

CHARLTON HORETHORNE PARISH COUNCIL
www.charltonhorethornepc.org.uk

**Annual Parish Council Meeting on Monday 22 May 2017 at 7.30 pm in the Village Hall
to transact the following business:**

1. To elect a Chairperson and Vice Chairperson and receive declaration of office forms.
2. To receive any apologies.
3. Public Open Session - to consider any matters raised by members of the public.
The Chairperson 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 24 April 2017.
6. To consider matters arising from the minutes:
 - a. To hear feedback from a recent fact finding meeting with Grass Roots regarding a potential planning application. (TG)
 - b. To hear feedback from the Annual Parish Meeting held on 7 May. (AR)
7. Council Matters, including implementation of the Community Plan
 - a. To receive reports from members on their areas of responsibilities specifically in relation to the Community Plan further to discussions at the Annual Parish Meeting, and to agree timescales for the relevant policies:
 - i. Affordable housing through a Community Land Trust (TG)
 - ii. Allotments (TD)
 - iii. Facilities for children, young people and sport (MH)
 - iv. Small workshop and office units (MH)
 - v. Design guide (GM)
 - vi. Feast Day – to note insurance arrangements and agree any action to be taken (AR)
 - b. To re-adopt Standing Orders and Financial Regulations and to agree any changes to other policies if required.
 - c. To review the bank mandate and agree any changes.
 - d. To review insurance cover and agree any changes.
 - e. To review member responsibilities for:
 - i. Community Plan (GM)
 - ii. Planning (TG)
 - iii. Internal Liaison (TD)
 - iv. External Liaison, including communications (AR)
 - v. Local Economy (MH)
 - f. To note that the Clerk is able to remain in post and has been offered a revised contract without any budget implications (MH)
8. Financial Matters
 - a. To approve section 1 of the Annual Return.
 - b. To approve section 2 of the Annual Return.
 - c. To note receipt of a grant of £650 from SSDC towards the cost of repairing the Waterhouses and of the 2017-18 precept and associated grant. (ZG)
 - d. To agree the request for a start-up grant of £250 for the Community Land Trust (TG)
 - e. To agree the request to cover the hire of the Village Hall for a training session of the new volunteers for Community Speed Watch. (TD)
 - f. To approve the cash book and bank reconciliation for the period to 30 April 2017.
 - g. To approve the following accounts for payment and two signatories for cheques:

Zöe Godden	Salary & expenses May 2017	£231.73
HMRC	Income tax re Z Godden	£27.80
Charlton Horethorne Village Hall	Hall hire April & May 2017	£128.00
Grants for approval – paid in April 2017 as agreed in budget approval in January 2017		
Parish Magazine	Grant 2017/18	£50.00
Stowell PCC	Grant 2017/18	£275.00

South Somerset Citizens Advice	Grant 2017/18	£60.00
Charlton Horethorne Village Hall	Grant 2017/18	£420.00
Charlton Horethorne Millennium Green Trust	Grant 2017/18	£1200.00

h. Any other financial matters.

9. Correspondence – None at time of publishing agenda

10. Planning

- a. To report any relevant planning decisions made by SSDC: (AR)
16/05421FUL. Mr H C Archer, Manor Dairy Farm, Charn Hill, Charlton Horethorne DT9 4NZ. Proposed replacement agricultural building. Approved with conditions 10 May 2017

11. Items of Report / Future Business

To note that Sue Mountstevens, Police and Crime Commissioner, will be attending the Parish Council meeting on Monday 27 November. (AR)

12. Public Open Session - to consider any matters raised by members of the public.

13. Date of Next Meeting: 10 July 2017

**Exempt business, as set out in the Schedule 12A to the Local Government Act 1972.
To exclude the public and press on the grounds of a personnel matter***

14. To approve the Clerk's revised contract of employment

* Exempt business is as follows:

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes —
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.



Zoe Godden
Parish Clerk