



HENSTRIDGE PARISH COUNCIL

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Draft Minutes of the meeting of Henstridge Parish Council held on Monday 5th July 2021 at 7.30pm at Henstridge Village Hall

Present: Ken Courtenay (Chair), David Nichols, Carolyn Nichols, Howard Bentley-Marchant, Simon Cullum, Elspeth Graham, Andrew McMillan, Adrian Gaymer, Barry Howlett, Jane Rose and Michael Player (once co-opted)

Also Present: District Councillor Hayward Burt

Clerk: Emma Curtis

Ken Courtenay reminded those present of the Covid-19 restrictions and referred members to the Risk Assessments circulated prior to the meeting. Ken proposed that planning applications which had been received prior to the agenda being circulated be added to agenda item 7 with Standing Orders being suspended. This was agreed by all.

There were 6 members of the public in attendance. **The meeting commenced at 7.37pm.**

- 1. Apologies for absence:** Received from John Graham and District and County Councillor William Wallace

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

- 2. Declarations of interest:** None received

- 3. To approve as a correct record the minutes of the previous meeting held on 4th May 2021.**

RESOLVED: It was proposed by David Nicholas and agreed unanimously to approve the minutes of the meeting held on 4th May 2021 as a true and accurate record of the meeting.

- 4. To note circulation of the Actions from Meeting list and discuss any matters arising:** Circulation of the document was noted. All actions had been undertaken with no matters arising.

5. Reports

a) To receive any police matters: No police matters had been received, the Clerk reported there appeared to be a new PCSO and referred members to the crime statistics for June circulated prior to the meeting. Carolyn Nichols reiterated she was still concerned about "violence against the person" statistics.

b) To receive County and District Councillor reports: District Cllr Hayward Burt confirmed that the recruitment process was continuing for a new Chief Executive with a new Head of Planning in position and more Planning Enforcement Officers. Cllr Burt stated that SSDC is struggling with recruitment and retention due to the upcoming Council restructure. Cllr Burt reported that the Recycle More scheme has started and that feedback such as missed collections and lack of blue bags must be reported. To conclude Cllr Burt stated that the Area East Committee will decide shortly when to meet in person again as currently it is an informal non-decision making meeting due to the pandemic.

- 6. Co-option of new Councillor:** Ken Courtenay reported that the Council had received four strong applications for the one vacancy and confirmed the voting procedure must be via a show of hands and that the co-option would last until the next election in May 2023. Ken read out the applications and each candidate was invited to speak prior to the vote. A vote took place with three candidates each with 2 votes and one candidate with 4 votes.

Ken Courtenay in his role as Chairman used his casting vote and Michael Player was duly co-opted onto the Council.

RESOLVED: Michael Player was co-opted onto the Council and after signing his Declaration of Acceptance of Office joined the meeting.

7. To consider planning applications:

Application number	Proposal	Applicant details
21/01192/LBC	Internal and external alterations and extension	Manor Farm, Bowden, Henstridge, BA8 0PQ
RESOLVED: It was proposed and agreed to recommend approval of this application with no objections.		
<i>Action: 050721/1 Parish Clerk</i>		

Application number	Proposal	Applicant details
21/01902/COL	Certificate of Lawfulness for the Existing use of land as garden land	Elm Grove, Marsh Lane, Henstridge, BA8 0TQ
RESOLVED: It was proposed and agreed to recommend approval of this application with no objections.		
<i>Action: 050721/2 Parish Clerk</i>		

Application number	Proposal	Applicant details
21/00652/FUL	Erect new steel frame building for the safe storage of materials and plant equipment	Faber Roofing, Camp Road, Henstridge
RESOLVED: It was proposed and agreed to recommend approval of this application with no objections.		
<i>Action: 050721/3 Parish Clerk</i>		

Application number	Proposal	Applicant details
21/00094/REM	Reserved Matters application for approval of access, appearance, landscaping, layout, and scale following Outline approval 19/00966/OUT for the erection of a dwellinghouse for the occupation of a key agricultural worker	Land OS 0027, Furge Lane, Henstridge
RESOLVED: It was proposed and agreed to recommend approval of this application with no objections.		
<i>Action: 050721/4 Parish Clerk</i>		

8. Recent SSDC Area East planning decisions: To note the following planning decision:

	Application number	Proposal	Applicant details	Decision
a)	21/00350/FUL	Carry out alterations to existing access and widen existing track	Land At Landshire Lane, Henstridge, Templecombe, BA8 0TN	Application Permitted with Conditions

Noted.

9. Council Matters

a) To receive an update from the Queens Platinum Jubilee working party and consider budget for the event:

Elspeth Graham provided comprehensive information about the Jubilee and events which will be taking place nationally and within Henstridge. Councillors agreed to consider a suitable location for a Beacon within the parish. Elspeth confirmed that the PCC, Church and Primary School would all be involved in events and she had had meetings with each. Elspeth

proposed that £1,000 budget for bunting and flags be considered by the Council and it was agreed this would be deliberated under agenda item 10a. It was confirmed that the PEGs group would be purchasing Union Jack flags for brackets on houses within the village.

b) To receive an update on the new play area:

The Clerk confirmed that unfortunately the play area project had been delayed and works would now not commence until September. The Clerk stated that an extension had been agreed with Viridor Credits and all contractors and funders involved had been made aware of the delay. It was noted that the current play area would therefore remain open over the summer holiday period.

c) To approve the amended Terms of Reference of the Open Spaces Committee:

RESOLVED: It was proposed and agreed to approve and adopt the amended Terms of Reference for the Open Spaces Committee.

d) To consider quotes for new flagpole at the War Memorial:

Quotes for a flagpole at the War Memorial were considered by Councillors and it was agreed that a 6metre pole would be ample. Ken Courtenay stated that a formal procedure and understanding of flags would need to be finalised in due course. Barry Howlett queried how the flagpole was being funded.

RESOLVED: It was proposed and agreed to purchase the flagpole from Company C at £757.99 + VAT

Action: 050721/5 Parish Clerk

e) To approve and adopt the new Memorial Headstone Safety policy:

RESOLVED: It was proposed and agreed to approve and adopt the Memorial Headstone Safety policy.

f) To approve and adopt the amended Burial Ground and Closed Churchyard policy:

RESOLVED: It was proposed and agreed to approve and adopt the Burial Ground and Closed Churchyard policy.

g) To receive information from the Clerk and Elspeth Graham on the Operation London Bridge training session attended:

Elspeth Graham reported that she and the Clerk had attended a training session run by SLCC in the event of the death of senior members of the Royal Family and that she had drawn up an action list which would be confirmed with the Clerk in due course. The Clerk confirmed that a website holding page had been designed in readiness as required by protocol. Condolence books and arm bands were considered by Councillors.

RESOLVED: It was proposed and agreed to proceed with the purchase of some Condolence books and arm bands.

Action: 050721/6 Parish Clerk

h) To consider quotes for the Lleyandi removal at the recreation ground:

RESOLVED: It was proposed and agreed to defer this item to the Opens Spaces Committee and September Full Council meeting.

Action: 050721/7 Parish Clerk

i) To review the Parish Council's draft Action Plan 2021–2026 and consider feedback from residents:

Councillors considered suggestions made by residents and it was agreed to add the Somerset Rail to Trail project and footpath to Stalbridge items to the Action Plan. It was agreed to defer the item to the September meeting when the Action Plan would be considered in more detail higher up the agenda.

Action: 050721/8 Parish Clerk

j) To consider purchasing new picnic tables for the recreation ground supported by the Village Hall Management Committee:

David Nichols reported that the Village Hall Management Committee (VHMC) had suggested the purchase of some new picnic tables to be placed on the patio with the VHMC donating the funds to the Parish Council. It was also suggested that the Parish Council may wish to

purchase two new picnic tables for the recreation ground, one to be located by the new play area. The Clerk was asked to gain quotes in readiness for the September meeting. Simon Cullum thanked the VHMC for their offer.

RESOLVED: It was proposed and agreed to purchase two new picnic tables for the patio with the donation from the VHMC and for the Clerk to get quotes for two new tables for the recreation ground and present at the September meeting.

Action: 050721/9 Parish Clerk

k) To note circulation of the updated Youth Club Terms of Reference and SLA with Young Somerset:

Noted.

l) To receive updates on A357, Highways issues and SID project:

Adrian Gaymer reported that current roadworks in Milborne Port were causing diversions via Henstridge. Adrian reported that the traffic lights at the crossroads were not working correctly southbound and that he would inform Highways and also tell them the lights are obscured by trees in Yenston. The Clerk and David Nichols confirmed that the SID had been delivered and the project would commence shortly. Following an informal meeting with Charlton Horethorne the hiring of the SID had been discussed at a fee of £50 per hire. The Clerk confirmed she would draft a formal SID agreement prior to any formal arrangements being made for approval by Council.

m) To consider options for Furge Lane Field and decide whether to proceed with the declassifying of the field from allotments land:

Ken Courtenay confirmed that the land had been purchased in 1921 for allotment usage, but had never been used as allotments and nothing been done about classification of the land. Ken confirmed there is no cost to declassify the land via the Secretary of State, but there may be some legal fees. It was noted that a working party had been formed to discuss possible use of the land but that any final decision would require consultation with residents.

RESOLVED: It was proposed and agreed to proceed with the declassification of the field from allotments land via the Secretary of State

Action: 050721/10 Parish Clerk

n) To hear any matters arising from play area, skate park, BMX Pump Track and green gym inspection reports:

No matters arising.

o) To receive reports from representatives (VHMC, Footpaths, Tree Warden, CSW, Youth, Other) and provide guidance as appropriate:

Tree Warden: Simon Cullum reported that a tree by the recreation ground had been removed following a report from Andrew McMillan and that it had been agreed that fairy doors could be hung or placed against trees at Oak Vale Woods but no nails or screws were to be used. Simon confirmed that a Spanish bluebell in Oak Vale Wood had been removed and disposed of. Simon stated he had received a complaint about some privately owned trees within the village and that a resident had called about lleyandii removal in the recreation ground expressing concern about taking down the deciduous trees. Simon explained that this was not in the plan.

Allotments: Barry Howlett reported that all plots were now let and the Handyman had strimmed and tidied up the area.

Youth Club: Jane Rose stated that despite restrictions Youth Club was going really well and they had a waiting list for membership. Jane confirmed there was a new volunteer but the group needs more and has plans for older youths in the near future.

10. Finance

a) To review earmarked reserves and previous years underspend:

Councillors reviewed the current earmarked reserves and made some amendments. It was agreed to add this item to the September agenda for further consideration.

Action: 050721/11 Parish Clerk

b) To consider request from Henstridge Youth Club to provide provision in the next financial year's budget to expand the Youth Club for older youths – suggested amount from the Youth Club of £3,000:

It was agreed to defer this item to the September agenda for suitable consideration once more information had been received from the Youth Club.

Action: 050721/12 Parish Clerk

c) To approve the cashbook and bank account reconciliation for the current account dated 31st May 2021 and 3rd June 2021 and reserves account dated 31st May 2021

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

d) 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	June Expenses	£57.59
Viking	Ergonomic Chair	£203.95
SSDC	Ranger	£173.16

RESOLVED: It was proposed and agreed to approve the payments as presented. Ken Courtenay and Barry Howlett agreed to authorise the payments via Unity Trust Bank internet banking.

11. Date of Next meeting – The next meeting will be held on **Monday 6th September 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 27th August 2021**



Emma Curtis
Parish Clerk