



HENSTRIDGE PARISH COUNCIL

Clerk: Ann Lee, 3 Sparkford Road, Sparkford, Yeovil, Somerset BA22 7FA
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AGENDA

The Parish Meeting of Henstridge Parish Council will be held at the Village Hall, Ash Walk, Henstridge on Tuesday 3 September 2024 from 7.00pm.

All members are summoned to attend.

The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak. In normal circumstances this will be restricted to approximately 15 minutes in total and shall be at the Chairman's discretion.

Please note, any new items raised by the public in this session will not be discussed by the council and will not be minuted. Items for inclusion on the agenda should be put to the Clerk in writing prior to the meeting as listed in the final item.

- 1. Apologies for Absence.** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)).
- 2. 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)
- 3. To approve as a correct record the minutes of the Parish meeting, held on the 2 July 2024.** (Local Government Act 1972 Sch 12).
- 4. To approve as a correct record the minutes of the minutes of the Open Spaces Meeting held on the 24 July 2024.** (Local Government Act 1972 Sch 12).
- 5. To approve as a correct record the minutes of the Extraordinary Meeting, held on the 21 August 2024.** (Local Government Act 1972 Sch 12).
- 6. To note the Actions from the 2 July Meeting and discuss any matters arising**

4/10/22 8b	To investigate VH PV solar panels and progress with Village Hall Committee.	Cllr T Cowles Ongoing
6/12/22 9g	Cllr Thompson: Time critical in preparation for Winter. To provide three formal quotes and submit to the PC to ensure work is commenced in October 24 ACTION: To be discussed at Open Spaces Committee on the 24 July 24	Cllr Thompson Time Critical Cllr Scard
7/3/23 8f:	To obtain 3 quotes for gates & signage in Oak Vale Wood when the flooding issue has been resolved.	Cllr Thompson ACTION: Post completion of work above
5/9/23 8biv	To establish if the Council will empty an extra dog excrement bin for the PC cemetery before committing to purchase. a) For discussion at OSC 24 July 2024	Cllr Scard (Open Spaces Committee)

3/10/23 8l	To receive a business case with recommendations for increasing the Parish Council prices for burial, Interment, memorials.	Clerk ONGOING
3/10/23 9d	To receive progress on website initiative following meeting with the website developer. Cllr E Graham reported that a meeting has taken place and progress will increase following the Village Fete.	Cllr E Graham and Clerk Agenda council Matters
2/7/24 10a 1	Time Critical Planning application 24/01183/COL. Clerk to write a letter of objection on behalf of the PC by the 24 July.	Clerk Time critical COMPLETED
2/7/24 10a 4	Time Critical Rule 6 notification to Somerset Council. Clerk to write to Appeal Inspector notifying the name of the nominated individual 7 days before the meeting on the 29 th July	Clerk Time critical COMPLETED
2/7/24 10b	Time Critical Cllr Gaymer to write an article in WOT's ON advising residents of current appeal status Clerk to liaise with the Press	Cllr Gaymer COMPLETED Clerk COMPLETED
2/7/24 12c	Time Critical Clerk to write an article for WOT's ON advising the public on the importance of reporting drain issues and flooding for WOT'S ON (By October)	Clerk COMPLETED
2/7/24 K	To arrange a quote for ongoing maintenance of CCTV equipment	Cllr Smith and Clerk
2/7/24 l	Time Critical Clerk to advise family they have authorisation to place a memorial bench in the Cemetery	Clerk COMPLETED
4/6/24 8e	Public priorities for the Committees i)Clerk to allocate priorities to respective committees ii)Publish presenting themes on notice boards across parish iii) Publish article on Annual Parish Meeting in WOT's On iv)Publish article in WOT's On to seek wider responses from residents to ensure representative	Chair and Clerk ONGOING

7. Reports

- a) To receive an invitation from Clare Moody, Avon and Somerset Police and Crime Commissioner for all Cllrs to attend a meeting on the 9th October in Yeovil to help shape policing in this locality.
<https://www.avonandsomerset-pcc.gov.uk/news/2024/07/pcc-clare-moody-asks-people-across-avon-and-somerset-to-help-shape-policing-in-their-area/> .
Cllr Gaymer
- b) To receive Cllr Clarks Unitary Authority report.

8. Planning

a) To receive any updates on the application for Lawful Development Certificate Barratt Homes 24/01183/COL since the extraordinary meeting on the 21 September 2024. Cllr Gaymer

b) **Proposal:** To **AGREE** to prepare and publish an updated brief on the 24/01183/COL application for residents using a variety of communication modes.

Rationale: To keep residents of the Parish informed of current status of the application and options available to the PC. **Cllr J Graham**

c) **Proposal:** To **AGREE** to send the complaint letter presented by Cllr Petheram to Somerset Council concerning procedural unfairness, lack of transparency relating to whole timeframe with applications from Barrett's. **Cllr Petheram**

d) **Planning Applications: No new planning applications received.**

Application number	Proposal	Applicant Details

d) To note recent SSDC Planning Decisions:

Application number	Proposal	Applicant details	Decision
24/01297/FUL 24/01298/FUL	The Erection of covered yard and feeding passage. Elm Farm Common Lane Yenston Templecombe Somerset BA8 0NB	Mr Richard Hunt	Approved with conditions
24/01425/FUL	Conversion of an Agricultural Barn to a Dwelling. Location: Land At Rhodes House Farm Landshire Lane Henstridge Dorset BA8 0SD	Mr. Chris Barnes	Awaiting decision
23/02944/FUL	Construct a new steel framed building to provide new offices and storage space for the developers Charleston Bespoke Homes Ltd Land At Henstridge Airfield Landshire Lane Henstridge Dorset BA8 0TN	Adlem	Awaiting decision
24/00401/LBC 24/00400/FUL	Conversion & Change of Use of Chapel Barn, Coach House & Tack Room to domestic use associated with Monmouth House together with a swimming pool located in the paddock area. Monmouth House Chapel Lane Yenston Templecombe Somerset BA8 0NH	Mr & Mrs Gardner	Approved with conditions
23/01822/FUL alternative ref. PP-12304556	Erection of 1 No. self –building dwelling Land Adj. to 2, Yenston Hill, Henstridge, Templecombe	Debbie Warnes The Hollies Cabbage Lane Templecombe	Awaiting decision
24/00810/FUL	Demolition of existing agricultural building and erection of detached dwelling and create new access. Farm Buildings at Home Farm Whitechurch Lane Yenston, Templecombe Somerset BA8 0NJ	Mrs Rita Wall	Approved with conditions

24/00815/FUL	Erection of dwelling, garage, swimming pool, solar panels and construction of access. Land At Lemons Ground Whitechurch Lane Yenston, Templecombe Somerset	Mr & Mrs D Coombes	Approved
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e) To **RECIEVE** any further updates regarding any ongoing or new Highways concerns since the extraordinary meeting held on the 21 August 2024. Cllr Gaymer

9. Finance

- a) To **APPROVE** the September payment schedule accounts for payment via internet banking and agree signatory to authorise.

SEPTEMBER 24 Payment Schedule			
INVOICE	PAYEE	PARTICULARS	AMOUNT
1	TIMEBACK ACCOUNTS	6691	£ 18.00
2	SALC	0917, 0819,0951	£ 627.22
3	MRS S J DONALD	PLANTS & COMPOST	£ 184.00
4	MILBORNE PORT COMPUTERS	DOMAIN CHARGES	£ 222.00
5	SOMERSET LANDSCAPES LTD	RANGER JULY 24	£ 528.00
6	HENSTRIDGE FLYERS WI	REFRESHMENTS	£ 100.00
7	A LEE	REIMBURSE - OFFICE SUPPLIES	£ 54.13
PAYMENTS FOR REPORT			
	STAFF	SALARIES AND EXPENSES	TBA
	MR T PULLING	GROUND MAINTENANCE	£ 111.93
TOTAL MONTH PAYMENTS			SEP 24 £ 1,845.28

S/O

- b) To **NOTE** receipts for June and July 2024

Receipts JUN & JULY 24 for REPORT		
RECEIVED	PARTICULARS	AMOUNT
ALLOTMENTS	RENT	£ 30.00
BANK	INTEREST	£ 968.93
CEMETERY	PLOTS & INTERMENTS	£ 1,100.00
TOTAL RECEIPTS	JUNE & JULY 2024	£ 2,355.91

- c) To **NOTE** the allocation of reserves held

	Total at 31/3/2024	Budget additions FY2024-25	In year xfer to budget line(-)	Total Reserves at 31/3/2025
Brought forward £90352.07				
PROJECTS WITH RING FENCED RESERVES:				
New Village Hall and Car Park	35000			£35,000.00
Climate Emergency	10000			£10,000.00
Defibrillator (NEW)	2905		-£750.00	£2,155.00
Open Spaces (NEW)	470			£470.00
Asset Maintenance (NEW)	500			£500.00
Allotments (NEW)	2500			£2,500.00
Admin - 12 mths running costs held in reserves	£55,645.93		-£9,000.00	£47,395.93
TOTAL RESERVES	£107,020.93	£0.00		£98,020.93

- d) To **APPROVE** the cashbook /bank reconciliation Cllr Howlett

e) To NOTE Q1 Quarterly Budget report Cllr Howlett

HENSTRIDGE PARISH COUNCIL 2024-25					
Receipts and Payments Summary for the year ending 31st March 2025					
	Last Year	This Year	Budget	Remaining £	Remaining %
	2023-24	2024-25	2024-25	2024-25	2024-25
RECEIPTS					
Precept	£ 73,447.00	£ 73,470.00			
Deposit Interest	£ 3,216.17	£ 968.93			
Cemetery Fees	£ 3,381.00	£ 100.00			
Grants	£ -	£ -			
Allotment Fees	£ 380.00	£ 45.00			
VAT repayment	£ 2,836.37	£ -			
Other refunds	£ 306.97	£ -			
Donations	2905	£ -			
TOTAL RECEIPTS	£ 86,472.51	£ 74,583.93			
PAYMENTS					
Salaries	£ 16,951.58	£ 4,098.24	£ 24,800.00	£ 20,701.76	83.47%
Admin - General	£ 5,013.60	£ 905.27	£ 4,000.00	£ 3,094.73	77.37%
Admin - Subs	£ 597.04	£ 499.00	£ 1,500.00	£ 1,001.00	66.73%
Audit Fees	£ 540.00	£ -	£ 600.00	£ 600.00	100.00%
Insurance	£ 1,416.33	£ -	£ 2,000.00	£ 2,000.00	100.00%
Training	£ 130.00	£ 95.00	£ 500.00	£ 405.00	81.00%
Ranger Fees	£ 5,393.49	£ 1,408.36	£ 8,000.00	£ 6,591.64	82.40%
General maintenance and fuel	£ 9,235.67	£ 3,421.91	£ 3,500.00	£ 78.09	2.23%
Rec Gnd grass cutting	£ 1,739.00	£ -	£ 2,000.00	£ 2,000.00	100.00%
Rec Gnd trees and hedges	£ -	£ 1,047.50	£ 1,500.00	£ 452.50	30.17%
Oak Vale Wood trees	£ 607.50	£ -	£ 3,000.00	£ 3,000.00	100.00%
Inspections (all)	£ 130.00	£ -	£ 170.00	£ 170.00	100.00%
Parish Bins	£ 525.66	£ -	£ 3,000.00	£ 3,000.00	100.00%
Parish Contractors (NEW)	£ 200.00	£ 335.79	£ 1,400.00	£ 1,064.21	76.02%
Play Days	£ 1,230.00	£ -	£ 1,000.00	£ 1,000.00	100.00%
Grants (other)	£ 6,260.00	£ -	£ 5,000.00	£ 5,000.00	100.00%
Youth Club	£ 9,019.00	£ 2,367.65	£ 10,000.00	£ 7,632.35	76.32%
Xmas Trees	£ 885.25	£ -	£ 1,500.00	£ 1,500.00	100.00%
RESERVE General	£ -	£ 9,000.00	£ -		
RESERVE Defibrillator	£ -	£ 750.00	£ -		
RESERVE Open Spaces	£ -	£ -	£ -		
RESERVE Asset Maintenance	£ -	£ -	£ -		
RESERVE Allotments	£ -	£ -	£ -		
VAT incurred on payments in year	£ 2,836.37	£ 2,805.60			
TOTAL PAYMENTS	£ 69,803.65	£ 26,734.32	£ 73,470.00	£ 46,735.68	
Excess of Receipts over Payments	£ 16,668.86	£ 47,849.61			
plus balances b/fwd	£ 90,352.07	£ 107,020.93			
Balances c/fwd	£ 107,020.93	£ 154,870.54	CHECK - CASHBOOK TOTAL		
Reconciliation with bank accounts - 30 June 2024					
Instant Access	-	£ 145,253.36	CHECK - BANK STATEMENT TOTALS		
Current	-	£ 9,617.18			
Less Outstanding payments	-				
Add Outstanding lodgements	-				
Total balances at bank	-	£ 154,870.54	CHECK - RECONCILIATION		

- f) Proposal to **APPROVE** the replacement of an extendable, lightweight, foldable ladder with a Sterk Systems aluminium ladder at a cost of £86.98
Cllr J Graham
- g) To **APPROVE** in principle the allocation of £50 maximum a week for the provision of a portable toilet for the Community Payback Allotment project coordinated by Open Spaces Funds from allotment reserve allocation until a compostable toilet is constructed) **Cllr Howlett**
- h) To **APPROVE** the payment of £40 for a revised Data Protection registration certification. (Current one expires on the 18 September 2024 previously held by the Village Hall) **Clerk**

10. Council Matters

- a) To **APPROVE** a new seasonal contract for Gryphon Football club's use of the recreational ground. **Cllr J Graham.**
- b) To **RECEIVE** a progress report on the installation of the water fountain and approve costs. **Cllr J Graham**
- c) To **APPROVE** Proposal to protect emergency services access to recreational ground. **Cllr J Graham**
- d) To **APPROVE** Proposal for new website provision **Cllr E Graham**
- e) To **APPROVE** the request from the Village Hall to site a lockable commercial waste bin in the rear of the car park away from the building. **Cllr Smith**
- f) To **RECEIVE** reports from representatives (Dog Warden, VHM, Footpaths, Tree Warden, CSW, Youth) and provide guidance as appropriate. **(All reports must be sent to all Cllrs at least 4 days prior to the meeting in order to be included for discussion)**
- g) To **NOTE** outcomes of actions undertaken by the LCN. **Cllr Courtenay**
- h) To **NOTE** Parish Key Events **(Cllr E Graham)**
- i) To **REVIEW** risk register and identify any amendments/additional risks
Cllr Finch
- j) To **AGREE** items for the next meeting **(Cllr Smith)**

11. Date of Next meeting – The next Parish Council meeting will be held on Tuesday **1 October 2024**. 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 20 September 2024**

12, Exempt Session – Exclusion of the Press and Public

The Council is recommended to resolve that under section 1, paragraph 2 of the Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting of the following items of business because the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

1. Appraisal outcome and salary review of employee: ACTION Cllr E Graham

Ann Lee Parish Clerk