



HENSTRIDGE PARISH COUNCIL

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Draft Minutes of the Parish Council Meeting held on Monday 2nd December 2019 at 7.30pm at the Village Hall

Present: Ken Courtenay (Chair), David Nichols, Carolyn Nichols, Simon Cullum, Andrew McMillan, Jane Rose, and Elspeth Graham

Also Present: Parish Dog and Environmental Warden Linda Jones, Village Agent Felicity Bailey, Village Agent Team Leader Carolyn Roche and PCSO Jan Sparkes

Clerk: Emma Curtis

There were there members of the public in attendance. **The meeting commenced at 19:41.**

1. Apologies for absence.

Apologies had been received from Parish Councillors Adrian Gaymer, Barry Howlett, John Graham, Howard Bentley-Marchant and Jean Oswick along with District Councillor Hayward Burt and County and District Councillor William Wallace.

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

2. Declarations of interest.

None received.

Ken Courtenay requested that members consider suspending Standing Orders to consider an urgent item regarding grants from The National Lottery with a deadline of 6th December 2019.

RESOLVED: It was agreed by the majority of members to suspend Standing Orders and consider the urgent item. David Nichols abstained.

Simon Cullum provided Councillors with information on the grant scheme and suggested the Parish Council submit an application for two further family fun days in 2020. Simon requested that members spread the word to all groups within the community who may benefit; the Clerk stated she would publicise and contact groups via email. Jane Rose confirmed that the Youth Club had already submitted their application.

RESOLVED: It was proposed and agreed to submit an application to The National Lottery fund for two further family fun days in 2020.

Action: 191202/1 Parish Clerk

3. To approve as a correct record the minutes of the previous meeting held on 4th November 2019.

RESOLVED: It was proposed by David Nichols and agreed by the majority of members to approve the minutes of the meeting held on 4th November 2019 as a true and accurate record of the meeting. Jane Rose abstained as she was absent from the meeting.

4. Reports

- a) To receive any police matters: **PCSO Jan Sparkes** introduced herself to Councillors and confirmed that she was now covering Henstridge and surrounding areas within the Blackmore Vale Beat. Jan provided Councillors with her contact information and stressed they contact her with any concerns. Ken Courtenay reported that recent vandalism of machinery at the Recreation Ground, although reported via 101, had not been recorded on policing systems, Jan confirmed she would follow this up.

- b) To receive County and District Councillor reports: No reports received.
- c) To receive Parish Dog and Environmental Warden report: **Parish Dog and Environmental Warden Linda Jones** reported that the new Environmental Warden for SSDC had attended the village and met with Linda and that new signage had been installed with further signage imminent. Linda confirmed that she had followed up complaints about dog fouling by a member of the community at the Recreation Ground and that this had appeared to stop. Elspeth Graham reported a fouling issue around the Park Road area. Members thanked Linda for her continued efforts.
- d) To receive report from Village Agent: **Village Agent Carolyn Roche** explained in detail a report summarising the work of the Henstridge Village Agent Felicity Bailey from July to October and provided two Case Studies summarising two issues that Felicity had supported within the village. Carolyn also provided Councillors with a Community Council for Somerset AGM document which highlighted the progress which had been made throughout the year along with information on Surviving Winter Grants. Carolyn answered questions raised by members and in response to a question from Ken Courtenay suggested that the scheme could benefit from continued improved communications with the Parish Council. Felicity stated that she hoped a Talking Café would launch in January.

5. To consider planning applications: None

6. Recent SSDC Area East planning decisions:

Application number	Proposal	Applicant details	Current status
19/01771/FUL	The change of use of land to form extension to storage yard and erection of fencing and the formation of a private access track	Land At Henstridge Airfield, Landshire Lane, Henstridge, Templecombe, Somerset BA8 0TN	Approved

Noted.

7. Council matters

- a) To consider Village Agent "Good Neighbour Scheme": Felicity Bailey provided information on the proposed Good Neighbour Scheme and explained how it would function and stated that a grant request had been submitted to The National Lottery for initial funding. The Parish Council stated that it was pleased to hear of the initiative and offered its support and encouragement. Jane Rose requested that the Parish Council received regular updates on the scheme.
- b) To consider Recreation Ground security: Simon Cullum suggested this as an agenda item due to the recent crime which had taken place in the Recreation Ground. Simon provided information on a security guard who may be able to assist in the future should the Parish Council wish to employ him. Councillors agreed to hold the details on file and reconsider in the Spring. Simon urged Councillors to report any crime to 999. Andrew McMillan reported that the gate at the Recreation Ground had been left unlocked and requested consent to lock the gate, which was granted.
- c) To consider amended Terms of Reference for Parish Council representatives:
RESOLVED: It was proposed and agreed to adopt the amended Terms of Reference as presented.
- d) To consider date for hosting Councillor Essentials Training: The Clerk informed Councillors that the quote received for in house training from SALC was £150 and tickets could be sold to neighbouring parishes to help recoup costs. It was agreed that a Thursday in January would be the best day to hold the training.
RESOLVED: It was proposed and agreed to arrange a date for training on a Thursday evening in January.

Action: 191202/2 Parish Clerk

- e) To consider quotations for works at Oak Vale Wood: The Clerk read out the specification for maintenance work at the woods and Councillors considered the three quotations received. It was agreed to award the contract to the cheapest company at a cost of £2400 + VAT.

RESOLVED: It was proposed and agreed to award the contract to the cheapest company at £2400 + VAT.

Action: 191202/3 Parish Clerk

- f) To consider CCTV installation at the Village Hall: Carolyn Nichols reported that the Village Hall Management Committee had resolved to install CCTV cameras in the Village Hall following recent vandalism after an event. Councillors considered the pros and cons and the majority felt uncomfortable with this proposal. Councillors suggested that the VPMC review their deposit and booking procedures. Carolyn stated she would report back to the committee with the suggestions.
- g) To consider funding options to aid Village in Bloom: Carolyn Nichols stated she would like to try and launch Village in Bloom in Henstridge in 2020 dependent on volunteer and Parish Council support and the possibility of working with PEG. It was agreed to advertise for volunteers to test willingness to embark in the project and consider funding options at a later date once an idea of support had been garnered.

RESOLVED: It was proposed and agreed to seek volunteers to test the willingness of people to undertake the work involved before agreeing to support the project in some financial way and add it to the February agenda of the Parish Council

Action: 191202/4 Parish Clerk and Carolyn Nichols

- h) To consider the purchase of a Speed Indicator Device in conjunction with Charlton Horethorne Parish Council: David Nichols reported on a meeting held with the Clerk and a member of Charlton Horethorne Parish Council stating that Charlton Horethorne were still keen to pursue the project of purchasing a SID between the two parishes and that the Henstridge Clerk would lead the project. David sought approval to continue with the project and seek quotations for SIDs and process a grant application to the Police Community Trust.

RESOLVED: It was proposed and agreed to continue with the project and add to the February agenda of the Parish Council

Action: 191202/5 Parish Clerk and David Nichols

- i) To consider VE Day 75th Anniversary commemoration: Commemoration of the 75th Anniversary of VE Day was considered. The Clerk provided some information on what other parishes were doing to mark the date. It was agreed to advertise for volunteers to help with the project and consult the vicar.
- RESOLVED: It was proposed and agreed to seek volunteers for the project and add to the February agenda of the Parish Council**

Action: 191202/6 Parish Clerk

- j) To note circulation of the last Open Spaces Committee meeting held on 30th October: Circulation of the draft minutes was noted. Simon Cullum asked for clarification on a few items.
- k) To review the Parish Council Risk Management document and amend if required:
- l) **RESOLVED: It was proposed and agreed to keep the Risk Management Document as is and review in a year.**
- m) To hear matters arising from playground, skate park and outdoor gym inspection reports: The Clerk reported there were no major issues with any of the areas, however, Andrew McMillan stated he was not happy with the new signage at the

green gym and ask that this be investigated as he felt the sign was inadequate for the price the Council paid.

- n) To receive reports from representatives (Allotments, CSW, Footpaths, Tree Warden, VHMC, Youth, Highways, Other) and provide guidance as appropriate: Carolyn Nichols reported that Barry Howlett had now taken over CSW and new volunteers would be trained shortly. Jane Rose provided a comprehensive report on the status of the Youth Club and that worryingly due to loss of volunteers and lack of funding it was in crisis. Jane requested that this issue be placed on the January agenda for further consideration by the Council.

RESOLVED: It was proposed and agreed to add this item to the January agenda

Action: 191202/7 Parish Clerk

8. Finance

- a) To approve the cashbook and bank account reconciliation for the current account to 25th October 2019 as presented:

RESOLVED: It was proposed and agreed that the cashbook and bank reconciliation would be verified and signed by Carolyn Nichols

- b) To consider draft budget for the 2020-21 financial year and agree any amendments: The draft budget was considered by Councillors and David Nichols proposed a precept increase of 2% to be considered at the January meeting. Simon Cullum asked whether any of the profits from the Henstridge Summer Festival were being returned to the Parish Council as he had been asked by a member of the public. Jane Rose as lead of Henstridge Summer Festival and Andy McMillan as Chair of the Parish Enhancement Group explained that half of the profit was kept back to seed next year's festival which is to be held on the 18th July and the remainder given to PEG to carry out the purchase of brackets, trees and lights for the 'Light up Henstridge' project, as was explained by Andy in the Wots On magazine.
- c) To review Earmarked Reserves: The Earmarked Reserves were reviewed and it was agreed the document would be finalised in January along with the budget and precept.
- d) To note circulation of Quarter 2 budget report and consider any issues arising: Noted - no issues were raised.
- e) To consider Village Hall grant application form: Carolyn Nichols requested this item be deferred.
- f) To note receipt of S106 Agreement from SSDC for Capital and Revenue Award towards BMX Pump Track: Noted – Ken Courtenay countersigned the acceptance form
- g) To approve the following accounts for payment and two signatories for cheques;

Supplier/Contractor	Narrative	Amount
Staff	November Salary	£1111.45
Staff	November Salary	£85.53
Staff	November Salary	£44.29
Staff	November Expenses	£66.40
HMRC	PAYE & NI	£244.34
Rochford Garden Machinery	Mitox Strimmer	£289.00
Milborne Port Computers	Email Set Up	£12.00
Toby Davies	Tree Survey	£50.00
Canon UK Ltd	Printer lease fees	£57.91

RESOLVED: It was proposed and agreed to approve the payments as presented and that David Nichols and Simon Cullum would sign the cheques.

9. Correspondence

- a) To consider email from NALC regarding Strengthening police powers consultation: It was agreed that the Clerk would respond to this consultation on behalf of the Council.
- b) To consider email from resident regarding Flooding and Oak Vale Woods: It was agreed that the Clerk would follow this matter up with SSDC.
- c) To note email from Sue Mountstevens Police and Crime Commissioner
Noted.
- d) To note email from Katie Maun Neighbourhood Policing Team
Noted.
- e) To note email from SALC regarding Local Authority Publicity
Noted.
- f) To note email from Explorers Preschool
Noted.
- g) To note letter of thanks from SSCAT
Noted.

10. Date of Next meeting –The next Parish Council meeting will be held on **Monday 6th January 2020**. 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 Friday 27th December 2019.**

The meeting closed at 21:30.



Emma Curtis
Parish Clerk