



HENSTRIDGE PARISH COUNCIL

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Draft Minutes of the meeting of Henstridge Parish Council held on Monday 6th September 2021 at 7.30pm at Henstridge Village Hall

Present: Ken Courtenay (Chair), David Nichols, Carolyn Nichols, Howard Bentley-Marchant, Elspeth Graham, Andrew McMillan, Adrian Gaymer, Barry Howlett, Jane Rose, Michael Player, Pete Crocker and John Graham

Also Present: District Councillor Hayward Burt
PCSO Will Mortimer
PC Edwards

Clerk: Emma Curtis

There was one member of the public in attendance. **The meeting opened 19:33**

- 1. Apologies for absence:** Received from Simon Cullum 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 5th July 2021:**
RESOLVED: It was proposed by Carolyn Nicholas and agreed unanimously to approve the minutes of the meeting held on 5th July 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 Actions List was noted. The Clerk confirmed that all Actions had been undertaken.
- 5. Reports**
 - a) **To receive any police matters:** PCSO Will Mortimer introduced himself and presented crime statistics for July and August. PCSO Mortimer confirmed he was following up complaints about a car night at a local pub and was liaising with the local Licensing Manager and Highways. Councillors raised a number of Highways concerns and antisocial behaviour and these were considered by PCSO Mortimer and his colleague PC Edwards who stated they would endeavour to increase patrols and visit with a speed gun. Concerns about lack of communication between Dorset and Avon and Somerset Constabularies were raised. The Clerk stated once the SID project commences she would pass statistics to PCSO Mortimer. The Clerk voiced the Council's continued concerns regarding Violence Against the Person statistics within the parish.
 - b) **To receive County and District Councillor reports:** Cllr Burt reported that a new Chief Executive for SSDC had been appointed along with a new lead within the planning department. Cllr Burt commented that waste collections appeared to be improving and that garden waste collections would recommence on Monday 13th September. Cllr Burt stated that Area East Committee had once again been cancelled. Adrian Gaymer queried the planning process and Cllr Burt explained

procedures. To conclude, Cllr Burt urged those concerned to respond to the Yeovil Bus Station Consultation.

6. Planning

a) To consider planning application:

Application number	Proposal	Applicant details
21/02414/FUL	Monopitch extension on existing farm building	Manor Farm, High Street, Yenston
RESOLVED: It was proposed and agreed to recommend approval of this application with no objections.		
Action: 060921/1 Parish Clerk		

b) To note the following SSDC planning decisions:

	Application number	Proposal	Applicant details	Decision
a)	21/01808/FUL	The erection of an extension to existing agricultural building and silage clamp to house livestock and fodder.	Elm Farm, Common Lane, Yenston, BA8 0NB	Approved
b)	21/01348/HOU	Single storey front extension and addition alteration to window on the rear/side.	4 Church Farm Cottages, Church Street, Henstridge BA8 0QE	Approved
c)	21/01026/HOU	Demolition of side store and the erection of a single storey detached garage	Hardings Bungalow, Camp Road, Henstridge BA8 0TF	Refused
d)	20/03278/FUL	The erection of a commercial development comprising of warehouse storage facilities with ancillary office and staff facilities (Use Class E(g)/B2/B8) with associated external works to include car parking, service yards and landscaping.	Event Field The Marsh Camp Road Henstridge Templecombe	Approved
e)	20/02807/FUL	The creation of a new vehicular access, driveway and parking.	1 & 2 Hill View Cottages, High Street, Yenston	Approved

Planning Decisions were noted.

c) To receive any update on the Gladman planning application: Cllrs noted an email the Clerk had circulated prior to the meeting from SSDC confirming the status of the application and that there had been no request to discharge conditions made in the granting of the application. It was noted if no application was submitted by November 2021 the planning procedure would have to commence again. The Clerk stated that both SSDC Planning and SCC Highways were not aware of recent road markings and survey being undertaken within the village.

7. Council Matters

a) To review the Parish Council's draft Action Plan 2021–2026:

The Council reviewed the draft Action Plan and added the Henstridge to Templecombe Trailway and Footpath to Stalbridge. It was agreed to update the plan accordingly and move items achieved into a separate section to highlight achievements made.

RESOLVED: It was proposed and agreed to adopt the Action Plan as amended and publicise as the plan for 2021-2026

Action: 060921/2 Parish Clerk

b) To consider quotes for the Lleyandi removal at the recreation ground and receive document from the Parish Council Tree Warden:

Councillors noted the document produced by Simon Cullum, Tree Warden. The four quotes from contractors were considered. It was agreed to proceed with the project but to write to all adjacent residents prior to works being undertaken to explain the process. Councillors agreed that a specification for the replanting would be prepared by the Open Spaces Committee.

RESOLVED: It was proposed and agreed to proceed with the removal of the Lleyandi and to accept Quotation B at £8,200 + VAT. It was further agreed to write to residents with adjacent properties.

Action: 060921/3 Parish Clerk

c) To consider quotes for the Parish Councils Internal Audit:

The Clerk confirmed that the current Internal Auditor had given notice and would no longer be undertaking the audit. Councillors considered four quotes received and agreed, upon recommendation from one company, to proceed with only one end of year audit rather than a six month interim audit. It was agreed this would be reviewed.

RESOLVED: It was proposed and agreed to accept Quotation C at £220 for an end of year internal audit; to be reviewed as required.

Action: 060921/4 Parish Clerk

d) To consider quotes for picnic tables at recreation ground:

Councillors considered the need and requirement for further picnic tables at the recreation ground.

RESOLVED: It was proposed and agreed to purchase two further picnic tables for the recreation ground, to be located at either end, at £695 each.

Action: 060921/5 Parish Clerk

e) To note circulation of the draft Open Spaces Committee minutes dated 27th July 2021:

Circulation of the draft minutes were noted. No questions were raised.

f) To confirm a date for a village litter pick:

The Clerk and Carolyn Nichols suggested Saturday 9th October for the next litter pick. Carolyn suggested this be incorporated with a Free Tree Giveaway to distribute the trees received from SSDC.

RESOLVED: It was proposed and agreed to hold the next litter pick on Saturday 9th October and to incorporate a Free Tree Giveaway.

Action: 060921/6 Parish Clerk

g) To confirm date for the Parish Clerk and Handymen's annual appraisals:

RESOLVED: It was proposed and agreed to proceed as soon as possible with the appraisals and for those concerned to confirm a date via email

Action: 060921/7 Parish Clerk

h) To consider heightening gates posts at Village Hall car park entrance for displaying banners:

David Nichols stated that heightening the posts would be at no cost to the Council with a local company supplying the parts and the works being undertaken by a volunteer free of charge. David explained the posts would be raised to a suitable height to hang banners which wouldn't impact access. Andrew McMillan commented the height must allow for emergency vehicles such as ambulances.

RESOLVED: It was proposed and agreed to proceed with heightening the posts.

i) To consider email from SALC regarding Parish and Town Council elections: Councillors considered the email from SALC and discussed bringing forward the Parish elections to May 2022 to coincide with the shadow authority elections. It was felt combining the two would make good business sense and be most cost effective.

RESOLVED: It was proposed and agreed to respond to SALC and recommend future parish elections are in sync with the new unitary authority and shadow authority elections.

Action: 060921/8 Parish Clerk

j) To consider request to add a link to the Parish Council website:

Following information received from Adrian Gaymer, Councillors considered the request to add a link to the Parish Council website. Councillors unanimously agreed to refuse this request and it was agreed that ongoing the Council would specify that without express agreement from the Parish Council link requests would be refused apart from those from reputable local authorities.

RESOLVED: It was proposed and agreed to refuse the link request.

k) To note submission of grant application for commercial dishwasher for the Village Hall: Councillors noted that a grant application had been submitted to SALC for £1,500 towards a commercial dishwasher at the Village Hall. It is anticipated a response will be received in October.

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

The Clerk provided an update on the play area project and stated the completion date was anticipated to be 15th October. Councillors considered options for a grand opening for the new site and it was agreed the Open Spaces Committee would lead this. No other matters arising.

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

Village Hall: David Nichols reported that the AGM would be taking place the following day.

Community Speedwatch: Barry Howlett stated that he did not have the capacity to lead the project; the Clerk commented that Michael Player had shown interest and that she would be happy to assist and publicise the request for more volunteers to help the scheme. Michael confirmed he would be happy to be involved and that new signage for the scheme was required. Michael further reported that some signs had been placed around the village which required removing; the Clerk stated she would report these to Highways.

Action: 060921/9 Parish Clerk & Michael Player

Youth Club: Jane Rose conveyed that prior to the summer holidays the Youth Club had been at full capacity and would soon be reopening to less Covid restrictions. Jane described some of the work which had been taking place within the club and commented that further volunteers were still required. Jane provided information about a grant application which had been made to the National Lottery Grant for £10,000 in order to support older youths and that a £300 grant had been received from the Blackmore Vale Lions.

Highways: Peter Crocker mentioned a dip in the road which the Clerk had reported to Highways and that Highways had not found it to be an issue. Ken Courtenay reminded Councillors that Highways issues can be reported online via the SCC website. Barry Howlett commented that he'd heard a rumour that the Furge Lane drains were completely blocked. It was reported that the Yenston bridge sign does not light up at night; the Clerk stated she would report these to Highways.

8. Finance

a) To review earmarked reserves and consider items for 2022/23 budget:

Councillors had a long discussion about earmarked reserves and budgeting with Barry Howlett querying some figures and terminology. Councillors provided feedback on items they would like to see in the 2022-2023 budget including the Platinum Jubilee, new Village Hall, layby improvements and Youth Services. A working party for the new Village Hall to look at the project was formed consisting of the Clerk, David Nichols, Carolyn Nichols and Barry Howlett.

b) To note circulation of the Quarter 1 budget report:

Circulation of the Quarter 1 budget report was noted. No questions were asked.

c) 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:

Jane Rose provided information about the need for Youth Services support within the parish, not necessarily just a Youth Club. Councillors agreed a figure should be considered based on rationale judgement. Barry Howlett suggested a budget of £13,000 be contemplated when preparing the budget.

d) To approve the cashbook and bank account reconciliations for the current account and reserves account dated 30th June 2021 and 31st July 2021:

RESOLVED: It was proposed and agreed that the cashbook and bank reconciliation would be verified and signed by Howard Bentley-Marchant.

e) To note satisfactory completion of the Annual Governance and Accountability Return and note display time for the Notice of Conclusion of Audit:

Satisfactory completion of the AGAR was noted by Councillors. It was agreed to display the Notice of Conclusion of Audit from Friday 10th September.

f) 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	Clerk August Expenses	£65.02
TalkTalk Business	Village Hall Broadband	£28.74
Executive Retail	Condolence Books	£41.98
Britain in Bloom	Presentation Tickets	£40.00
SSDC	Ranger Labour	£279.72
Mindset Training	Chapter 8 Training	£234.00
PKF Littlejohn	External Audit	£360.00

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

9. Correspondence: To consider the following Correspondence:

	From	Content
a)	Resident	Complaint about bonfire at recreation ground
Noted. Agreed the Clerk would respond accordingly.		
b)	Resident	Complaint about bank at Walnut Grove

Noted. The Clerk confirmed that works to clear the bank had commenced and had been added to the housing associations work schedule.

c)	Resident	Complaint about car event at local public house
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Noted. Considered under police matters earlier in the meeting.

d)	Cllr Colin Winder	Email regarding Local Government Reorganisation
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Noted.

10. Date of Next meeting – To confirm the date of the next Henstridge Parish Council meeting as **Monday 4th October 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 24th September 2021**.

The meeting closed at 9.26pm



Emma Curtis
Parish Clerk