HENSTRIDGE PARISH COUNCIL

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Draft Minutes of the annual meeting of Henstridge Parish Council held on Tuesday 4th May 2021 at 7.30pm via Zoom Conference Call Facilities

Present: Ken Courtenay (Chair), David Nichols, Carolyn Nichols, Howard Bentley-Marchant, Peter Crocker, Simon Cullum, Elspeth Graham, Andrew McMillan, Adrian Gaymer, John Graham and Barry Howlett

Also Present: District and County Councillor William Wallace

Clerk: Emma Curtis

There were no members of the public in attendance. **The meeting commenced at 7.30pm.**

1. **To elect a Chairman and receive a declaration of acceptance of office:**
Ken Courtenay opened the meeting and asked for nominations for the position of Chairman. Ken Courtenay was nominated and seconded. No other member of the Council was nominated.
RESOLVED: It was proposed and unanimously agreed that Ken Courtenay be elected as Chairman and that the declaration of acceptance of office be signed accordingly.

2. **Apologies for Absence:** Received from Jane Rose and District Councillor Hayward Burt.
RESOLVED: It was proposed and agreed to approve the apologies for absence as presented.

3. **Declarations of Interest (Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Council's Code of Conduct):** None received.

4. **To elect a Vice Chairman and receive a declaration of acceptance of office:**
David Nichols was nominated and seconded. No other member of the Council was nominated.
RESOLVED: It was proposed and agreed that David Nichols be elected as Vice Chairman and the declaration of acceptance of office be signed accordingly. Andrew McMillan abstained from the vote.

5. **To elect a Chairman and five additional members of the Open Spaces Committee and receive declarations of acceptance of office:**
Ken Courtenay suggested that the current Chairman and members of the Open Spaces Committee remain.
RESOLVED: It was proposed and agreed that Carolyn Nichols would remain Chairman of the Open Spaces Committee and that David Nichols, Ken Courtenay, John Graham, Barry Howlett and Peter Crocker would remain members of the committee and that declarations of acceptance of office be signed accordingly.

6. **To review the terms of reference of the Open Spaces Committee:**
Carolyn Nichols stated that some parts of the terms of reference required updating, therefore it was agreed to defer this item to the next meeting.

7. **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.
   <u>RESOLVED:</u> It was proposed and agreed that the finance committee continue to be made up of the entire council

8. **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.
   <u>RESOLVED:</u> It was proposed and agreed that the planning committee continue to be made up of the entire Council.

9. **To elect a member to act as Coordinating Councillor for Personnel and HR:**
   Elspeth Graham was nominated and seconded. No other member of the Council was nominated.
   <u>RESOLVED:</u> It was proposed and agreed that Elspeth Graham continue as the Coordinating Councillor for Personnel and HR.

10. **To reconfirm that the Parish Council meet the eligibility criteria for the General Power of Competence as set out in the Localism Act 2011; namely that it has a qualified Clerk and that at least two thirds of vacancies were filled at the last ordinary election and that the Council readopts the power:**
    <u>RESOLVED</u>: The Parish Council reconfirmed they met the conditions to enable it to exercise the General Power of Competence and readopted the power.

11. **To propose representatives of the council to the following:**
    It was **agreed** the following members would be Council representatives:

a)	Allotments	Barry Howlett
b)	Community Speedwatch and Road Safety	Barry Howlett
c)	Henstridge Airfield Consultative Committee	Ken Courtenay, David Nichols, Barry Howlett
d)	Highways/Drains Representative	Peter Crocker
e)	Somerset Association of Local Councils	Howard Bentley-Marchant
f)	Tree Warden	Simon Cullum
g)	Village Hall Management Committee	David Nichols
h)	Yenston and Bowden Representative	Howard Bentley-Marchant
i)	Youth Representative	Jane Rose

12. **To approve as a correct record the minutes of the meeting held on Monday 12th April 2021:**
    <u>RESOLVED:</u> It was proposed and agreed by members to approve the minutes of the meeting held on 1st March 2021 as a true and accurate record of the meeting.

13. **To note circulation of the Actions from Meeting list and discuss any matters arising:** Circulation of the document was noted. The Clerk confirmed that all actions had now been undertaken as an order had been placed for the new CCTV system at the Village Hall to provide extra security for the car park and new play area once installed.

14. **Reports**
    a) To receive any police matters: No report received.
    b) To receive County and District Councillor reports:
    District and County Councillor William Wallace: No report received, however,

Parish Councillors asked questions regarding the unitary authority poll being arranged by SSDC and Highways issues, particularly in Yenston and upcoming roadworks.

15. Planning

a) To consider Planning Applications:
There were no applications to consider.

b) To note recent SSDC Planning Decisions:
There were no decisions to note.

16. Council Matters

a) To readopt the Council's Standing Orders:
b) To readopt the Council's Financial Regulations:
c) To approve the Council's Asset Register:
d) To readopt the Council's Risk Assessment and Management document:

It was **agreed** to take items 16a, b, c and d together.

RESOLVED: It was proposed and unanimously agreed to re-adopt the four documents without amendment.

e) To review the Council's insurance policy: The Clerk informed members that the closed churchyard had been added to the policy and new upcoming assets such as the SID and play area equipment would be in due course. The Clerk confirmed that due to the churchyard public liability cover had now increased to £12million.
RESOLVED: It was proposed and unanimously agreed that the Council's insurance provision was adequate and no changes were required.

f) To review Members Register of Interests: The Clerk reminded members that it was their responsibility to ensure their ROI's were kept up to date and asked Councillors to let her know if they required a new copy.

g) To consider request from Stalbridge Football Club to use the recreation ground: Councillors considered responses received from Stalbridge Football Club regarding their requirements for using the grounds. Carolyn Nichols stated that the toilets would require cleaning and requested that the Village Hall submit an invoice to cover these costs. The cost of the hire was considered.
RESOLVED: It was proposed and agreed to allow the use of the recreation ground at £40 per game and for the Village Hall to submit an invoice to cover the costs of toilet cleaning.

Action: 040521/1 Parish Clerk

h) To receive an update from the Queens Platinum Jubilee working party:
Elspeth Graham reported that a member of the WI had come forward as a new member of the working party. Elspeth requested that the Council consider a budget for celebrations at their next meeting and that Carolyn Nichols had produced an article for Wots On. Elspeth stated she was hoping to speak to the school to work together as it was the schools 150th anniversary and that cricket games would more than likely go ahead. To conclude Elspeth commented her next task was to speak with the airfield.

i) To receive an update on the A357 and Highways issues: No update received, however Adrian Gaymer provided information about a news article stating that some roads in Dorset may be reduced to 20mph which would have an impact on the A357 when entering Somerset. The Clerk confirmed she had booked three members on their Chapter 8 training course in readiness for the arrival of the SID.

j) To note that the remote meeting powers have not been extended and confirm plans for meetings from June onwards: Ken Courtenay and the Clerk confirmed that

from 7th May the legislation allowing for remote virtual meetings would cease so if a meeting were to take place in June it would need to be face to face in a Covid secure environment. Ken suggested that the Council would need to decide whether they wished to meet in person in June prior to full lockdown restrictions being eased or wait until July when restrictions would be lifted and the government had reviewed the remote meetings legislation. Councillors discussed the pros and cons of a face to face meeting in June and it was felt unanimously that in fairness all members should feel comfortable in attending the meeting. Andrew McMillan reminded members they also had a duty of care to the Clerk as an employee. The Clerk stated she had prepared and circulated an updated Business Continuity Plan and Scheme of Delegation which could be adopted in the absence of a June meeting.
<u>RESOLVED:</u> It was proposed and agreed unanimously that the June meeting be put in abeyance until July unless an important item occurs. It was further resolved that the Business Continuity Plan and Scheme of Delegation be readopted for Council business to continue in the interim.

k) To receive and update on Councillor vacancy and co-option process: The Clerk stated that if an election was not requested by ten electors by Friday 7th May the Council can proceed with the co-option process. The Clerk explained the process to Councillors and stated she had already received some interest about the vacancy. The Clerk stated she hoped that co-option could be undertaken at the July meeting.

l) To note receipt of signed completed Closed Churchyard Delegation Agreement: Councillors noted the signed completion of the Delegation Agreement and that the Parish Council was now responsible for the maintenance of the Closed Churchyard.

m) To hear any matters arising from play area, skate park, BMX Pump Track and green gym inspection reports: The Clerk reported that over recent weeks all areas had been well used. No matters arising.

n) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, Other) and provide guidance as appropriate: No reports received but Barry Howlett reported a couple of fallen trees within the Parish and Andrew McMillan stated a potentially dangerous tree at the entrance to the recreation ground from Park Road. Tree Warden Simon Cullum stated he would investigate.

17. Finance

a) To approve the cashbook and bank account reconciliations for the UTB current account and UTB reserves account dated 31st March 2021:
<u>RESOLVED:</u> It was proposed and agreed to approve the bank reconciliations as presented to be signed by Barry Howlett at a later date
b) To review and agree signatories for the UTB bank accounts
<u>RESOLVED:</u> It was proposed and agreed to add Barry Howlett as a signatory for the UTB bank accounts

Action: 040521/2 Parish Clerk and Barry Howlett

c) To approve the final quarter budget report: The final quarter budget report was approved and it was agreed to reallocate underspend at the next meeting and review earmarked reserves.
<u>RESOLVED:</u> It was proposed and agreed to approve the budget report as presented.

Action: 040521/3 Parish Clerk

d) To note receipt of the 2021/22 precept from SSDC of £61,111:
Noted
e) To note VAT reclaim income of £979.62:
Noted
f) To note receipt of the Internal Auditor’s report for the 2020/21 financial year:
Noted.
g) To approve and sign Section 1 of the Annual Governance and Accountability Return the Annual Governance Statement 2020/21:
<u>RESOLVED</u>: It was proposed and agreed to approve Section 1 of the Annual

Governance and Accountability Return the Annual Governance Statement without amendment.
h) To approve and sign Section 2 of the Annual Governance and Accountability Return the Accounting Statements 2020/21:
RESOLVED: It was proposed and agreed to approve Section 2 of the Annual Governance and Accountability Return the Accounting Statements 2020/21 without amendment. Dates for the Exercise of Public Rights will be Monday 14th June to Friday 13th July 2021.
i) To consider grant funding application from Henstridge Youth Club:
The grant application received from Henstridge Youth Club was considered in detail. Simon Cullum queried some of the costs provided and stated that it had been stipulated in the past the Youth Club would try and engage in some fundraising. The cost of the Village Hall hire was queried as at present it was free, but Carolyn Nichols stated that the committee were yet to make a decision on future hire fees.
RESOLVED: It was proposed and agreed that a grant be awarded of £6,415 to fund Young Somerset and that the other items would be revisited at a later stage when further information was available.

Action: 040521/4 Parish Clerk

j) To approve the following accounts for payments to be paid via internet banking and agree two signatories to authorise:

Supplier/Contractor	Narrative	Amount
Staff	Salary	£1,120.20
Staff	Salary	£104.00
Staff	Salary	£58.33
Staff	April Expenses	£65.89
HMRC	PAYE & NI	£213.00
bOnline	Village Hall Broadband	£32.57
SALC	Remote Planning Training	£25.00
SSDC	Drafting of Closed Churchyard Delegation Agreement	£500.00
Lightatouch	Internal Audit December 2020 – March 2021	£158.33

RESOLVED: It was proposed and agreed to approve the payments as presented. Carolyn Nichols and David Nichols agreed to authorise the payments via Unity Trust internet banking.

18. Correspondence

	From	Content
a)	Resident	To consider email from resident regarding toilet facilities at the recreation ground
Councillors considered this request. It was felt at the present time toilet facilities could not be provided due to potential vandalism and incurring costs but would be considered in the future.		
b)	Resident	To consider email from resident regarding the painting of fairy doors at Oak Vale Wood
Councillors considered this request and it was agreed that Simon Cullum, Tree Warden, would meet with the resident on site to discuss their idea.		

19. Date of Next meeting – The next meeting will be held on **Monday 5th July 2021**. 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 25th June 2021.**

The meeting closed at 9.03pm

Emma Curtis
Parish Clerk