

- 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.

The cheque was signed as requested.

- 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.

The wage slips were initialled as requested.

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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.**

The clerk relayed information received from SALC regarding the difficulties parish council's face in raising significant funds for projects, including the building of new village halls. SALC had advised that, parish councils are unlikely to be successful in grant applications for such projects. Such grants are best applied for by community groups, charities or groups with charity status

The council discussed these issues in agreed that it would not be appropriate to raise the precept by too much and that an outside party will have to raise the money for a new hall, albeit with the support of the council as appropriate.

It was agreed that no further action needs to be taken.

- (ii) **To hear information from SALC regarding the level of Unearmarked General Reserves that should be held by local councils.**

The clerk explained that SALC guidelines suggest that parish councils should hold between three and twelve months expenditure in reserve to allow it to continue to function in the event that access to funds is in any way restricted or if income ceases to be generated for any reason.

RESOLVED: It was proposed and agreed to rename 'Unearmarked General Reserves' to 'Contingency Fund'

- (iii) **To agree an amount that should be added to the project account to fund the upgrade of office equipment.**

The council discussed the need to upgrade current IT equipment. They also talked about the need to allocated funds to the project account on an annual basis, to accumulate funds for future upgrades

RESOLVED: It was proposed and agreed to add £1000 for the upgrade of office equipment and to put aside an amount each year for future provision of office equipment, to be decided at next year's budget meeting.

- (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.**

It was agreed that the parish council should only incur legal costs as a result of a particular project that it undertakes and for that reason, there is no need for the 'Solicitors' budget line to appear in the main budget.

RESOLVED: It was proposed and agreed to remove the 'Solicitors' heading from the main budget.

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- (v) To consider the proposed budget figures for 2012-2013 and agree figures that the council are happy with.

RESOLVED: It was proposed and agreed that the council agrees with the figures as presented.

- (vi) To agree the level of the precept demand.

RESOLVED: It was proposed and agreed to raise the level of the precept demand to £27000.

The meeting closed at 20:09

Date of Next meeting – The next Parish Council meeting will be held on **Monday 9th 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 29th December.



**Zöe Godden
Parish Clerk**