

## **CHARLTON HORETHORNE PARISH COUNCIL**

### **Minutes of a Meeting of the Council on Monday 7<sup>th</sup> December 2015 at 7.30 pm in the Village Hall**

**Present:** Trevor Gill (Chairman), Ann Reeder, Geoff McHugh, Tim Daniel and Michael Hutchings  
William Wallace (District and County Councillor)

**Minute taker:** Michael Hutchings

**The meeting started at 19:30.**

**23 members of the public were present at the start of the meeting.**

1. To receive any apologies.

Apologies had been received from Zöe Godden and Tim Inglefield, both of whom were at the Henstridge Parish Council meeting, and also from Tim Cook.

**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.
  - i. A member of the public enquired about the availability of superfast broadband. Another member of the public commented that BT is adding additional ports in the hub box as demand increases. Michael Hutchings agreed to pursue this with BT.  
*Action: Michael Hutchings*
  - ii. A member of the public enquired about the flow of Hopkins concrete lorries through the village. He had ascertained from the Council that no exemptions were available. Tim Daniel agreed to take this up with the Council.  
*Action: Tim Daniel*
3. Members' declaration of interests
  - i. Geoff McHugh declared a personal interest in the application from the village hall in respect of a grant. Ann Reeder and Tim Daniel both declared an interest in relation to another application for a Health and Wellbeing grant.
4. To approve the minutes of the meeting held on 26<sup>th</sup> October 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 – William Wallace said he needed more information about some of the proposals that had been put to him. These covered (i) Projector for the village hall; (ii) Leaflets for local walks; (iii) Short Mat Bowls; (iv) 'Give Mum a Break'. Tim Daniel reported that the village hall application was now for £750 for lighting. The application in respect of leaflets still stood. The other two applications had been withdrawn.
  - d. Road Safety – This item was taken next so that William Wallace could participate. A separate report on road safety was circulated by Tim Daniel and summarised by him. In relation to item 4 of this report (road name signs), he noted that Somerset County Council would not pay for a new village sign. The PC could do so if they wished.

**RESOLVED: It was agreed not to fund a new sign. William Wallace agreed to apply again for funding from the County Council.**

In relation to item 5 (road narrow signs), it was agreed that an approach should be made to neighbouring owners.

*Action: Tim Daniel*

The Chairman thanked Tim Daniel for his work on the road safety issues.

- b. Community Plan – The Chairman began by expressing thanks to Geoff McHugh for all the work he had done in relation to the plan. Geoff McHugh then reported that the deadline for questionnaires had passed. He was pleased to report that 173 questionnaires had been returned. This was a 60% response which was remarkably good. Margaret Cressey had already written a 30 page summary of the responses. Further updates will be given via the Parish Magazine and at the annual meeting in March. They would not be rushing to writing the full plan. The SSDC had approved the grant application of £788 matching the funding to be provided by the Parish Council, much of which will be provided in kind. He expressed thanks to all members of the working party, including Margaret Cressey for doing a detailed analysis of the questionnaire responses, and to all the others for delivering and collecting responses.
- c. Water Houses – Michael Hutchings reported that it was likely that the water houses belonged to the respective neighbouring owners. Tim Daniel suggested pursuing the title enquiry via Tim Cook. Geoff McHugh agreed to take back responsibility for this matter.  
*Action: Geoff McHugh*
- e. Acorus – no response had been received to the Parish Council's letter to them.
- f. Website etc – Zöe Godden had acquired a new laptop and printer. There was a new domain name: Charltonhorethorne.org.uk. Zöe Godden has a new email address: clerk@charltonhorethorne.org.uk; Tel: 07340 113045.

[8.15pm – William Wallace left the meeting].

The Chairman reported that the Parish Council needed a website, partly to comply with regulations. A grant had been applied for. It was hoped to have the necessary information on the website by February.

- g. Any other matters – The Chairman reported that Zöe Godden had been accepted as the official contact for NatWest bank.

There were no other matters arising.

**6. Financial Matters**

- a. Millennium Green Trustees: A presentation was made by the Chairman of the Millennium Green Trustees, Colin Vaughan-Jackson (CVJ). He reported that Charlton Horethorne was one of 250 Millennium Greens across the UK which had been set up in response to government legislation. They all operate according to the same trust deed. Essentially, the Green is for the use by the village as a whole. There were three key issues for the Trustees. (i) Public liability insurance which costs £269 a year; (ii) Inspection of the play equipment which was carried out quarterly and once annually by the SSDC, who charge £185 per annum for this. (In addition, CVJ inspects the equipment every two weeks). (iii) Grass cutting: this is currently done by Lifestyle Landscapes who charge £1,100 for 18 cuts a year.

CVJ is anticipating an increase in the cost of liability insurance.

The Trust income arises from (i) A donation from the Bonfire committee (£100 this year); (ii) Selling the hay crop (£30); and (iii) The grant from the Parish Council.

In response to questions from Parish Councillors, CVJ reported: (i) That he and Richard Terry were the two current trustees. However, Simon Purcell and Alison Cooper had agreed to become additional trustees. David Peet had retired. (ii) He clarified the cost figures (as shown above). (iii) Consultation with users is done ad hoc when CVJ visits the Millennium Green.

Finally, CVJ enquired whether members of the public had ideas on how the trustees could raise further income. A member of the public suggested that there should be a 'Friend' scheme such as the village hall has in place. Another member of the public suggested that if the Trust were to raise money in this way, they might be able to apply for matched funding from outside organisations such as Viridor.

- b. Citizens Advice Bureau – The Chairman reported that £50 had been given to them by the Council in previous years. In future, this will be dealt with in the same way as other grant applications.
- c. Grant Requests – The Chairman reported that applications received by the end of November were as follows: (i) Millennium Green, £1,600 (previous grant £1,100); (ii) Village Hall, unspecified (previous grant £390); (iii) Stowell Parish Church, £250 (previous grant £235); (iv) Charlton Horethorne Church, unspecified (previous grant £385). These applications will be considered at the January meeting of the Council.
- d. Reconciliation – The Chairman reported that the reconciliation of the cash book and bank statements had been carried out before the meeting and confirmed by Michael Hutchings (who is not a bank signatory).
- e. **RESOLVED**: It was proposed and agreed to approve the following payments:  
  
Zöe Godden - salary and expenses £357.75;  
Village Hall - £16 (not £32 as shown on the Agenda);  
Milborne Port Computers - £544.79.
- f. The Chairman reported that Henstridge Parish Council had agreed to pay 87% of Zöe Godden's regular costs, the balance being borne by Charlton Horethorne PC. It had been agreed that any training costs would be split 50:50 between the two councils.  
  
**RESOLVED**: It was proposed and agreed that the percentages were acceptable
- g. There were no other financial matters to report.

## 7. Correspondence

- a. SCC surveys regarding bus services: No response necessary as there is no bus service.
- b. SSDC meeting regarding Parish Environmental Warden scheme: Zöe Godden had agreed to go.
- c. SSDC Area East meeting on 26<sup>th</sup> January 2016. The Chairman had agreed to go, along with the Clerk.
- d. SALC re Audit: Since the abolition of the Audit Commission, the Council's audit is now carried out under the direction of NALC. It was recommended that we carry on as previously and not opt out.

8. Planning

The Chairman reported that application 15/04003/FUL had been approved with conditions, in particular that there should be no extensions to the building and that it should be retained as a small holiday let.

9. Items of Report / Future Business

The Chairman noted that updated Council policies would be discussed at the next meeting and put on the website in due course.

10. Date of Next Meeting: 11<sup>th</sup> January 2016. The Chairman commented that this would be concentrating on applications for grants and setting the budget.

11. Public Open Session: It was proposed and unanimously agreed that thanks on behalf of the Council should be sent to Lucy Beney by Michael Hutchings for her work in relation to the Parish Magazine. Finally, the Chairman thanked Derek for organising the amplification at both this and the previous meeting

**The meeting ended at 21:00**

**Agreed and signed by the Chair** \_\_\_\_\_

**Date** \_\_\_\_\_