

# Henstridge Parish Council

Clerk: Rachel Walker, Ashbourne House, Marsh Lane,  
Henstridge, Somerset, BA8 0TG, Tel: 01963 362937  
e-mail: [clerk@henstridgeparishcouncil.org.uk](mailto:clerk@henstridgeparishcouncil.org.uk)

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**Draft minutes of the Parish Council Meeting held at the Henstridge Village Hall Lounge on Monday 9<sup>th</sup> August 2010.**

**Present**

**Councillors:** Norman Symcox (Chair), Jean Oswick, Malcolm Stobart, Adam Temperton, Mickey Vincent, Paul White

**Clerk:** Rachel Walker

**There were 14 members of the public in attendance.**

**1. Apologies and to approve reasons for apology as seen fit.**

Apologies had been received from Mr Brighten, Mr Fitch, Ms Rowland, Mr Nicholls and Mr Crocker and the Council advised of the reasons for absence.

**RESOLVED: It was proposed and agreed to approve the reasons for apology as provided.**

**2. Declarations of Interest.**

Mr Stobart and Mrs Oswick declared personal and prejudicial interests in the village hall items and would leave the meeting for this.

**3. To approve as a correct record the minutes of the previous meeting held on 12.07.10.**

**RESOLVED: The minutes of the meeting were approved.**

**RESOLVED: It was proposed and agreed to move to the item regarding the skate park due to the number of members of the public present.**

22.7.10	Nicola Powell-Smith - Henstridge Youth Facilities Group	To discuss and agree a response to the request for confirmation that the Parish Council are happy for Henstridge Youth Facilities to provide funding and manage the building of a Youth Shelter and a skate/bike park at the recreation ground in the proposed locations alongside the play area (youth shelter) and on the basketball court (skate/bike park)
The Clerk expressed some concern and confusion over the most appropriate site for the park as when quotes had been sought last summer with three providers, the basketball court site had been passed over due to the distance away from the access for the purposes of machinery access and also for the access to the site for users, as any mud or debris on the surfaces can cause danger and this could be a problem unless a suitable pathway could be provided which is		

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unlikely to this site. Conversely she also understood, having spoken to one of the providers who had advised this time, that the other suggested area which had been given previously which was alongside the play area, would potentially interfere with the cricket area and that the use of the cricket area could create a hazard for users of the skate park. The Clerk had been in touch with Steve Barnes from SSDC but had, as yet been unable to speak to him.

It was felt that the location of both the skate park and the youth shelter were very controversial and that a more definitive view is needed. Concern was raised over the likely infrastructure costs and also over how close the facility would be to housing and that potentially additional consultation would be needed.

**RESOLVED:** It was proposed and agreed that we respond to the group, that following the meeting today and the parishioners who have attended, it is felt that there is a need for a full consultation and requesting them to undertake a full survey before the proposal is revisited.

#### 4. Matters deferred from previous meetings:

- (i) To receive an update from Mr Jarvis regarding the submission of additional information to the Planning Department regarding the Planning Application for Henstridge VHMC and agree any actions arising from this.

**DEFERRED:** As two members had to leave, the Council would be inquorate and the item had to be deferred.

#### 5. Correspondence

13.07.10	War Memorials Trust	To agree if a Councillor is available to attend a Conference on 9 <sup>th</sup> September from 10-1 in Bristol regarding looking after war memorials.
There were no members available to attend.		
15.07.10	Malcolm Stobart – VHMC	To discuss the possibility of a ‘French Drain’ being dug along the grass by the VH to divert heavy rain and to overcome rotten cladding and agree any actions arising.
<b>DEFERRED:</b> As two members had to leave, the Council would be inquorate and the item had to be deferred.		
20.07.10	Henstridge Cricket Club	To receive a request from HCC to use the recreation ground for a 6-a-side Cricket Competition and Fun Day on 30 <sup>th</sup> August and agree if the Council are happy to approve.
<b>RESOLVED:</b> It was proposed and agreed that the request is approved and the Club advised as such.		

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21.07.10	SCC – Highway Services	To agree any response that the Council wish to make to the winter maintenance services review 2009/2010
<p>The survey questions were discussed and the responses were agreed by the Council.</p> <p><b><u>RESOLVED:</u> It was proposed and agreed to send the completed questionnaire in.</b></p>		
24.07.10	G McAndrew – Wessex Court Residents Association	To agree a response to the request that the Parish Council support residents with the Furge Grove/Wessex Court roadworks problems
<p><b><u>RESOLVED:</u> It was proposed and agreed that item 6c should be considered at the same time as this item of correspondence – “To advise the Council of the position with regard to completion of works by McIntosh Homes at Church Lane/Furge Grove and agree any further actions arising.”</b></p> <p>The Clerk advised that as instructed from the last meeting, a further letter had been sent to McIntosh homes, and a further e-mail to Highways, following the July meeting and the response to this letter from McIntosh was that work was expected to commence at the end of July and complete in mid August. A further update from Andrew Price at McIntosh on 5<sup>th</sup> August was that <i>“we are making good progress although I do understand the frustration that has to be endured by the residents and yourselves. We have talked to Somerset County Council and Nick Head of planning, who are aware of the situation. All of our required paperwork is currently being considered by two re insurers for the Bond that we need in place before work commences. We believe that a decision is imminent and work should be able to start soon.”</i></p> <p>Despite concern that the Planning permission may have been breached due to highways works not being completed prior to first occupation, communication with the S106 Liaison officer has indicated that McIntosh are not actually in breach of their 278 agreement as it was only the visibility splay which was required prior to the units being occupied, and with regard to the internal works indicated in condition 12, the planning officer has indicated that the authority are satisfied with the work that has been carried out.</p> <p>It was felt that nothing had moved on.</p> <p><b><u>RESOLVED:</u> It was proposed and agreed that the information provided by the Clerk be sent to the residents association.</b></p> <p><b>It was proposed and agreed that the Council should write to the Parish Council and SSDC advising that we are dissatisfied with the response and requesting that the works be carried out as soon as possible.</b></p>		
30.07.10	Ian Clarke SSDC Solicitor	To advise the Council of the move away from provision of paper copies of area east agendas and minutes.
<p>The Clerk advised the Council that in future all area east agendas and minutes will be sent out via e-mail rather than as paper copies.</p>		

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## 6. Council Matters

- a. To receive a visit/report from a local police representative.

No report had been received.

- b. To carry out annual review of Council policy documents and agree any amendments as necessary (in future to be completed as part of the Annual Parish Council meeting in May in accordance with the revised standing orders adopted in June 2010):

- (i) Race Relations (Amendment) Act 2000 resolution
- (ii) Equal opportunities policy
- (iii) Health and Safety Policy
- (iv) Model Publication Scheme
- (v) Financial Regulations
- (vi) Financial Risk Assessment and Management
- (vii) Terms of Reference for the Planning Committee
- (viii) Terms of Reference for Personnel Committee
- (ix) Terms of Reference for representatives
- (x) Code of Practice for handling complaints
- (xi) Dignity at work/Bullying and Harassment Policy
- (xii) Complaints procedure
- (xiii) Section 137 Grants policy
- (xiv) Planning enforcement policy

The Clerk advised that she was not aware of any change necessitated from external changes but that she would request that the Parish Council consider adding to the Financial Regulations and Risk Management in order to allow prudent management of the accounts via transfers as necessary.

The Clerk recommended that in the Financial Regulations, under section 5, Banking arrangements, the following paragraph should be added:

*“The RFO shall be authorised to monitor the accounts and make appropriate transfers as necessary for the efficient running of the Council’s finances. All transfers should be reported to the Council at the next meeting and highlighted to the Council for checking when the transfer shows up on the bank reconciliation.”*

And that in the Financial Risk Management, under “Other”, the following entry should be made.

<u>Transfers</u>	Accounts go overdrawn due to insufficient funds and incur fees.	M	RFO to monitor cashbook and arrange appropriate transfers between accounts for prudent management.	RFO to monitor accounts and make transfers, Council to receive report and confirm transfers reported against bank reconciliations.	1
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**RESOLVED:** It was proposed and agreed that the Clerk's recommendations be adopted and that all other documents be approved as they currently stand.

- c. To advise the Council of the position with regard to completion of works by McIntosh Homes at Church Lane/Furge Grove and agree any further actions arising.

The item had been dealt with earlier in the agenda.

- d. To review the "Rules Specific to the Erection of Headstones and Memorials" and agree any changes necessary.

Geoff Jarvis

**DEFERRED:** The item was deferred as Mr Jarvis was not present and it was requested that Mr Jarvis provide detailed proposals in writing for consideration prior to the next meeting.

- e. Proposal that the Council writes to SSDC expressing disappointment over the handling of the planning applications with regard to the village hall and requesting that as this has never been validated, that the Council's funds are returned to them and that these are then reassigned to the fund for the provision and maintenance of the community building.

Caroline Rowland

**DEFERRED:** As two members had to leave, the Council would be inquorate and the item had to be deferred.

- f. Proposal that the Council should remove the existing posts, hedge and surfacing around the war memorial and replace with new posts and chains in a more long lasting material, new box hedging to be maintained at a height of 18" and new geotextile and gravel.

Adam Temperton

Mr Temperton explained his proposal. The level of need was discussed and possible ways of addressing this best were raised. The question of why the

**DEFERRED:** It was proposed and agreed that quotes should be sought as per the proposal before the proposal be revisited.

- g. Proposal that the Council investigate making "Henstridge" in flowers on the bank outside of the village hall.

Adam Temperton

Mr Temperton explained his proposal. There were very mixed views in response to the proposal.

**RESOLVED:** The proposal failed.

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- h. To consider whether the Council wish to re tarmac the car park area and instruct the Clerks accordingly.

**RESOLVED:** It was proposed and agreed that three quotes should be sought, both for patching and complete refurbishment of the car park in line with the back of the building.

- i. To provide Councillors with the opportunity to put forward items for consideration in the budget.

It was felt that there were no further issues for inclusion.

- j. To provide Councillors with the opportunity to put forward suggestions for the September newsletter.

**RESOLVED:** It was proposed and agreed that the skate park should be put forward again, seeking more response from wider sections of the community and that an item also be included with regard to footpaths.

- k. To provide Councillors with the opportunity to raise any Highways concerns and agree any actions arising.

It was raised that many of the signs around the village are damaged, obscured, bent over and so on.

**RESOLVED:** It was proposed and agreed that all information be provided to the Mr Temperton by the next planning meeting to pass to the Clerk.

- l. **Playground Inspection reports.**

The Clerk read out a report from the assistant Clerk:

“Due to the dry weather earlier in the summer, the ground around some supporting posts retracted slightly, leaving posts slightly wobbly. George Edwards infilled with loose stone and we are awaiting Digley Associates to visit to carry out inspection and also to advise best/safest course of action re: posts”.

- m. To receive reports from Representatives (VHMC, HALT, Footpaths, Other) and provide guidance as appropriate

There were no items to report.

## 7. Finance

- a. To approve the cash book and bank account reconciliation for July 2010 as presented.

The cash book & bank account summaries were verified against the bank statements by Mickey Vincent and signed as a correct match.

**RESOLVED:** The Cash Book and Bank Reconciliation for July 2010 and as verified by Mickey Vincent were approved and signed by the Chair.

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**b. To agree and approve transfers of funds between Parish Council accounts as presented.**

The Council were advised of transfers of £3000.00 from the deposit account for the day to day running of the Council and also of £434.16 from the project account to cover the weedkilling at the recreation ground.

**RESOLVED:** The above transfers were approved and the transfer forms signed by Adam Temperton and Jean Oswick.

**c. To agree whether the Council are happy to authorise F Parrott to discuss/manage bank accounts and agree two signatories for the relevant form.**

**RESOLVED:** It was proposed and agreed that Mr Temperton and Mrs Oswick should sign the form.

**d. To review the pitch rents for the cricket and football clubs and agree bills to be sent out.**

The Clerk asked for guidance with regard to pitch fees as the current agreement has been to increase them by the rate of RPI but this is considerably higher than the 2% by which the grasscutting fees were increased.

**RESOLVED:** It was proposed and agreed that in the current financial climate the Parish Council felt that it was inappropriate to raise the rents for this year. Mr Stobart and Mrs Oswick requested that their votes against be recorded.

**e. To approve the following accounts for payment and two signatories for cheques:-**

Madasafish	Phone and Internet Services	£38.30
George Edwards	Wages	£67.89
Terry Pulling	Wages	£28.29
Fiona Parrott	Wages	£253.10
Rachel Walker	Wages	£258.48
HM Revenue and Customs	Tax	£81.60
Fiona Parrott	Reimbursement for stamps	£41.00
VHMC	Invoice for hall usage	£69.87
Sophie Bartlett (Stone Conservator)	Cheque for donation towards Millennium Stone Repairs	£50.00
Henstridge Cricket Club	Grass cutting	£742.05
Milborne Port Computers	Memory upgrade, new mouse, install and deliver	£66.96
Rachel Walker	Travel expenses – January – June	£66.56

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The cheque values were verified against the invoices presented by Mickey Vincent.  
and the invoices signed as a correct match.

**RESOLVED:** The above accounts were approved for payment and Adam  
Temperton and Jean Oswick agreed as signatories.

## e.Income

Frances Lee	Allotment rent	£10.00
G Harris	Allotment rent	£10.00
S Rayment	Allotment rent	£10.00
G Powell-Smith	Allotment rent	£10.00
S Norris	Allotment rent	£20.00
S Place	Allotment rent	£5.00

**8. Date of Next meeting** – The next Parish Council meeting will be held on **Monday 6<sup>th</sup> September 2010**. 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 Thursday 26<sup>th</sup> August 2010**.

The meeting closed at 8.43pm.