

HENSTRIDGE PARISH COUNCIL

Clerk: Zöe Godden, Corbins, St Martins Square, GILLINGHAM. SP8 4DP Tel:
01747 826722

e-mail: clerk@henstridgeparishcouncil.org.uk
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Approved minutes of the Parish Council Meeting held at the Henstridge Village Hall Lounge on Monday 12th May 2014.

Present

Councillors: Adam Temperton (chair), Sue Place, Simon Cullum, Geoff Jarvis, Jim Fitch, Paul Brighten, David Nichols and Carolyn Nichols.

Clerk: Zoe Godden

There was 1 member of the public in attendance for the beginning of the meeting

One member of the public requested that, before the 2015 parish council elections, current members should advertise whether they intend to stand again. He added that the parish council should not allow currently co-opted members to remain members unless they are elected. Adam Temperton told the man that the parish council has no power to influence the election procedure but that the clerk would make enquiries.

The meeting began at 19:07

1. **To elect a Chairman of the Council and receive the Chairman's declaration of acceptance of office.**

Adam Temperton was nominated by Geoff Jarvis and seconded by David Nichols. Simon Cullum was nominated by Sue Place; there was no seconder.

RESOLVED: It was proposed and agreed that Adam Temperton should continue to act as chairman and the declaration of acceptance of office was signed accordingly.

2. **To elect a Vice-Chairman of the Council and receive the Vice-Chairman's declaration acceptance of office.**

David Nichols was nominated by Geoff Jarvis and seconded by Simon Cullum.

RESOLVED: It was proposed and agreed that David Nichols should continue to act as vice-chair and the declaration of acceptance of office was signed accordingly.

19:08 – Geoff Jarvis left the meeting.

3. **To elect a chairman of the Open Spaces Committee and receive the Chairman's declaration of acceptance of office.**

Simon Cullum was nominated by Paul Brighten and seconded by David Nichols.

RESOLVED: It was proposed and agreed that Simon Cullum should act as chairman of the committee and a declaration of acceptance of office was signed accordingly.

4. **To elect a Vice-Chairman of the Open Space Committee and receive the Vice-Chairman's declaration of acceptance of office.**

Carolyn Nichols was nominated by Sue Place and seconded by Paul Brighten.

RESOLVED: It was proposed and agreed that Carolyn Nichols should act as vice-chairman of the Open Spaces Committee and a declaration of acceptance of office was signed accordingly.

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5. To elect a chairman of the Personnel Committee and receive the Chairman's declaration of acceptance of office.

Sue Place was nominated by Simon Cullum and seconded by Paul Brighten.

RESOLVED: It was proposed and agreed that Sue Place should act as chairman of the Personnel Committee and a declaration of acceptance of office was signed accordingly.

6. To elect a Vice-Chairman of the Personnel Committee and receive the Vice-Chairman's declaration of acceptance of office.

Adam Temperton was nominated by Simon Cullum and seconded by Carolyn Nichols.

RESOLVED: It was proposed and agreed that Adam Temperton should act as vice-chairman of the Personnel Committee and a declaration of acceptance of office was signed accordingly.

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

Apologies had been received from Jean Oswick, Peter Crocker, Paul White and David Rabone.

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

8. Declarations of interest.

There were no declarations of interest.

9. To review the arrangement that the planning committee is made up of the entire council and agree any changes.

RESOLVED: It was proposed and unanimously agreed to continue with this arrangements.

10. To review the representatives of the council to other groups and agree any changes.

Adam Temperton offered to continue to act as the Henstridge Airfield Consultative Committee representative. The clerk informed members that Jean Oswick had offered to continue as Village Hall representative.

RESOLVED: It was proposed and agreed to defer this matter to the next meeting as several of the current representatives were not present.

11. To approve as a correct record the minutes of the previous meetings held on 03/03/14, 17/03/14 and 22/04/2014

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

12. To consider the following planning application:

Application number	Proposal	Applicant details
14/01044/TPO	Application to carry out tree surgery works to Yew trees, part of a group known as WRDC (Henstridge No. 1)	Mr R Goodfellow, 9 Park Road, Henstridge. BA8 0QP
The council had no comment to make in relation to this application.		

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13. Recent SSDC Area East planning decisions:

	Application number	Proposal	Applicant details	Current status
a)	14/00875/FUL	Erection of a single storey infill extension to rear, enlargement of garage, raise level of flat roof to unify and erection of porches with associated alterations upgrading works.	Mrs Rita Wall, Wayside, Whitechurch Lane, Henstridge. BA8 0PA	Granted with conditions
b)	14/00976/FUL	Construction of a garage/carport with ancilliary storage above.	Mr S Atkins, Bow Bridge Cottage, Shaftesbury Road, Henstridge. BA8 0TE	Granted with conditions
c)	14/01071/TPO	Application to carry out works on 7 no. trees which are included in the WRDC (Henstridge No. 1) TPO 1974	Mr M Bearcroft, 7 Park Road, Henstridge. BA8 0QP	Granted with conditions

Noted

14. Planning Correspondence

29/04/14	Paul Wheatley, Principal Spatial Planner, SSDC	For the council to note an email giving notice of Examination Hearing Sessions for the South Somerset Local Plan 2006 – 2028; to decide if a councillor wishes to attend
The council felt that there was no need for anyone from Henstridge to attend this meeting.		

15. Matters deferred and arising from previous meetings:

- a) **To hear an update from Geoff Jarvis on the Traffic Calming scheme on the A357 Stalbridge Road; to decide any further action to be taken.**

The clerk explained that an email from Louise King of Somerset County Council had asked for confirmation of the parish council's ability to acquire the additional land that is needed to construct the new road layout as per the parish council's requirements. The email noted that the viability of the project may be reassessed in the near future. The clerk has tried to get in touch with Geoff Jarvis about this, but has not received a response.

Simon Cullum expressed the view that the improvements to the traffic calming scheme are vitally important.

Paul Brighten suggested arranging a meeting at a time that Geoff Jarvis can definitely attend. The clerk was instructed to contact Geoff Jarvis to either arrange a meeting or request a report; to contact Louise King to determine if there is a deadline for the parish council's response to this matter.

- b) **To hear three quotes for repainting the skate park; to decide which quote to accept.**

RESOLVED: It was proposed and agreed to accept the quote from Skatepark Paint. The clerk was instructed to order two additional pots of paint to be kept for interim maintenance.

- c) **To hear a response from the Village Hall Management Committee regarding the council's request that they approach the NFU for an insurance quote; to decide any further action to be taken.**

Noted.

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- d) To hear an update on the installation of broadband to the Village Hall; to agree to pay an additional charge of £805.58 for the installation of a pole to allow a telephone line to be installed at the hall; to sign a cheque accordingly.

There was some discussion about this matter. The council felt that the cost of installing the pole was high, but accepted that there was no other way to facilitate the provision of broadband to the village hall.

RESOLVED: It was proposed and agreed to authorise this spend.

David Nichols abstained from voting and asked for this to be recorded in the minutes.

16. Correspondence

a)	10/04/14	Vega Sturgess, Strategic Director, SSDC	Email requesting feedback on the Somerset Levels and Moors Flood Action Plan; to agree a councillor to feedback.
It was agreed that no member wished to provide feedback as this matter was not relevant to Henstridge.			
b)	15/04/14	David Trott, Chairman of Henstridge United Football Club	To inform the council that the football club wishes to hold a youth six-a-side competition at the recreation ground on Saturday 14 June; to decide if the council agrees that this should take place and to agree any further action to be taken.
RESOLVED: It was proposed and unanimously agreed to approve this request. The clerk was instructed to remind the football club that vehicles are not permitted on the recreation ground.			
c)	21/04/14	Avon & Somerset Police	Request for nominations to the 'Best on the Beat' and 'PCC's Pride Award'; to agree any nominees the council may wish to make; to agree a councillor to complete the nomination forms.
The council did not wish to nominate anyone this year.			
d)	30/04/14	Dave Grabham, Traffic Engineer, SCC	Email regarding the potential transfer of Speed Indicator Device Administration to parish councils; to agree if the council wishes to take this idea forward and any further action to be taken.
The clerk explained the scheme. The council discussed the matter and agreed in principle to register an interest in the scheme, although this would be subject to additional information regarding costs.			

17. Council Matters

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

There was no police representative present.

- b. To hear a report and recommendations from the clerk regarding the Gatekeeper post; to decide any further action to be taken.

The clerk informed the council that Janet Crocker no longer wished to continue as Gatekeeper. She had experienced problems with people leaving their vehicles in the car park after the time that the gate needs to be locked. This had led to her receiving some verbal abuse. Also, Janet felt that the salary of £250 per year was not a fair amount, considering she has had to be available twice a day, 365 days per year. The clerk had completed a SWOT analysis to determine if the gate is needed:

Strength – The gate stops people taking their vehicles on the recreation ground.

Weakness – It is difficult to find someone to lock and unlock the gate. It is difficult to accurately remunerate someone for this task as it is not overly time-consuming, but does require twice-daily commitment.

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Opportunity – The gate has been unpopular for many years. Janet's wish to stop doing the job is an opportunity to think of a different option for protecting the recreation ground that is more efficient and cost-effective.

Threat – Removal of the gate, without an adequate substitute, will leave the recreation ground unprotected.

The clerk added that she had searched the internet for examples of similar roles in other parish councils. The only comparable job paid the incumbent £4.00 per day to lock and unlock a car park gate.

RESOLVED: It was proposed and agreed that the clerk should obtain quotes for a post and rail fence to protect the boundary of the recreation ground; to pay Janet Crocker £4.00 per day until the fence has been installed.

- c. **To hear a report from the clerk regarding a rude email from an allotments holder and the advice given by SALC; to decide any further action to be taken.**

The clerk summarised the situation: an allotment holder had repeatedly been asked to move items that were obstructing a pathway at the allotment and causing problems for a neighbouring property, because the items were stored against the neighbour's hedge. Despite several requests, the items were not removed, so the clerk had had them moved away from the neighbour's hedge. The allotment holder took offence and sent a rude email to the clerk. The clerk added that the allotment holder in question had never returned her signed tenancy agreement and had not been a punctual payer. The clerk had written to the allotment holder telling them that the plot was being taken back from them and giving a deadline for the clearance of the plot.

Simon Cullum felt that the allotment holder's behaviour was not acceptable. The council **agreed** that allotments should be handed back in good condition. He also noted that allotment holders had failed to start an Allotment Association.

RESOLVED: It was proposed and unanimously agreed that, should the allotment not be cleared by the date specified by the clerk, that the council should have the plot cleared and pursue the allotment holder for costs.

The clerk was advised to advertise any vacant plots in the next issue of Wot's On.

- d. **To hear an update on progress being made by the Parish Plan Steering Group.**

Simon Cullum reported that Michael Petheram has been working very hard. The group was going ahead with its planned initial consultation on 22 May, to coincide with, but be completely separate from, the European Elections. The event was to be advertised in Wot's On via inserted leaflets. Residents who are not able to attend the consultation event will be able to put their thoughts on this leaflet and return them to various pick-up points around the village (pubs and shop). Some kerbside signs had been ordered to advertise the event and clearance had been obtained from SSDC for them to be displayed

Simon asked for all councillors to advertise the event by word of mouth.

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

The clerk was asked to report the following:

- The drain outside the Bird in Hand, Ash Walk, is still overflowing
- The trees overhanging the pavement in Woodhayes Way have not been cut back

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f. To hear any matters arising from playground inspection reports.

The clerk reported that she had received notification of the award of a revenue sum of £1035 for the maintenance of play area equipment from the S106 allocation relating to the Woodhayes development. This will be paid to the parish council every year for 5 years.

It was noted that Ben Stretton has not yet moved the pile of weeds and soil near the top of the recreation ground. The clerk was advised to obtain other quotes for this work.

g. To receive reports from representatives (VHMC, HALT, Footpaths, Tree Warden, Other) and provide guidance as appropriate

Nothing to report.

18. Finance

a. To review and agree the end of year accounts.

RESOLVED: It was proposed and agreed to approve the end of year accounts as presented.

b. To review and approve the New Financial Regulations.

RESOLVED: It was proposed and agreed to approve the New Financial Regulations with one amendment: to change the amount of expenditure that can be authorised by the clerk, in conjunction with the chairman, from £500 to £100 (section 4.1 of the regulations).

c. To review and approve the use of direct debit payments for the telephone and broadband bill for the clerk's office.

RESOLVED: It was proposed and agreed to continue to pay these bills by direct debit.

d. To note that a sealed envelope has been passed to the chairman containing relevant passwords to access the council's financial records, as required in section 6.11 of the new financial regulations.

Noted.

e. To agree to set aside £2000 from the Community Grant budget for use by the Parish Plan Steering Group.

RESOLVED: It was proposed and unanimously agreed to set aside this amount to support the Parish Plan process.

f. To discuss the questions in section two of the annual return and agree responses.

The council **agreed** to answer 'YES' to questions 1 to 8. Question 9 is not applicable as the council has no trust funds.

g. To approve the cashbook and bank account reconciliation for April 2014 as presented.

RESOLVED: The cash book and bank reconciliation for April 2014, as verified by Sue Place, were approved and signed by the Chair.

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

The clerk reported that she had transferred £2978.83 from the project account to the current account to off-set project account expenditure from 2012/13.

RESOLVED: It was proposed and agreed to approve the transfer as presented.

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

Madasafish	Broadband & Telephone charge - 24.04.14 to 23.05.14	£34.56
Staff	Salaries and Expenses - April 2013	£878.94
HMRC	Income Tax - April 2013	£56.68
Ring Street Filling Station	Fuel for mowers etc	£28.99

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

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

j. Income

SSDC	Precept and Grant 2014/15	£31780.00
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Noted

20. Date of Next meeting – The next meeting will be the Annual Parish Meeting held on **Monday 19 May 2014**. The next Parish Council meeting will be held on **Monday 2 June 2014**. 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 23rd May**.

The meeting ended at 20:33

Approved and signed by Chair _____

Date _____