

CHARLTON HORETHORNE PARISH COUNCIL

Minutes of a Meeting of the Council on Monday 26 October 2015 at 7.30 pm in the Village Hall

The meeting started at 19:31.

26 members of the public were present at the start of the meeting.

1. To receive any apologies.

Apologies had been received from Geoff McHugh.

RESOLVED: It was proposed and agreed to approve the reason for absence as reported.

2. 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.

A member of the public reminded the council that local grit boxes needed to be filled in time for winter.

Action 151026/1: Parish Clerk

3. Members' declaration of interests

Michael Hutchings declared a personal interest in item 9a.

4. To approve the minutes of the meeting held on 14 September 2015

RESOLVED: It was proposed and agreed to approve the minutes as presented.

5. To consider matters arising from the minutes:
 - a. Health and Wellbeing Grants -To ask any members of the public at the meeting if they can suggest any groups that would benefit from a grant from this fund and to agree that Tim Daniel will email all the village groups on his database to see if they have any suggestions that can be brought to the next Parish Council meeting.

William Wallace explained the scheme. Councillors and members of the public put forward the following ideas:

- New mats for the short mat bowls club
- Financial support to the "Give Mum a Break" group run by the church.

It was **agreed** that Tim Daniel would contact all of the people on his local database of groups to publicise the grant scheme.

Action 151026/2: Tim Daniel

- b. Community Plan - To hear an update on progress with the Community Plan; to approve the allocation of £500 as match funding to cover costs, the remainder of which will be sourced from an SSDC grant; to agree that the Community Grant application for this project can go ahead and that the grant can be paid into the Parish Council's bank account; to authorize spending of up to £500 for production of the plan itself; to approve the Clerk's draft procedures for treatment of the Community Plan grant funds as presented.

Trevor Gill explained that a draft Community Plan would be produced before the final version and that this item referred to the DRAFT plan, not the final version.

Trevor reported that the Community Plan volunteers had been working very hard. The questionnaire and Housing Needs Survey had been prepared and would be distributed by 6th November, with a return date of 30th November. There would be an update in the Parish Magazine. Trevor gave special thanks to Geoff McHugh, Tim Cook (Development Officer, SSDC), Stephen Hall and Len Grant for devising the delivery routes and Margaret Cressey for setting up a database and agreeing to input all of the data from the survey.

Tim Daniel assured everyone that all surveys would be anonymous, even if people completed the separate name and address section for entry into the prize draw.

RESOLVED: It was proposed and unanimously agreed to approve the allocation of £500 as match funding to cover costs to agree that the Community Grant application for this project can go ahead and that the grant can be paid into the Parish Council's bank account; to authorize spending of up to £500 for production of the draft plan itself; to approve the Clerk's procedures for treatment of the Community Plan grant funds.

- c. Water Houses –To ascertain the ownership of the waterhouses and the land on which they are situated; to ascertain responsibility for the maintenance of the water houses. (MH)

Michael Hutchings noted that Wessex Water would need to be contacted in the bid to ascertain ownership. It was **agreed** that Michael Hutchings would take this forward.

Action 151026/3: Michael Hutchings

- d. To hear an update on the Road Safety project and to decide any further action to be taken.

Tim Daniel reported that progress was being made on some of the highway issues that had been discussed with County Highways recently. These included the Charlton Horethorne sign and renewed 30mph signs on Milborne Port Road, bollards at the junction with Milborne Port Road and foliage removed from a road sign on the Sherborne Road. Tim added that the Community Speed Watch scheme had started and that all volunteers had been trained.

Tim confirmed that he would contact William Wallace to discuss possible access to the Small Improvement scheme for road improvements in due course.

Action 151026/4: Tim Daniel

- e. Any other matters arising.

There were no other matters arising.

6. Policy Matters

To agree to adopt the draft Grants Policy and Application Form as presented.

RESOLVED: It was proposed and agreed to adopt the Grants Policy and Application Form as presented.

7. Financial Matters

- a. To consider quotes for a laptop, printer and software for exclusive use by the Clerk and to agree which to choose; to instruct the Clerk to add these items to the Parish Council's asset register when they have been received.

The Clerk summarised the three quotes.

RESOLVED: It was proposed and agreed to choose the quote from Milborne Port Computers.

- b. To consider quotes for a new website; to agree which to choose.

The Clerk summarised the four quotes.

RESOLVED: It was proposed and agreed to choose the quote from Milborne Port Computers.

- c. To approve a grant application for Transparency Code costs.

The Clerk explained that this grant application was to pay for the IT equipment and set-up costs for the website, if successful.

RESOLVED: It was proposed and agreed to approve the grant application as presented.

Action 151026/5: Parish Clerk

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

Jean Jennings	Ex-gratia payment - Admin support	£50.00
Charlton Horethorne Millennium Green Trustees	Millennium Green maintenance grant (2 nd instalment)	£550.00
Zöe Godden	Salary and expenses September and October 2015	£378.48
Charlton Horethorne Village Hall	Village Hall bookings October 2015	£32.00

RESOLVED: It was proposed and agreed to approve all the above accounts for payment and that cheques would be signed by Ann Reeder and Trevor Gill.

e. To agree that the Clerk can spend up to £30 on a mobile phone and credit for use as the contact for the Parish Council.

RESOLVED: It was proposed and agreed that the Clerk could spend up to £30 on a mobile phone and credit.

Action 151026/6: Parish Clerk

f. To agree that all current Parish Council grant recipients should be contacted in writing to ask them to complete the new Grants Application form in order for their requests to be considered during the 2016/17 budget setting; to agree that all grant requests should be returned to the Clerk by 30th November 2015.

It was **agreed** that previous grant recipients should be contacted and asked to complete the new Grants Application Form. The Clerk was instructed to contact all grant recipients from the past five years.

Action 151026/7: Parish Clerk

g. Any other financial matters.

There were no other financial matters to report.

8. Correspondence

a. Letter from the Millennium Green Trustees asking for an increase in their grant for the financial year 2016/17; to decide how to respond. (TG)

The Clerk was instructed to reply to the letter and to send the trustees a new Grant Application form. It was further **agreed** that the trustees should be invited to a future Parish Council meeting to explain how the funds were used and why an increase was needed.

b. Email from Acorus confirming that they have received the Parish Council's suggestion that they hold a public consultation in the Parish.

Trevor Gill explained that a subsequent email had been received by the Clerk, summarising two options for new dwellings on the site at Gunville Farm. It was **agreed** that no decision could be made at this meeting as the matter had not been on the agenda. The Clerk was instructed to contact Acorus to ask the company to present the two options to the Parish Council and the wider community directly, after which, the Parish Council would supply any relevant comments to the company.

Action 151026/8: Parish Clerk

Ann Reeder reminded members that the Housing Needs Survey being completed as part of the Community Plan, would provide invaluable insights into current and future needs in the parish. Trevor Gill noted that Acorus may be minded to submit a planning application before the Housing Needs Survey data is ready.

c. Email from SCC asking the Parish Council to complete a questionnaire to help with the County's budget setting activity for the 2016/17 financial year; to agree if the Parish Council wishes to respond and to decide how to collate responses.

The Clerk was instructed to advertise the questionnaire via the Parish notice boards.

Action 151026/9: Parish Clerk

It was **agreed** that Parish Council members would meet separately to agree their responses to the questionnaire.

Action 151026/10: All members

- d. Email from SALC inviting members and the Clerk to the South West Regional Conference taking place on 10th November 2015; to agree who should attend.

It was **agreed** that the Clerk would attend and provide feedback to a future meeting. Costs would be shared with the Clerk's other employer, Henstridge Parish Council.

- e. Email from SALC asking for nominations for three posts on the NALC Smaller Councils' Committee; to agree a member to complete the nomination form.

Members did not wish to make any nominations on this occasion.

9. Planning

To consider the following planning applications and make a recommendation to SSDC.

a.	15/03678/FUL (Additional information)	Erection of a dwelling and detached garage to include addition of a first floor balcony on west elevation, addition of a window on east elevation, adjustment of roof height positions and adjustment of ridge height	Mr Patrick Lynch, Knapp House, The Knapp, North Road, Charlton Horethorne, Sherborne DT9 4PQ
<p>Trevor Gill explained that the scope of the application was restricted to the matters detailed in the amended plans and that discussion on any points already agreed would not be recorded. Trevor noted that the wording of the original application had been ambiguous and hoped that lessons could be learned by SSDC and residents. Michael Hutchings agreed that the wording of the original application had been ambiguous and expressed the view that he was not in favour of recommending approval of the additional information relating to this application. Trevor summarised the work of the Parish Council relating to the application, including a site visit, visits to seven neighbouring properties, inclusion of David Norris (Development Manager, SSDC) in the previous meeting and the facilitation of a free and open debate at the same meeting. Trevor said that any new information would be heard. Trevor informed those present that the ridge height of the dwelling was 0.593m higher than stipulated in the original planning application.</p> <p>Trevor then opened the meeting up for public comment and invited the applicant to speak. It was noted that the dwelling had been built based on some incorrect measurements taken at the beginning of the design process. The applicant added that he had reached an agreement with his direct neighbour regarding the fence height at their boundary and had agreed to plant four mature trees to obscure the property from North Road. Obscured glass had already been installed as requested by neighbours. Several members of the public voiced their opposition to the amended plans and felt that the dwelling should be rebuilt in line with the original measurements.</p> <p>20:47 – one member of the public left the meeting.</p> <p>Trevor Gill closed the public participation section of the meeting. Members discussed the points made and referred to a statement from Geoff McHugh. Members acknowledged the concern caused to neighbours. Michael Hutchings pointed out that some residents felt that the original planning application was misleading as it did not directly refer to the loft room, although it was shown in the corresponding diagrams. Ann Reeder summarised the planning process in terms of this application. Ann and Tim Daniel added that conditions should be added to any permission granted for this application.</p> <p><u>RESOLVED:</u> It was proposed and agreed, by three votes to one, that the Parish Council recommends approval of this application, with the stipulation that all of the following conditions should be applied:</p> <ul style="list-style-type: none"> • Fences adjacent to the garden of the Granary, the closest neighbouring property, should be to a height of 2.5 metres, and maintained by the applicant • Four mature trees should be planted to replace those removed on the east boundary of the site (and the new trees to be replaced as necessary if they die over the next 10 years as a minimum) 			

- All surface water draining from the field to the east of the property onto the site should be completely handled by on-site drainage facilities, with plans to be provided and approved by the SSDC Planning Authority
- The cloakroom window on the east of the building should use patterned glass and have a limited opening operation so that it cannot be used to overlook the adjoining property
- The level of the upper floor of the property must not be raised in any way, to ensure that adjoining properties cannot be viewed through the east facing conservation lights
- The plans for the proposed garage on the property should be provided to the Planning Authority. The garage should not be obtrusive, be single storey and contain no east or south facing windows
- The new building should not be occupied in any way until the previous conditions have been met.

William Wallace added that he would ensure that this application was discussed at the next available Area East Planning Committee.

b.	15/04003/FUL	Change of use of stable building to unit of holiday accommodation, retrospective	Mr & Mrs D Martinez, The Stables, Clare Cottage, Stowell, Sherborne, DT9 4PD
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Comments from Geoff McHugh were read by Trevor Gill, who then opened the meeting for public comments. Some members of the public said that they felt the application should be approved as holiday lets brought business to the parish. Members discussed the matter and felt that the application contravened policy EP8 of the Local Plan, which states that "There must be an identified need for tourist facilities in the open countryside, which is not met by existing facilities". Members felt that there was no need for further holiday lets in Stowell.

RESOLVED: It was proposed and agreed that the Parish Council recommends refusal of this application because there was not felt to be a need for additional holiday lets in Stowell.

21:11 – one member of the public left the meeting.

- c. To report any relevant planning decisions made by SSDC: (TG)

There were no decisions to report.

21:13 – Michael Hutchings left the room.

10. Items of Report / Future Business

- a. Response to request for allotments (TD)

Tim Daniel reported that the Millennium Green may not be used for allotments due to conditions in the associated trust documents.

21:14 – Michael Hutchings returned to the room.

It was noted that the Community Plan questionnaire asked residents if allotments were needed and the matter would be addressed once the results of the questionnaire had been analysed.

- b. Update on previous enquiry about a war memorial for the village (AR)

Ann Reeder noted that the Community Plan questionnaire asked if there was a desire for another war memorial in addition to the one located in the church and the matter would be addressed once the results of the questionnaire had been analysed.

11. Date of Next Meeting: 7 December 2015.

Trevor Gill informed members that the Clerk would not be able to attend the next meeting and it was **agreed** that Michael Hutchings would take the minutes.

12. Public Open Session: to receive feedback on matters discussed and suggestions for future topics for parish council meetings.

The meeting ended at 21:22.

Agreed and signed by the Chair _____

Date _____