

HENSTRIDGE PARISH COUNCIL

Clerk: Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

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Approved minutes of a meeting of Henstridge Parish Council held on Tuesday 1st May 2018

Present: David Nichols (Chair), Ken Courtenay, Simon Cullum, John Graham, Carolyn Nichols, Barry Paginton, Bruce Pike, Sue Place and Michael Player.

Also present: District and County Councillor William Wallace (from 19:43) and Jan Wardell (White Hart Link)

Clerk: Zöe Godden

There were two members of the public present at the start of the meeting.

The meeting started at 19:31.

1. To elect a Chairman and receive a declaration of acceptance of office.

David Nichols opened the meeting and asked for nominations for the position of Chairman.

David Nichols was nominated and seconded. No other member of the council was nominated.

RESOLVED: It was proposed and unanimously agreed that David Nichols be elected as Chairman and the declaration of acceptance of office was signed accordingly.

2. Apologies for absence.

Apologies had been received from Howard Bentley-Marchant, Dennis Finch, Jean Oswick, District Councillor Hayward Burt and PCSO John Winfield.

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

3. Declarations of interest.

There were no declarations of interest.

4. To elect a Vice Chairman and receive a declaration of acceptance of office.

Simon Cullum was nominated and seconded. No other member of the council was nominated.

RESOLVED: It was proposed and unanimously agreed that Simon Cullum be elected as Vice Chairman and the declaration of acceptance of office was signed accordingly.

5. To elect a Chairman, Vice-Chairman and three additional members of the Open Spaces Committee and receive declarations of acceptance of office.

RESOLVED: It was proposed and agreed that the following members be elected to the Open Spaces Committee:

Simon Cullum – Chairman; John Graham – Vice Chairman; Carolyn Nichols and Barry Paginton.

Declarations of Acceptance of Office were signed accordingly.

The Clerk was instructed to contact Dennis Finch to ask if he wished to continue as a member of the Open Spaces Committee.

Action 180501/1: Parish Clerk

6. To review the terms of reference of the Open Spaces Committee.

It was **agreed** that no changes were required to the terms of reference for the Open Spaces Committee.

7. **To elect a Chairman, Vice-Chairman and two additional members of the Personnel Committee and receive declarations of acceptance of office.**

RESOLVED: It was proposed and agreed that the following members be elected to the Personnel Committee:

Sue Place (Chair); John Graham (Vice-chair) and Simon Cullum.

The Clerk was instructed to contact Jean Oswick to ask if she wished to continue as a member of the Personnel Committee.

Action 180501/2: Parish Clerk

8. **To review the terms of reference of the Personnel Committee.**

It was **agreed** that no changes were required to the terms of reference for the Personnel Committee.

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

It was **agreed** to maintain this arrangement.

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

It was **agreed** to maintain this arrangement.

11. **To propose representatives of the council to the following:**

RESOLVED: It was proposed and agreed that representatives would be as follows:

a)	Allotments	Barry Paginton
b)	Community Speedwatch and Road Safety	Michael Player
c)	Henstridge Airfield Consultative Committee	David Nichols with Ken Courtenay as substitute.
d)	Highways/Drains Representative	DEFER
e)	Somerset Association of Local Councils	Ken Courtenay
f)	Tree Warden	Simon Cullum
g)	Village Hall Management Committee	David Nichols
h)	Yenston and Bowden Representative	DEFER
i)	Youth Representative	Carolyn Nichols

Michael Player asked that the other members of Community Speedwatch team run some sessions without him due to increased work commitments.

The Clerk was asked to contact Peter Crocker and Howard Bentley-Marchant to ask if they would continue to act as Highways/Drains representative and Yenston and Bowden representative respectively.

Action 180501/3: Parish Clerk

19:43 – County and District Councillor William Wallace arrived at the meeting.

12. **To approve as a correct record the minutes of the previous meeting held on 19/04/18.**

RESOLVED: It was proposed and agreed to approve the minutes as presented. Simon Cullum and Sue Place abstained from voting as they had not been present at the previous meeting.

It was **agreed** to take item 20f at this point in the meeting.

20. f) To consider a grant application from White Hart Link towards the cost of an information board to be installed in Henstridge.

19:47 – The Chairman allowed a public open session and the grant applicant made a statement.

19:48 – The Chairman brought the public open session to a close.

RESOLVED: It was proposed and agreed that the Parish Council would give a grant of £200 towards the cost of the information board.

Action 180501/4: Parish Clerk

13. Reports

a) To receive any Police matters.

The Clerk reported that the PCSO and Beat Manager had attended the A357 as a result of her analysis of Speed Indicator Device results. Attendance by the enforcement team had been requested to issue tickets.

b) To receive County and District Councillor reports.

County and District Councillor William Wallace said he was proud that 50% of the attendees at the recent SSDC Annual Town and Parish Council meeting were from the Blackmore Vale Ward.

19:53 – Jan Wardell left the meeting.

14. To consider the following planning applications:

	Application number	Proposal	Applicant details
a)	18/00959/OUT	Outline application for the erection of two storage buildings and associated works.	Mr James Day, Land off The Marsh, Camp Road, Henstridge.
<p>19:53 – The Chairman allowed a public open session and the applicant made a statement. It was noted that the remaining matters relating to this application would not include any significant changes to the details submitted at this outline stage.</p> <p>19:57 - The Chairman brought the public open session to a close.</p> <p>RESOLVED: It was proposed and agreed that the Parish Council recommended approval of this application.</p>			
b)	18/01070/FUL	Alterations to Garage and replace French Doors.	Mrs Beth Aggett, Orchard House, Marsh Lane, Henstridge. BA8 0TQ
<p>RESOLVED: It was proposed and agreed that the Parish Council recommended approval of this application.</p>			
c)	18/01077/S73	Application to vary condition 2 (approved plans) of planning approval 17/02645/FUL to raise roof height including fascia level and the siting of steel containers in a new position.	Blackmore Vale Forge, Land Rear of Unit 4C, Marsh Lane, Henstridge. BA8 0TG
<p>RESOLVED: It was proposed and agreed that the Parish Council recommended approval of this application.</p>			

15. Recent SSDC Area East planning decisions:

	Application number	Proposal	Applicant details	Current status
a)	18/00085/FUL	The temporary siting of 2 No. mobile homes for agricultural workers (Retrospective).	Mr Crocker, Poultry Farm, Landshire Lane, Henstridge. DT10 2RY	Granted with conditions

b)	18/00249/FUL	The erection of a front boundary wall.	Mr John Watson, Combedene, Shaftesbury Road, Henstridge. BA8 0PR	Refused
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Noted.

16. Planning Correspondence

a)	11/04/18	SSDC	To note that SSDC is investigating two possible planning issues located on the A357 South.
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Noted.

b)	19/04/18	SSDC	Notice of appeal relating to planning application 17/03029/OUT (Gladman); to agree a response to make to the Planning Inspectorate.
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The Clerk was instructed to:

- Send the Council's previous comments to the Planning Inspectorate
- Send her analysis of SID results from the A357
- Inform the Planning Inspectorate that the results of the Housing Needs Survey would be available by the end of May
- Counter Gladman's assertion that there is capacity at the Primary school and highlight the fact that there are no pre-school places in the Parish.
- Reiterate the serious lack of patient places at local GP surgeries, especially with consideration to the imminent closure of the Surgery in Stalbridge.

Action 180501/5: Parish Clerk

It was **agreed** that the Parish Council would nominate one or more members to represent the Council at any public hearing.

c)	25/04/18	SSDC	To note that SSDC will now refer any major planning applications of 10 or more dwellings to its Regulation Committee if the Area Committee is minded to refuse such applications.
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Noted.

20:22 – One member of the public left the meeting.

17. Matters deferred and arising from previous meetings:

a) To hear feedback regarding the Ethical Standards Consultation. (SC)
Simon Cullum reported that, having read all the information provided, he had concluded that the consultation was not aimed at Parish Council and that it was not appropriate for the Council to make any representations.

b) To hear feedback from the National Planning Policy Framework review consultation. (KC)

Ken Courtenay summarised the content of the consultation document.

It was **agreed** that Ken should respond to the consultation stating that the Parish Council favoured the development of smaller sites of less than 10 dwellings and encouraged the building of started homes in rural areas.

Action 180501/6: Ken Courtenay

c) To hear feedback regarding the Draft Strategic Housing Survey. (CN)
Carolyn Nichols reported that she felt that smaller settlements like Henstridge should be allowed to grow organically, rather than being subjected to large-scale developments.

18. Correspondence

a)	04/04/18	Dorset Diggers	To note receipt of a report on archaeological works at Priory Fields, Yenston.
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Ken Courtenay informed members that the report was not able to show whether a Priory had been located on the site or not. Ken advised that, should Dorset Diggers request an amount from the £600 earmarked for this project, the Parish Council should ensure it receives a well-constructed proposal based on a revisiting of the evidence before making any payments.

20:41 – William Wallace left the meeting.			
b)	16/04/18	SALC	To note receipt of an invitation to comment on a consultation regarding powers for dealing with unauthorised developments and encampments and agree a member(s) to respond.
It was agreed that Michael Player would respond on behalf of the Parish Council.			

19. Council Matters

- a) To re-adopt the Council's Standing Orders.

RESOLVED: It was proposed and agreed to re-adopt the Standing Orders without amendment.

- b) To re-adopt the Council's Financial Regulations.

RESOLVED: It was proposed and agreed to re-adopt the Financial Regulations without amendment.

- c) To approve the Council's Asset Register.

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

- d) To review and adopt the Council's Risk Assessment and Management document.

RESOLVED: It was proposed and agreed to approve and adopt the Risk Assessment and Management document as presented.

- e) To review the Council's insurance policy.

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

- f) To review Members' Registers of Interest.

All members **agreed** that their Register of Interest forms were up to date.

- g) To agree meeting dates for 2019.

The Clerk was instructed to speak with Youth Club organisers to see if there would be a problem with holding the Annual Parish Meeting on 22nd May 2019.

RESOLVED: It was proposed and agreed to approve the meeting dates as presented, with the exception of the Annual Parish Meeting, which would be deferred to a future meeting.

Action 180501/7: Parish Clerk

- h) To note that the Community Council for Somerset has secured match funding to enable provision of a Village Agent for Henstridge for two days per week, rather than just one.

Noted.

RESOLVED: It was proposed and agreed that Sue Place would be the Parish Council's liaison to the Village Agent and that she would be involved in the recruitment process.

Action 180501/8: Sue Place

- i) To note feedback from Stalbridge Town Council regarding a recent meeting to discuss the impact of new housing developments on traffic on the A357.

David Nichols reported that Stalbridge Town Council did not want to proceed with the idea of mitigating the impact of the increase in traffic that would be caused by additional developments in Stalbridge and Henstridge.

Members agreed that this was unfortunate and Sue Place said that Stalbridge and Henstridge had many things in common and should be co-operating. Ken Courtenay pointed out that

paragraph 178 of the National Planning Policy Framework required cross-border co-operation between neighbouring authorities.

It was **agreed** that David Nichols would contact the relevant Dorset and Somerset MPs to highlight the Parish Council's concerns and to ask for their support and assistance.

Action 180501/9: David Nichols

- j) To hear an update on the acquisition of a Silent Soldier and agree any further action to be taken.

Members noted that £50 each had been offered towards the cost of a Silent Soldier from the CAMEO, Loose Ends and Line Dancing groups. These contributions would be paid to the Parish Council. This was in addition to the £100 earmarked by the Parish Council, bringing the total funds available to £250.

RESOLVED: It was proposed and agreed that Howard Bentley-Marchant would pay for the Silent Soldier and be reimbursed by the Parish Council.

Action 180501/10: Howard Bentley-Marchant

The Clerk was instructed to find out if permission would be needed to locate the Silent Soldier next to the notice board at the Bird in Hand pub, Ash Walk.

Action 180501/11: Parish Clerk

- k) To consider how members would like to see the Glebe Field being used and how the Parish Council might like to be involved in plans for its future.

The matter was discussed. It was felt by the majority of members that plans for the Parish Council's involvement in the future of the Glebe Field should not be made until it was clear when the Diocese might want to make changes to the site.

- l) To hear an update on progress with the Housing Needs Survey.

The Clerk reported that approximately 300 surveys had been returned, which represented a 35.6% response rate. SSDC had said that the report should be available mid to late May.

- m) To consider allowing the Clerk to attend a Local Government Association event on behalf of the Parish Council on 'Principle and local councils working in partnership' on 16 May; to consider sharing half of the Clerk's train fare with Charlton Horethorne Parish Council, amounting to £29.95.

RESOLVED: It was proposed and agreed that the Parish Council was happy for the Clerk to attend this event and that it would contribute 50% of the train fare.

- n) To hear an update on the General Data Protection Regulation. (Clerk)

The Clerk reported that she had attended an informative workshop run by SSDC. The required data audit was nearly completed. A privacy policy would need to be agreed at the next meeting and the Clerk would have to add a suitable footer to her emails to let people know how their data would and would not be used. The Clerk further reported that the Government had tabled an amendment to the GDPR legislation that would exempt Town and Parish Councils from engaging a Data Protection Officer.

Action 180501/12: Parish Clerk

- o) To consider allowing the Clerk and a member(s) to attend a SALC course called "Understanding Charitable Trusts", as a cost of £55 per person.

RESOLVED: It was proposed and agreed that David Nichols and the Clerk could attend this training event.

Action 180501/13: Parish Clerk

- p) To note that all original documents relating to Common Lane Field have been returned by David Sanders and Co solicitors and to agree how to proceed with the sale of the field.

RESOLVED: It was proposed and agreed that the Clerk should approach Battens and Mogers Drewett Solicitors to ask for estimates for the conveyancing work and to work with Simon Cullum to take this matter forward as soon as possible.

Action 180501/14: Simon Cullum & Parish Clerk

- q) To note the arrangements for the Annual Parish Meeting and to agree any further action to be taken.

The Clerk reported that she had written to all local groups asking them to give a report at the meeting. An advert had been placed in the Blackmore Vale Magazine. The WI had been booked to provide refreshments and a guest speaker from the Community Council for Somerset had been confirmed and would talk about the Village Agent scheme.

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

David Nichols reported that pot holes had been marked for repair in Camp Road, Park Lane and Whitechurch Lane.

- s) To hear any matters arising from playground inspection reports.
There were no matters arising.

- t) To receive reports from representatives (VHMC, HALT, Footpaths, Tree Warden, CSW, Other) and provide guidance as appropriate

VHMC – David Nichols reported that a new committee would be voted in the following evening. The recent car boot and jumble sale raised £450.

Footpaths – Simon Cullum reported that Ron Valentine and Frazer Cooke had done a brilliant job of repairing finger posts and stiles etc. As a result there had been no complaints about rights of way for the past year.

20. Finance

- a) To review and agree signatories for the bank account.

RESOLVED: It was proposed and agreed to retain the current signatories, namely, Ken Courtenay, Simon Cullum, Dennis Finch, David Nichols and Jean Oswick.

- b) To approve the cashbook and bank account reconciliation for April 2018 as presented.

It was **agreed** to defer this matter as the bank statements had not been received.

- c) To approve the final quarter budget versus spend sheet.

RESOLVED: It was proposed and agreed to approve the final quarter budget versus spend sheet as presented.

- d) To note that a payment of £38.70 was made to Michael Player outside of a Parish Council meeting as a refund of fuel costs incurred relating to Community Speedwatch activities, in line with Financial Regulation 4.1.

Noted.

- e) To approve the following accounts for payment and two signatories for cheques:-

Minute ref	Supplier/Contractor	Narrative	Amount
	Staff	Salary April 2018	£1,012.06
	Staff	Salary April 2018	£81.59
	Staff	Salary April 2018	£42.88
	Staff	Expenses April 2018	£142.03
	Ring Street Filling Station	Fuel for mowers etc	£18.38

	HMRC	Tax and NICs April 2018	£147.22
03/04/18 11g)	Henstridge Village Hall	Grant (Interior lighting)	£200.00

All the cheque values were verified against the invoices presented by Simon Cullum, and the invoices signed as a correct match.

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

- f) To consider a grant application from White Hart Link towards the cost of an information board to be installed in Henstridge.

This matter was dealt with after item 12 above.

21. Date of Next meeting – The next meeting will be the Annual Parish Meeting to be held on **Monday 14th May 2018**. The next Parish Council meeting will be held on **Monday 4th June 2018**. 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 May.

The meeting ended at 21:20.

Agreed and signed by the Chair _____

Date _____