

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 Monday 4th June 2018

Present: David Nichols (Chair), Howard Bentley-Marchant, Simon Cullum, Peter Crocker, Dennis Finch, John Graham, Carolyn Nichols, Barry Paginton, Bruce Pike and Michael Player.

Also present: District Councillor Hayward Burt and Dog and Environment Warden Linda Jones

Clerk: Zöe Godden

There was 1 member of the public present at the start of the meeting.

The meeting started at 19:30.

1. Apologies for absence.

Apologies had been received from Ken Courtenay, Sue Place, County and District Councillor William Wallace and PCSO John Winfield.

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

2. Declarations of interest.

Howard Bentley-Marchant, Carolyn Nichols and David Nichols declared disclosable pecuniary interests in item 11i because they were named as payees in the list of payments.

3. To approve as a correct record the minutes of the previous meeting held on 01/05/18.

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

4. Reports

a) To receive a report from Linda Jones, Parish Dog and Environmental Warden
Linda Jones informed members that the drains at the top of Furge Lane were still being tampered with. Items were being put in the drain and the small one was full up again. Also at the top of Furge Lane, a field gate had been broken down and had had to be repaired by the farmer, who had put barbed wire across it. In addition, a broken wheelie bin had been left near the same gate. SSDC had removed this as fly-tipping.
Linda had received a complaint from a resident as motorcycles had been riding up and down Woodhayes. Linda had given the complainant a card with details of how to contact the Police via the 101 number.

Linda reported that the condition of the Recreation Ground had been very good, especially since the grass had been cut. Linda said that walkers appreciated the new perimeter track.

SSDC had been emptying dog waste bins regularly since Linda had visited the Council Offices in Yeovil to request more regular collections. Linda had also checked the nearby lanes and found no rubbish.

Linda informed members that users of the Recreation Ground were interested in knowing the species of the trees and suggested that the Parish Council installed an information board, similar to that installed at the burial ground, or name plates near the trees, to give more information. The Clerk was instructed to refer this matter to the Open Spaces Committee.

Action 180604/1: Parish Clerk

The Chairman thanked Linda for her hard work.

19:37 – Linda Jones left the meeting.

b) To receive any Police matters.
PCSO Winfield had sent his apologies and had no new issues to report.

c) To receive County and District Councillor reports.
District Councillor Hayward Burt reported that all 16 recycling centres were now taking hard plastics such as toiletry containers and yoghurt pots. Door to door collections would possibly commence in about two years. In addition, South Somerset District Council had signed up to a memorandum of understanding in relation to the Refill campaign.

Hayward went on to inform members that SSSDC had decided to invest in a new battery storage facility. This was part of SSSDC's investment strategy designed to increase income due to the reduction in grants from central government. SSSDC already owned the Wilko and Marks and Spencer buildings in Yeovil.

5. To consider the following planning applications:

	Application number	Proposal	Applicant details
a)	18/01331/FUL	Erection of a single storey side extension.	Mr & Mrs Phelps, The Bowery, Chapel Lane, Yenston. BA8 0NH
RESOLVED: It was proposed and agreed that the Parish Council recommended approval of this application.			
b)	18/01128/FUL	The erection of an extension and conversion of existing barn to residential dwelling and amendments to vehicle access.	The Trustees of the Count GPMA De Pelet, The Barn, Sally Lovells Lane, Henstridge
It was proposed that the Parish Council should recommend approval of this application on the condition that the building would be clad in local stone and that the driveway should be constructed from pebbles, chippings or a semi-permeable material rather than concrete or tarmac. Three votes in favour; Four votes against; Two abstentions. Motion not carried.			
c)	18/01688/S73A	S73A application to vary conditions 1, 2, 6, 12 and 13 and remove condition 14 of approval 15/04069/FUL	Mr G Jarvis, Henstridge Airfield, The Marsh, Camp Road, Henstridge
<p>19:50 – The Chairman allowed a public open session.</p> <p>19:56 – The Chairman brought the public open session to a close.</p> <p>Members noted that conditions 1, 2, 6, 12 and 13 needed to be amended because they had been incorrectly recorded in the decision notice for application 15/04069/FUL. The proposed amendments would accurately reflect the conditions agreed at the Area East meeting rather than those given in the decision notice, which had been taken from the Planning Officer's report. Members discussed the late addition of a file note detailing the proposed amendments. One member felt that the file note should have been incorporated into the original application and questioned whether it could be considered at this stage.</p> <p>19:58 – The Chairman allowed a public open session.</p> <p>20:00 – The Chairman brought the Public Open Session to a close.</p> <p>RESOLVED: It was proposed and unanimously agreed that the Parish Council recommended approval of this application, presuming that there were no procedural issues with the late submission of a file note detailing the requested corrections to the decision notice for planning application 15/04069/FUL.</p> <p>It was noted that, although most motorcycle riders had not caused a problem, Dorset Police had attended all previous Bike Nights held at Henstridge Airfield. The Clerk was instructed to contact Avon and Somerset Police to request its attendance at future Bike Nights to monitor road safety.</p> <p style="text-align: right;">Action 180604/2: Parish Clerk</p>			

d)	18/01687/DPO	Application to modify a Section 106 agreement between Losan Limited, Henstridge Airfield Partnership No. 2 LLP, EGHS Limited, Mr Geoffrey Charles Jarvis and South Somerset District Council dated 05.12.2017	Geoff Jarvis, Henstridge Airfield, The Marsh, Camp Road, Henstridge
RESOLVED: It was proposed and unanimously agreed that the Parish Council recommended approval of this application, presuming that there were no procedural issues with the late submission of a file note detailing the requested corrections to the decision notice for planning application 15/04069/FUL.			
20:04 – One member of the public left the meeting			

6. Recent SSDC Area East planning decisions:

	Application number	Proposal	Applicant details	Current status
a)	17/04945/FUL	Conversion of garage to habitable accommodation.	Mr Nathan Hart, 37, Townsend Green, Henstridge. BA8 0TT	Granted with conditions
b)	18/00779/COU	Change of use of agricultural land to residential (retrospective)	Mr & Mrs I Tribe, The Crossing House, Common Lane, Yenston. BA8 0NB	Granted with conditions
c)	18/00808/FUL	Replace existing single storey extension with two storey rear extension and new garage carport.	Mr Andrew Gartell, Common Lane Farm, Common Lane, Yenston. BA8 0ND	Granted with conditions
d)	18/01070/FUL	Alterations to Garage and replace French Doors.	Mrs Beth Aggett, Orchard House, Marsh Lane, Henstridge. BA8 0TQ	Granted with conditions

Noted.

7. Planning Correspondence

a)	18/05/18	SALC	Invitation to respond to a survey regarding a proposal from Barrowden Parish Council (Leicestershire) to end the division of responsibility between planning bodies and building control; to agree a member(s) to respond.
It was agreed that David Nichols would respond to the survey.			
Action 180604/3: David Nichols			
b)	19/05/18	Planning Local	To note receipt of a newsletter, which includes guidance on giving evidence at planning appeals; to agree any action to be taken.
Noted.			
c)	22/05/18	Hayward Burt	Guidance on taking part in planning appeal proceedings; to agree any action to be taken.
Members discussed the planning appeal in general terms. Hayward Burt said that the lack of a five-year housing land supply was not consistently a reason for appeals to be won and that there were still strong planning grounds that could be used to object to the appeal. Hayward went on to say that, due to the planning appeal threshold, SSDC was keen to oppose this appeal and that the matter would be discussed at the next Area East meeting on 13 th June.			
It was agreed to revisit this matter after SSDC had decided how it would proceed.			

8. Matters deferred and arising from previous meetings:

- a) To elect one more member to the Open Spaces Committee.

RESOLVED: It was proposed and agreed that Dennis Finch was elected to the Open Spaces Committee.

b) To elect one more member to the Personnel Committee
It was agreed to **defer** this matter to the next meeting.

c) To agree members to act as Yenston and Highways & Drains representatives.

RESOLVED: It was proposed and agreed that Howard Bentley-Marchant would act as Yenston representative and that Peter Crocker would act as Highways and Drains representative on behalf on the Parish Council.

d) To consider holding the 2019 Annual Parish Meeting on Wednesday 29 May.

RESOLVED: It was proposed and agreed to hold the 2019 Annual Parish meeting on 29th May.

9. Correspondence

a)	08/05/18	Local Government Boundary Commission	To note the results of the recent ward boundary review.
Noted.			
b)	16/05/18	Somerset County Council	Road closure notice – Whitechurch Lane from outside Whitechurch Farm House, north-westwards for a distance of 15 metres, from 11 th June for 5 days.
Noted.			

10. Council Matters

a) To note receipt of a Service Level Agreement from the Community Council for Somerset in relation to the work of a Village Agent for Henstridge and to agree two members to sign on behalf of the Parish Council.

The Clerk informed members that Sue Place had checked the SLA and was happy with the contents.

RESOLVED: It was proposed and agreed that Dennis Finch and David Nichols would sign the SLA on behalf of the Parish Council.

Action 180604/4: Parish Clerk

b) To hear an update on work towards the commemoration of the end of WW1 and to agree any further action to be taken. (HB-M).

Howard Bentley- Marchant reported that he had paid for the Silent Soldier and was expecting it to be delivered soon. Howard would be communicating with the three local groups that had agreed to contribute £50 each towards the cost. These were CAMEO, Line Dancing and Loose Ends. Howard would also be looking to possibly involve local history groups. St Nicholas' Primary School had already agreed to be involved.

There was a brief discussion about the proposed location of the Silent Soldier but no changes to the agreement to locate it near the Bird in Hand were made.

c) To note receipt of draft minutes from the Henstridge Airfield Consultative Committee held on 25th April.

Noted.

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

The Clerk reported that SSDC had almost finished compiling their report.

e) To note that the Clerk has been dealing with complaints from a resident about parking in Townsend Green and agree how the Council wishes to respond.

Members felt that all possible actions had been taken by the Clerk and PCSO and that any obstructive parking should be reported to the Police via the 101 number. The Clerk was instructed to contact the complainant and advise them of this.

Action 180604/5: Parish Clerk

- f) To consider adopting two new policies in relation to the General Data Protection Regulation.

RESOLVED: It was proposed and agreed to adopt the two policies as presented.

g) To consider adopting a communications policy for works to open spaces. Simon Cullum explained that the Clerk had not adequately communicated with the public in relation to recent repair works at the play area, which had led to the production of the Communications Policy.

RESOLVED: It was proposed and agreed to adopt the policy as presented.

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

The Clerk was instructed to report the following issues to County Highways:

- Drains needed to be cleared opposite 50 Ash Walk and on the A30 opposite the Virginia Ash.
- The hedge at Woodhayes Way was obscuring the pavement causing wheelchair users to have to use the road.

Action 180604/6: Parish Clerk

The Clerk was further instructed to have the foliage along Ash Walk, alongside the play area and Village Hall, cut back, including the area near the road sign.

Action 180604/7: Parish Clerk

- i) To hear any matters arising from playground, skate park and green gym inspection reports.

The Clerk reported that maintenance and repairs to the skate park were almost completed. All that remained was for the shelter and two benches to be painted. There were no other matters to report.

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

VHMC – Carolyn Nichols reported that the Committee had installed racking in the storage container for its own use. The wooden storage box had been removed from the Lounge. Additional re-organisation of the Lounge would take place soon.

Community Speedwatch – Michael Player reported that a CSW session had been held recently at the south end of the A357. 10 motorists had been caught speeding. One motorist had been reported to the Police for excessive speeding and for damaging a CSW sign.

11. Finance

- a) To receive the Internal Auditor's report.

Members noted receipt of the Internal Auditors report. No recommendations had been made.

- b) To approve section 1 of the Annual Governance and Accountability Return

RESOLVED: It was proposed and agreed to approve section 1 of the Annual Governance and Accountability Return without amendment.

- c) To approve section 2 of the Annual Governance and Accountability Return

RESOLVED: It was proposed and agreed to approve section 2 of the Annual Governance and Accountability Return without amendment.

- d) To approve the cashbook and bank account reconciliations for April and May 2018 as presented.

RESOLVED: The Cash Book and Bank Reconciliations for April and May 2018, as verified by Michael Player, were approved and signed by the Chair.

- e) To note receipt of the precept (£43350) and SSDC grant (£340).

Noted.

- f) To note the offer of a grant from Avon and Somerset Police Community Trust of £2150 towards the cost of white gates to be installed at entrances to Henstridge and to agree two members to sign the Conditions of Offer of Grant form.

RESOLVED: It was proposed and agreed that Dennis Finch and David Nichols would sign the grant form on behalf of the Parish Council.

Action 180604/8: Parish Clerk

- g) To consider contributing to the cost of the Clerk's Principle membership of the Society of Local Council Clerks of £16.66.

RESOLVED: It was proposed and agreed that the Parish Council would make the contribution as requested.

- h) To agree to pay overtime to the Clerk in relation to her work on the Housing Needs Survey, amounting to £165.59, as approved by the Chairman of the Council and the Chair of the Personnel Committee.

RESOLVED: It was proposed and agreed to pay the overtime as requested.

20:43 – Howard Bentley-Marchant, Carolyn Nichols and David Nichols left the room due to their previously declared disclosable pecuniary interests in item 11 i). They took no part in discussions or voting.

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

Minute ref	Supplier/Contractor	Narrative	Amount
	Staff	Salary May 2018	£81.39
	Staff	Salary May 2018	£1012.06
	Staff	Salary May 2018	£42.68
	HMRC	Tax and NICs May 2018	£147.62
	Staff	Expenses May 2018	£197.56
	Viking	Stationery	£90.80
11b) 04/07/16	NEST	Staff pension April 2018	£48.97
11f) 04/07/16	bOnline	Village Hall broadband	£28.07
11b) 04/07/16	NEST	Staff pension May 2018	£48.97
	Lightatouch	Internal Audit Oct 17 to March 18 and End of Year work	£217.50
11c) 05/02/18	Glasdon	White Gates	£3264.28
	Grassby & Sons Ltd	Overpayment of memorial fee	£20.00
	SALC	Affiliation fees 2018/19	£460.40
10f) 05/02/18	Community Council for Somerset	Village Agent support	£3500.00
19j) 01/05/18	Howard Bentley-Marchant	Reimbursement for Silent Soldier	£250.00
OS 10a) 10/04/17	David Nichols Associates	2 x back panels for skate park shelter	£1620.00
20f) 01/05/18	White Hart Link	Grant towards walks information board	£200.00

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

RESOLVED: The above accounts were approved for payment and Simon Cullum and Dennis Finch agreed as signatories.

20:44 – Howard Bentley-Marchant, Carolyn Nichols and David Nichols returned to the meeting.

12. Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.

RESOLVED: It was proposed and agreed to exclude press and public for the remainder of the meeting.

20:45 – Hayward Burt left the meeting.

13. To consider recommendations from the Personnel Committee in relation to staff salaries and job evaluation.

RESOLVED: It was proposed and agreed to adopt the new NALC pay scales.

RESOLVED: It was proposed and agreed to regrade the Clerk's job to Local Council grade 2, incorporating spinal column points 26 to 29, to better reflect the level of responsibility involved

14. Date of Next meeting – The next Parish Council meeting will be held on **Monday 2nd July 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 21st June.**

The meeting ended at 20:50.

Agreed and signed by the Chair _____

Date _____