



HENSTRIDGE PARISH COUNCIL

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MINUTES

Parish Meeting of Henstridge Parish Council held at the Village Hall, Ash Walk, Henstridge on Tuesday 1 October 2024 from 7.00pm.

1. **Present:** Cllr Smith, Cllr Courtenay, Cllr Gaymer, Cllr E Graham, Cllr Steel, Cllr Howlett, Cllr J Graham, Cllr Scard, Cllr Finch
2. **In attendance:** Cllr Clark, John Smales PCC representative, 19 residents and the Clerk.
3. **Apologies for Absence.** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)). Cllr Cowles, Cllr Rose, Cllr Petheram.
4. **Absent:** Cllr Thompson

Open Session The meeting commenced at 7.00 pm with an opportunity for members of the electorate of the Parish to speak. Concern was expressed by residents relating to the following: -

- High street safety and discharge of Condition 10 iii.
 - Call for Somerset Planning Officers to share Road Safety Audit and account for risks to children between 7 – 9am with the new scheme; hazards and lack of street safety throughout Woodhayes, volume of contractors parking increasing presence and further congestion and inconvenience for local residents.
 - Call for Somerset Council to rectify impassable footpaths, deterioration of footway maintenance, dangerous styles, bridges, lack of enforcement by Somerset Council,
5. **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 identified**
 6. **To approve as a correct record the minutes of the Parish meeting, held on the 3 September 2024.** (Local Government Act 1972 Sch 12). **Proposed by Cllr Gaymer, seconded by Cllr J Graham, unanimously agreed.**
 7. **To approve as a correct record the minutes of the Extraordinary Meeting, held on the 21 August 2024.** (Local Government Act 1972 Sch 12). For approval at the November meeting
 8. **To note the Actions from the 3 September 2024 Meeting and discuss any matters arising**

4/10/22 8b	To receive an update on VH PV solar panels and decision reached by Village Hall Committee.	Cllr T Cowles Ongoing
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	Outcome to be learnt when finalised by the Village Hall Committee in November										
6/12/22 9g	Vale Wood flood prevention: Time critical in preparation for Winter. Cllr Thompson to provide quotes electronically to the Clerk with copies to all Cllrs by the 6.9.24 to enable timeliness of work to start before the winter to reduce flooding risks in winter. The Clerk reported that quotes had not been received. Cllr Finch and the Clerk had made steps to contact contractors identified by Cllr Thompson, but they had not received responses. Cllr Finch and Cllr J Graham to meet with Mr Robert Brown for advice.	Cllr Thompson Time Critical									
7/3/23 8f:	To obtain 3 quotes for gates & signage in Oak Vale Wood when the flooding issue has been resolved. To be undertaken once work at Vale Wood is completed.	Cllr Thompson ACTION: Post completion of work above									
3/10/23 8l	To receive a proposal to increase the Parish Council prices for burial, Interment, memorials and resolve to extend the path through the parish cemetery. Cllr Finch and Cllr J Graham to lead this work with the support of the Clerk	Cllr Finch Cllr J Graham									
3/10/23 9d 3/9/24 12e	RFO to establish provision to budget for a community website with development and delivery costs of between £5k- 10K for 25/26 budget identifying the price this may have on reserves and/or precept	RFO									
3/9/24 9b	To receive options to enhance the level of highway maintenance services including daily rate costs by Unitary Provider. <table border="1" data-bbox="549 1375 1066 1491"> <tr> <th colspan="3">Proposed Rates</th></tr> <tr> <th>Monday to Friday</th><th>Saturday</th><th>Sunday</th></tr> <tr> <td>£684.71</td><td>£778.41</td><td>£935.72</td></tr> </table> Rates are based on: • 2 operatives working (8 hr days) • Vehicle up to 7t (inc.fuel) and small tools Agenda item	Proposed Rates			Monday to Friday	Saturday	Sunday	£684.71	£778.41	£935.72	Cllr Gaymer
Proposed Rates											
Monday to Friday	Saturday	Sunday									
£684.71	£778.41	£935.72									
3/9/24 11h	To note confirmation of a Data Protection registration certification. The PC has paid the fee for certification.	Clerk COMPLETE									
3/9/24 12c	To confirm date of water fountain installation of meter.	Cllr J Graham Ongoing									
2/7/24 K	To arrange a quote for ongoing maintenance of CCTV equipment	Cllr Smith and Clerk Ongoing									
4/6/24 8e	Public priorities for the Committees	Chair and Clerk									

	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 and seek wider responses from residents to ensure representative	For publication in WOT's on in November
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9. Reports

- a) To confirm who has accepted the invitation from Clare Moody, Avon and Somerset Police and Crime Commissioner 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.**

Cllr Steel indicated that she will be attending this meeting and has registered her place. She will provide feedback at the next meeting in November. **Action Cllr Steel**

b) To receive Cllr Clark's Unitary Authority report for October.

Cllr Clark covered her October report highlighting: -

- The planning application 23/01470/OUT 52 Houses) will be heard at the next Planning Committee meeting
- Sarah Dyke MP is hosting a coffee morning in the Village and will be accompanied by Dawn DeVries Planning Officer and Cllr Mike Rigby lead Cllr for Planning. This will be an opportunity to ask questions. Attendees need to RSVP for security purposes. She encouraged those present to attend.
She apologised that she would not be present. She explained that this meeting is hosted by the MP not as a Cllr. The Clerk stated that she had asked if the date could be changed as it was a Monday morning and those working may not be able to attend, and that the parliamentary office thought that numbers would exceed 30. A date change was not possible in the MPs diary. The Church was considered but parking was considered a problem for security reasons. Cllr Smith emphasised that this was not a PC meeting and not the PCs responsibility to organise, with Cllrs present as individual residents.
- Cllr Clark acknowledged that the application for the Virginia Ash extended License was out of time for this agenda. She explained that Cllrs can comment individually as an extended time to comment cannot be accommodated under licensing law.

10. Planning

- a) **To receive** an update on Barrett's Appeal scheduled for the 8th of October 2024. **Cllr Gaymer, Cllr Courtenay, Cllr Petheram.** Cllr Gaymer explained that Barrett's have withdrawn their appeal because Planning Officers reached "Common Ground" before the Appeal took place apart from Condition 10 iii (Highstreet safety). Thereafter, Barrett's were invited by the Officers to apply to Discharge Condition 10 iii. Officers did not advise the PC that this application had been posted. The PC opposed this decision and advised the Case Officer, but without the Planning Committees knowledge the Planning Officers, through their delegated authority, allowed the Condition to be discharged. As the only redress for the PC was a Judicial Review that would cost thousands of pounds. If lost

the PC would have to pay all legal fees making the risk even higher. The only redress now is a complaint to the Ombudsman for compensation. This is on the agenda (10c) for resolution.

- b) **To receive** an update on the application for Lawful Development Certificate Barratt Homes **24/01183/COL**. **Cllr Gaymer, Cllr Courtenay, Cllr Petheram**. Cllr Gaymer explained that the certificate of lawfulness came about in May 2024 because the developer had started building and this was considered unlawful by the PCs KC. This position was refuted by the KC working on behalf of the developer. Now the Unitary Authority need to engage a KC to determine whose opinion legally is correct. We await their legal representative's assertion. The PC does not have any further information at this stage. However, if it is proved to be illegal, then the builders will need to reapply for planning permission.
- c) **To receive** the letter of response from Somerset Council regarding the complaint made by the PC and **AGREE** to complain to the Ombudsmen regarding the handling of Barrett's application and the discharge of condition 10 iii, outlining procedural unfairness, lack of transparency, irrationality and disregard by Officer of Somerset for pedestrian safety. **Cllr Petheram**
Proposed by Cllr Gaymer, seconded by Cllr E Graham, unanimously carried.
- d) **To AGREE** a question and answer (Q&A) document outlining the history, steps taken by the PC to represent the interests of the Parish and the impact for residents on the discharge of Condition 10 iii. **Rationale:** To keep residents of the Parish informed of the status of the application and options available to the PC. **Cllr Smith. The Clerk reported that a Q and A document was being compiled and will be circulated to Cllrs.**
- e) **To receive** an update on developments with **23/01470/OUT** Townsend Farm 52, including new plans showing visibility splays and HGV tracking **Cllr Petheram**. Cllr Clark announced that this will go to Committee on the 22 October. Cllrs will organise their statement of facts and representation. Cllr Courtenay stated that the discharge of conditions on the Barratt development has changed the context of this application by diluting the safety environment in the High Street that may have been assumed would be in place. These houses will be to the east of the A357 and it would be unreasonable (to say the least) to suggest that the Furge /Church Street route would be an option for pedestrians to access village facilities. Cars would be used for the school run etc, adding to the residual High Street hazards. There will be not connectivity between this development and the village centre. The Clerk has advised the Planning Case Manager of these concerns. Cllr Clark has also made representation that this application must go before the Planning Committee.
- f) **Planning Applications: Cllrs noted that there had not been any new planning applications received.**

- d) **To note recent SSDC Planning Decisions: Cllrs noted the following.**

Application number	Proposal	Applicant details	Decision
24/01425/FUL	Conversion of an Agricultural Barn to a Dwelling.	Mr. Chris Barnes	Approved

	Location: Land At Rhodes House Farm Landshire Lane Henstridge Dorset BA8 0SD		
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
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

e) To **RECIEVE** any further updates regarding any ongoing or new Highways concerns.

11. Finance

- a) To **APPROVE** the October 2024 payment schedule accounts for payment via internet banking and agree signatory to authorise. **Cllr Howlett**

OCTOBER 24 Payment Schedule			
INVOICE	PAYEE	PARTICULARS	AMOUNT
1	STEVE BURROWS TRAINING	HENSTRIDGE FAMILY PLAY DAY	£ 260.00
2	PKF LITTLEJOHN	ANNUAL EXTERNAL AUDIT	£ 378.00
3	TIMEBACK ACCOUNTS	PAYROLL AUG24 INV 6728	£ 18.00
4	STALBRIDGE BUILDING SUPPLIES	270116 & 267731	£ 57.18
5	RING STREET FILLING STATION	FUEL (TERRY PULLING)	£ 24.00
6	J GRAHAM	LADDER	£ 86.98
7	PLAY INSPECTION COMPANY	ANNUAL INSPECTION INV 71667	£ 180.00
8	SOMERSET LANDSCAPES LTD	RANGER AUG24 SLL34938	£ 528.00
9	HENSTRIDGE VILLAGE HALL	MEETING HVH-1621	£ 16.00
10	FOOT ANSTEY	LEGAL ADVICE - PLANNING INV 11364523	£ 4,500.00
11	MR GREGORY JONES K.C.	CLUED ADVICE REF 96041	£ 300.00
PAYMENTS FOR REPORT			
	STAFF	SALARIES AND EXPENSES	TBA
	MR T PULLING	GROUND MAINTENANCE	£ 111.93
TOTAL MONTH PAYMENTS			OCT 24 £ 6,460.09

Cllr Howlett proposed to approve invoices 1-10 but rejected invoice 11 as it was duplicated in invoice 10. This was seconded by Cllr J Graham and unanimously carried. Consequently, the total month payments were £6160.09

- b) To **APPROVE** the payment of salaries and expenses
J FERGUSON: £591.26
A LEE: £988.31
L PETERS: £288.77
HMRC: £448.73
TOTAL: £2317.07

Proposed by Cllr E Graham, seconded by Cllr Scard, unanimously carried.

- c) To **NOTE** receipts for August and September 2024 – Cllrs noted those itemised below.

<u>Receipts AUGUST 24 for REPORT</u>		
RECEIVED	PARTICULARS	AMOUNT
CEMETERY	MEMORIALS	£ 216.00
<u>TOTAL RECEIPTS</u>	<u>AUGUST 24</u>	<u>£ 472.98</u>

- d) To **NOTE** the audit conclusion and arrange publication on the website. **Cllr Howlett. The Clerk reported that the external auditors report was satisfactory and published on the website.**
- e) To **NOTE** the draft budget for 2025/26 in preparation for discussion with Cllrs at the PC meeting in November. **Cllr Howlett** Cllr Smith stated that she had circulated a draft copy of the budget with recommendations from the RFO to ensure all Cllrs had sufficient time to consider Cllrs identified the need to include provision for it prior to discussions in November. **ACTION: - Cllr Howlett will hold a financial working group meeting prior to the November meeting.**
- f) To **AGREE** to investigate to how to replace damaged village gateway sign **Cllr Finch**. Cllrs acknowledged the extraordinary length of time it has taken for Somerset Council to replace this street furniture. The accident happened in January 2024. Crime numbers had been submitted to their officers. **ACTION: - Cllr Finch will follow this up with the Council to ensure action is taken to replace the Village Gateway 30mph signage.**
- g) To **AGREE** to use the enhanced Highway Maintenance Pilot

Proposed Rates		
Monday to Friday	Saturday	Sunday
£684.71	£778.41	£935.72

Cllr Gaymer

Cllr Gaymer explained that in future Parish and town councils are likely to need to use an approved contractor to undertake work on the highway including, gully cleaning, hedging, grass cutting, and other activity usually completed by the Council as part of the rates paid to the County Council. The County Council have suggested a company called Kier. (The prices are identified in the table above). It is currently a pilot project. There is the potential to share costs of services with Milborne Port, Charlton Horethor Parish Councils. Cllr Clark emphasised that the statutory services would continue. More information will be available at the LCN. Cllrs collectively spoke of concerns relating to drains that keep blocking. **Cllr resolved to make provision in the draft budget for 2025/2026 for this provision but concluded they need more data to determine use of the company. Cllr Clark indicated more information would be forthcoming soon. ACTION:- Ongoing**

- h) Allotment Improvements and Community Space **Cllr Howlett**

a) Request for Council to **AGREE** to engage with the Community Payback Team. **Proposed Cllr Smith, seconded by Cllr Gaymer, unanimously carried.**

b) Request for Council to **AGREE** to apply for grants from Somerset Social Investment Programme and RSPB/RHS. **Proposed Cllr Gaymer, seconded by Cllr Smith, unanimously carried.**

c) To **AGREE** to the use of the allocated reserve funds for the allotment, £2,500 for initial project scope designated in March 2023 subject to valid invoices. **Proposed Cllr Howlett, seconded by Cllr Gaymer, unanimously carried.**

d) **AGREE** to the use of these funds to provide toilet facilities for the Community Payback Team. £50/week for a maximum of three months whilst a compost toilet is commissioned. **Proposed by Cllr Howlett, seconded by Cllr Smith, unanimously carried.**

e) **AGREE** for reporting of progress relating to this project to be overseen by the Open Spaces Subcommittee. **Proposed by Cllr Smith, seconded by Cllr Steel, unanimously agreed.**

12. Council Matters

a) 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. Cllrs deferred this item from the last meeting. **Cllr Smith. Proposed by Cllr Smith, seconded by Cllr J Graham, unanimously carried**

b) To **RECEIVE** reports from representatives (Dog Warden, VPMC, 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 to be included for discussion).**

Frazer Cooke reported that there are a number of outstanding issues across the pathway network. The Council are aware of them but the workload for personnel is significant. A major issue is finding contractors in the area prepared to undertake the work. However, Mr Cooke was able to report that the tool kit for the parish has been provided regarding health and safety, liabilities and insurance has been provided. He outlined landowners' responsibilities with the exception that bridges are the responsibility of Highways. Mr Cooke proposed that as such, repairs should not be down to funds generated from the precept. He stated that the Council have suggested that the PC should make provision for this and are intimating that Kier can resolve these issues. The LCN are addressing this.

On a positive note, the route between Marsh land and Landshire lane should be sorted out by the end of the month. The bridge on Plot Lane is also being repaired. In future it is hoped to change styles to gates.

A summary below details work agreed by the Council: -

WN 12/36 - Bridge ID 2463

WN 12/36 - Bridge ID 2460

WN 12/36 - Vegetation Clearance from Bridge ID 2460 to Bridge ID 2463

WN 12/36 - Stile ID 18329 Contact with landowner underway

WN 12/35 - Way marker/Finger post by stile ID 18321 On going

WN 12/35 - Bridge ID 2458 – new signpost will be installed

WN 12/32 - Stile ID 18319 – to be replaced with a Stratford gate only. No works to fence either side.

WN 12/32 - Stile ID 18317 – to be replace with a Stratford gate only. No works to fence either side.

- c) To **NOTE** that the VH Committee will be repairing damage to the outside woodwork of the Village Hall, repainting with mahogany stain and replacing a wood and felt roof over the storage container and wooden cladding externally.

Cllr Smith

Cllrs noted this work within the terms of the lease agreement.

- d) To **NOTE** outcomes of any actions undertaken by the

- e) LCN. **Cllr Courtenay**

Nothing to report.

- f) To **NOTE** Parish Key Events (**Cllr E Graham**) Cllr E Graham noted her circulated list of events.

- g) To **APPROVE** revisions / updates to the risk register and identify any amendments/additional risks **Cllr Finch** Cllr Finch presented the revisions. **Cllr J Graham proposed to adopt the changes, seconded by Cllr E Graham, unanimously carried.**

- h) To **AGREE** items for the next meeting (**Cllr Smith**)

(i) Budget proposals. **Cllr Howlett**

(ii) Outcome of the MP's meeting on the 7th October 2024. **Cllr Gaymer**

(iii) Strategy to introduce pastoral care and support for new residents moving into the Village. **Brigadier John Smales**

- i) To regrettably accept the resignation of Cllr E Graham (**Cllr Smith**) Cllr Smith expressed fellow Cllrs sadness that Cllr E Graham had tendered her resignation and would be leaving the PC on the 2 October 2024. Cllr Smith recorded a vote of appreciation and thanks for the contribution that Cllr E Graham has undertaken over the last five years. Cllr Smith presented Cllr E Graham with a shrub for her garden. Cllr E Graham thanked everyone and wished them all well for the future and acknowledged that she would continue to support the PC and provide the list of events for each meeting. Cllr Smith explained that the vacancy would be advertised in due course and that she would lead matters HR with Cllr Courtenay and Cllr J Graham.

- 13. To AGREE future dates of PC meetings to accommodate financial bank reconciliation.** Cllrs unanimously resolved to keep dates already allocated for the remaining part of the calendar year.

Cllr Smith announced that the meeting had reached two hours and therefore Cllrs could elect to leave or continue for a further 15 minutes. Cllrs unanimously agreed to continue.

14. 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 was undertaken.

15. Date of the next meeting 5th November 2024.

All items for inclusion on the agenda and all items to be listed under issues arising from the previous meetings must be received by the Clerk by **9.00am on 23 October 2024.**

The meeting closed at 9.20pm

Ann Lee
Parish Clerk