

CHARLTON HORETHORNE PARISH COUNCIL

Annual Parish Council Meeting on Monday 23 May 2016 at 7.30 pm in the Village Hall to transact the following business:

1. To elect a Chairperson and Vice Chairperson, complete declaration of office forms and collect completed Registry of Interest Forms.
2. To receive any apologies.
3. Public Open Session - to consider any matters raised by members of the public. The Chairman will also invite members of the public to contribute during the meeting on appropriate matters.
4. Members' declaration of interests
5. To approve the minutes of the meetings held on 11th April
6. To consider matters arising from the minutes:
 - a. To hear an update on progress with the Community Plan. (GM)
 - b. To hear an update on the ownership status of the Waterhouses. (GM)
 - c. To hear an update on Highways matters reported at the last meeting. (TD)
 - d. To hear a report on the recent review and development feedback session between the Clerk and Chairman and to agree any action to be taken.
 - e. Any other matters arising.
7. Policy Matters
 - a. To note that Standing Orders, Financial Regulations and other policies will not be reviewed at this Annual Parish Meeting because they were approved at the last meeting. In future years, the Community Plan and all policies will be reviewed at the Annual Parish Council Meeting.
8. Council Matters
 - a. To nominate lead members of the council who will take primary responsibility for the following core areas of importance (details as on document attached for councillors) :
 - Community Plan
 - Planning
 - Internal Liaison
 - External Liaison
 - Communications and Local Economy
 - b. **Transparency Code:** To hear an update on progress with the website. (MH)
 - c. To hear the latest information on the Local Councils Award Scheme. (TG)
 - d. To note that, from 1st June 2016, the Clerk will also become Clerk to Pitcombe Parish Council.
9. Financial Matters
 - a. To approve the cash book and bank reconciliation for the period to 30 April 2016.
 - b. To approve the following accounts for payment and two signatories for cheques:-

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|----------------------------------|--|---------|
| Charlton Horethorne Village Hall | Use of Village Hall for meeting – May 2016 | £32.00 |
| Zöe Godden | Salary & expenses April 2016 | £154.37 |
| HMRC | Income tax re Z Godden | £30.60 |
| SALC | Affiliation fee 2016/17 | £163.82 |

- c. To approve Section 1 of the Annual Return for 2015-16.
- d. To approve Section 2 of the Annual Return for 2015-16.
- e. To note receipt of the 2016-17 precept.
- f. To agree two members to sign a letter to Nat West bank informing them of the change to the Clerk's address.
- g. To consider quotes for the maintenance contract for the Village Green and Stowell seat

area; to agree which quote to accept.

- h. To consider three quotes for Parish Council insurance and decide which to accept.
- i. Any other financial matters.

10. Correspondence

- a. Charlton Horethorne Parochial Church Council – Thank you note.
- b. Stowell Church – Thank you note.
- c. Charlton Horethorne Village Hall – Thank you letter.

11. Planning

- a. To note the refusal of a recent application for conversion of agricultural buildings into dwellings.

12. Items of Report / Future Business

- 13. Date of Next Meeting: 11 July 2016.



Zöe Godden
Parish Clerk