



HENSTRIDGE PARISH COUNCIL

Cllr Ann Lee

Address 3, Sparkford Road, Sparkford, Yeovil Somerset, BA227FA

Tel: 07841392242 or 07702667083

Email clerk@henstridge-pc.gov.uk

Website: henstridgeparishcouncil.org.uk

MINUTES

Henstridge Parish Council Meeting held at the Village Hall, Ash Walk, Henstridge on Tuesday 7 July 2026 at 7.00pm.

The meeting commenced after there had been an opportunity for members of the public to speak. Cllr Smith welcomed everyone to the open meeting at 7pm. Items discussed included the need for urgent vegetation clearance and a request to identify how this will be undertaken and support from the PC to pursue a response from Eve Wynn with riparian landowners to resolve outstanding issues. The Open meeting closed at 7.05pm

Present: Cllr Smith (Chair) Cllr Courtenay, Cllr Scard, Cllr Finch, Cllr Steel, Cllr Petheram, Cllr Howlett, Cllr Rose, Cllr Graham Cllr Howlett.

In attendance: Ann Lee Clerk, Julie Fergusson RFO, Cllr Burt.

1.Cllr Rose to COMPLETE DECLARATION OF INTEREST FORM prior to starting the meeting. Cllr Rose declared her declaration of interests before the Council. The document was counter signed by the Clerk.

2.Apologies for Absence: To receive and approve apologies for absence including reasons given (Local Gov. Act 1972 s85(1)). **Cllr Adrian Gaymer, Cllr Thompson, Cllr Clark, Mr Frazer Cooke.**

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. **Cllr Rose declared an interest in matters relating to the Village Fete and advised the chamber that she would leave the meeting when this item was raised.**

4.To APPROVE as a correct record the minutes of the Annual Parish Council meeting, held on the 9 of June 2026 at 7.00 pm. (Local Government Act 1972 Sch 12. Proposed as accurate by Cllr Petheram, seconded by Cllr Scard.

5.To CONSIDER applications received for the co-option to vacancy on Henstridge Parish Council, interview eligible candidates and resolve whether to appoint a candidate to the Council. **Cllr Smith.** Cllr Smith welcomed Cllr McMillan who introduced himself and spoke for 2 minutes about his experience as a former Cllr. Mr McMillan left the chamber and Cllrs voted on a motion to co-opt Mr McMillan as a Cllr for this PC. The motion was carried. **Mr McMillan returned to the chamber and was asked to sign his acceptance of Office and Declaration of Interest before the Chamber witnessed by the PC and counter signed by the Clerk.**

6To NOTE the Actions from the 9th June 2026 meeting and discuss any matters arising (Local Government Act 1972 Sch 12).

14.1. 26	Allotment: The SALC grant extension expires in June. Further amendments to the scope of the grant need to be discussed with SALC to use funds to repair the potholes on the vehicular Action: Cllr	Cllr Scard. The Clerk has written to seek a further extension and renegotiation on changes to original bid.
----------	---	--

	Scard to contact SALC to request authorisation to repair potholes on the track up to the allotment for safer vehicular access with awarded grant funding. Cllr Scard to obtain a quote for £39.00 per ton of loose scalplings or £49.00 a ton in bags. Cllrs discussed the merits of having free Plannings to cover the entire road. OSC will establish the quantity required with authority to initiate the repair. Cllr Scard and the Clerk have conducted a site inspection and reviewed the allocation of plots and ensure all cultivated and weed free. Future tenants have expressed interest in vacant plots. Clerk to draw up new tenancy contracts for new tenants and send a letter to all tenants advising them of the outcome of the resent site visit and revised fees. Invoices for 2026/27 will be sent in September 2026.	This is on the Open Spaces agenda. The Clerk has written to 7 tenants who are failing to cultivate plots. Revised plot fee recommendation on the next Open Spaces agenda 15 July. For agreement at the PC meeting in September.
3.12.24 9c	To formally COMPLAIN to Somerset Council about their decision regarding 23/01470/OUT and allocation of CIL funding. Cllr Smith has been advised by Somerset Council that her letter has been set to their legal department and that if she fails to get a response to contact them. ACTION Cllr Smith to chase.	Cllr Smith Ongoing
9.6.26	To RECEIVE an update on Application no. 25/00410/COL for a third application for a Lawful Use or Development Certificate for an existing development relating to the commencement of works 17/03029/out and reserved matters approval ref. 21/03369/rem at Land Os 5439 Part Townsend Green Henstridge Templecombe Somerset BA8 0RG. Clerk to write a draft letter to Planning Officer seeking assurance that the PC will be kept informed of all works associated with multiple agencies and all technical reports before work starts.	Clerk Completed AGENDA ITEM to approve letter to Senior Planning Officer Approved & Complete

3.12.24 11f	To ARRANGE a small plaque for the cemetery wall indicating where three original graves were located within parish. Action: Cllr Scard to provide Cllr Steel with details of the deceased for the plaque and a quote for signage.	Cllr Scard/Cllr Steel Supplier sourced and quote accepted.
12.5.26	To make amendments to the GDPR audit by August 2026 to comply with Schedule 10	Clerk

7.Reports

- a) **To RECEIVE** any Police matters. **Cllr Smith shared the link for police data relating to crimes in Wincanton East area.**
<https://www.police.uk/pu/your-area/avon-somerset-constabulary/wincanton-rural-east/?yourlocalpolicingteam=about-us>.

Cllrs resolved to receive a quarterly report (link incorporated into the report). Next report 1st September. Cllr Burt reported that PC Jacob Tilbury has indicated that he is prepared to meet Cllrs at a future meeting.

- b) **To RECEIVE** an update on Village Hall matters **Cllr Scard. ACTION Cllr Scard to circulated approved minutes to all Cllrs when received.**

- c) **To RECEIVE Cllr Burts report.**

Cllr Burts report indicates that the Council is inviting residents and businesses to have their say on two aspects of their work: Firstly, the local plan and secondly, their budget.

1. The Local Plan is relevant to everyone, guiding where and how change happens across towns, villages and the countryside over the next 20 years. The Scoping Consultation (Regulation 20) is a legal requirement under the new plan making system for England (from March 2026) and launched on Friday 19 June. The consultation will finish on Friday 24 July 2026.

2. Residents, businesses and community organisations across Somerset are being invited to share their views as Somerset Council launches an early-stage consultation on its budget for 2027/28. The Summer Budget Consultation is the first step in the Council's annual budget-setting process. It aims to understand what matters most to local people before detailed proposals are developed later in the year. Somerset Council delivers a wide range of services across the county, including adult and children's social care, waste collection and recycling, public health, education, highways, libraries and community services.

The consultation is open to everyone, and all responses will be considered as part of the decision-making process.

Residents are encouraged to take part and share their views online:

<https://somersetcouncil.citizenspace.com/comms/budget-consultation-2027-2028>. The consultation closes on Monday 27 July. Extended to 9th August

3. A report from the Care Quality Commission, known as CQC, published on our adult social care service Friday 5 June, which has been rated 'Requires Improvement.' Cllrs noted that the report can be read in full on the CQC's website. A summary of the outcome, the assessment highlights: Strengths in the system, including partnership working and the commitment of the workforce. Areas where improvement is needed, particularly focused on the need to ensure consistency of experience and outcomes.

4. A £50m flood resilience fund following the significant flooding events in January and February 2026. It is an award of £50m from DEFRA to support a major programme of work to strengthen flood resilience across the county. This funding will support a two-year programme, working with partners, to deliver a range of interventions to reduce flood risk, improve preparedness, and strengthen long-term resilience.

8. Planning

- a) To **RECEIVE an update on Application no. 25/00410/COL for a third application for a Lawful Use or Development Certificate** for an existing development relating to the commencement of works **17/03029/out and reserved matters approval ref. 21/03369/rem** at Land Os 5439 Part Townsend Green Henstridge Templecombe Somerset BA8 0RG. **Cllr Petheram No further information**
- b) To **RECEIVE notification on Application 23/01470/OUT** for 52 dwellings with associated access, infrastructure and open space at Townsend Farm and S106 funding proposal in response to Cllr Smiths second letter. **Cllr Petheram. No further information**
- c) To **APPROVE letter to Somerset Council asserting on going interest in all technical matters and notice of planning applications for the above applications.** Cllr Petheram. Proposed to approve by Cllr Finch, seconded by Cllr Steel, unanimously carried.

d) To CONSIDER new Planning Applications:

Application Number	Location and proposal	Appellant
26/01136/S73A Application Type : Section 73 Determination	Bowbrook House Whitechurch Lane Yenston Templecombe Somerset BA8 0NH S73 application to vary condition No. 10 (WSI) to enable commencement of Remedial works to the existing outbuildings, in relation to planning application 24/00400/FUL for Conversion & Change	Applicant: Mr & Mrs Gardner Deadline for comments 15 July 2026

	of Use of Chapel Barn, Coach House and Tack Room to domestic use associated with Monmouth House together with a swimming pool located in the paddock area Application Number: 26/01108/S73	
No objections noted. Proposed to approve Cllr Scard, seconded by Cllr Finch unanimously carried.		

- e) To NOTE recent Planning Decisions by Somerset Planning Officers: Cllrs noted the following applications.

Application number	Proposal	Applicant details	Decision
TrafficManagement@somerset.gov.uk >	Derestriction sign Combe Hill, Templecombe extension of the 30mph zone from the southern edge of Templecombe to the traffic lights at the top of Yenston Hill.	Templecombe request for support	Awaiting decision
22/03560/OUT	Location: Land OS 6975 South of Bowden Road Templecombe Reserved Matters approval for the appearance, landscaping, layout and scale in respect of dwellings in accordance with Conditions 1 and 2 of the Outline Planning Permission (Not in this Parish)	Vistry Group	Awaiting decision
26/00049/DOC1	Written Scheme of Investigation (WSI) No 09		Conditions Discharged 5 June 2026
25/02759/REM	Reserved Matters approval for the appearance, landscaping, layout and scale in respect of 140 no. dwellings in accordance with Conditions 1 and 2 of the Outline Planning Permission 22/03560/OUT		Awaiting decision
24/01861/FUL	Creation of a slurry lagoon in an existing pasture with additional areas for wild-flowers and pond to allow for BNG	Cherry Bolberry Farm Furge Lane BA8 0RN	Awaiting decision

- f) To RECEIVE updates regarding any ongoing Highways concerns Cllr Gaymer. Deferred to next meeting
- g) To RECEIVE updates regarding Station Gardens and environmental report from Donna Waters Environmental Protection Officer Cllr

Petheram. Cllr Petheram and Cllr Finch reported that the contractors have cut the vegetation and cleared the offensive spoil from the ditch. The spoil is heaped up deliberately on the sides of the ditch to allow insects to return to their ecological environment. The area will be reseeded. The impact of this intervention will continue to be monitored.

- h) **To AGREE a proposed response letter to Somerset Councils Local Plan consultation and completion of the local plan consultation survey. Cllr Petheram and Cllr Finch.** Cllrs resolved to instruct the Clerk to contact Kate Murdock to see if a letter detailing the PC's response will be accepted at this stage of the consultation process. **ACTION Clerk to enquire. Cllr Steel proposed that the Clerk should submit the draft letter if Kate Murdock is favourable to receiving the PC's comments by letter. Proposed by Cllr Petheram. Seconded by Cllr Courtenay, unanimously carried. All Cllrs encouraged to respond individually as well.**
- i) **To AGREE** proposed article for WOT'S on relating to Somerset Councils Local Plan consultation process and the response to this matter by the PC. **Cllr Smith Proposed by Cllr Graham, seconded by Cllr Petheram**

9.Finance

- a) To **NOTE** the receipts for July 2026 **Cllrs noted the receipts.**
- b) To **APPROVE** the appointment of an internal auditor to carry out an Internal Audit 26-27 (May 2027). The Clerk reported that there are 5 potential auditors available to conduct the audit in April 2027. **Auditors' bios, availability and corresponding quotes will be at the meeting on 1st of September.**
- c) To **APPROVE** the payment schedule for July 2026. The payment schedule was presented by the RFO with the addition of a Timeback invoice for £21.75 and a payment of £238.67 to reimburse the Clerk for the purchase of Adobe Pro. **Proposed by Cllr Howlett and seconded by Cllr McMillan, unanimously carried.**

The RFO indicated that the Quarter 1 financial report will be available for the 1st of September meeting.

10. Council Matters

- a) **To RECEIVE** feedback from the LCN **Cllr Courtenay. Cllr Courtenay reported that the AGM will be held on the 15th July and an agenda has not yet been circulated.**

Cllr Rose left the chamber for the next item.

- b) To **APPROVE** a proposed letter of feedback to the Chair of the Village Fete Committee **Cllr Scard. Proposed with an amendment by Cllr Steel, seconded by Cllr Petheram, unanimously carried.**

Cllr Rose returned to the chamber after voting and matters closed.

- c) To **APPOINT** Cllrs to a **Working Party** to consider and address all issues related to the FOI. Cllr Smith, Cllr Smith, Cllr Steel, Cllr Courtenay and the RFO will be on the working party. Cllr Finch asserted that all new proposed policies should not be posted on the website before authorisation. The following policies were considered: -
- d) To **ADOPT** an IT policy **Proposed by Cllr Howlett, seconded by Cllr Finch unanimously carried**
- e) To **ADOPT** a Complaints Policy **Proposed by Cllr Finch seconded by Cllr Petheram, unanimously carried**
- f) To **ADOPT** a Habitual or Vexatious Complaints Policy **Proposed by Cllr Finch seconded by Cllr Scard, unanimously carried**
- g) To **AGREE** to set up a working group to review policies. Clerk Cllr Smith, Cllr Steel, Cllr Finch and Cllr Petheram volunteered to be part of this working group. Cllrs resolved to support this.
- h) Items for next meeting:- Open Spaces Football pitch repairs.

2. 11) Exempt Session – Exclusion of the Press and Public

The Council excluded the Press and Public and resolved 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.

- a) To consider delegating responsibility for investigating and responding to a current Freedom of Information request, in accordance with Section 101 of the Local Government Act 1972.

The working party, agreed in 9.c) above, were given the responsibility to deal with the FOI request.

- b) To consider whether the council should apply Section 14 (1) of the Freedom of Information Act 2000 to a current request, on the grounds it may be vexacious. It was resolved that Section 14(1) does not apply to this case.

Date of Next meetings – The next Parish Council meeting will be held on Tuesday 1 **September 2026**. 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 August**.
Open Spaces Committee meeting is on the July 21 2026.

Ann Lee
Parish Clerk