

## **CHARLTON HORETHORNE PARISH COUNCIL**

### **Minutes of a Meeting of the Council on Monday 11 January 2016 at 7.30 pm in the Village Hall**

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

**Clerk:** Zöe Godden

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

**The meeting started at 19:31.**

#### **1. To receive any apologies.**

Apologies had been received from District Councillor Tim Inglefield. William Wallace had to leave early, so gave his report at this point in the meeting:

William said he was almost sure that he had secured a £500 grant from his Health and Wellbeing fund for the walking group leaflets. The Village Hall had not been awarded a grant for improvements to lighting, but if the improvements were still required in the following year, another application could be made.

A funding request for a new village sign on the Blackford Road had missed the deadline but William said he could re-apply next year.

#### **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 raised the issue of lorries driving through the village and asked the parish council to take this matter up with County Highways. Tim Daniel confirmed that this matter had already been raised with County Highways and that, once a response had been received, he would report back to the Parish Council.

#### **3. Members' declaration of interests**

There were no declarations of interest.

#### **4. To approve the minutes of the meeting held on 7 December 2015**

It was noted that William Wallace had been listed as a District Councillor, rather than a District and County Councillor. The Clerk was instructed to amend this and supply a corrected version of the minutes to Trevor Gill to sign before the next meeting.

***Action 160111/1: Parish Clerk***

**RESOLVED: It was proposed and agreed to approve the minutes, with the one amendment detailed above.**

#### **5. To consider matters arising from the minutes:**

- a. Community Plan - To hear an update on progress with the Community Plan. (GM)**

Geoff McHugh reported that there had been a 60% response rate to the Community Plan questionnaire, which was very high, meaning that a strong plan could be compiled from the results.

It was planned to add policies to the draft Community Plan based on housing, traffic, social and environmental issues. The target date for feedback on the content of the draft plan was Sunday 20<sup>th</sup> March 2016 at the Annual Parish Meeting.

The results of the Housing Needs Survey were being analysed by South Somerset District Council (SSDC). A grant of £788 had also been received from SSDC.

Geoff clarified that the sections of the questionnaire relating to schools and churches had been included with the agreement of these organisations. The Community Plan group had asked if the schools and churches would like to include questions of their own, as conducting a survey of this nature independently would be expensive for the groups involved. The school and churches compiled their own questions. Geoff added that both of these groups would also be included in the final Community Plan document in the same way.

Geoff thanked all those involved with the working group for all of their hard work.

**b. To hear an update on the Road Safety project and to decide any further action to be taken. (TD)**

Tim Daniel reported that he had been in contact with traffic engineers at County to follow up the list of traffic and road safety issues already raised. Tim added that Speed Indicator Devices would be installed for a week at a time at the following dates and locations:

- Charlton Horethorne (B3145 Sherborne Road) - weeks commencing 09th May and the 26th September 2016.
- Charlton Horethorne (Croft House – Milborne Port Road) – weeks commencing 01st February and the 20th June 2016.
- Charlton Horethorne (Blackford Road) – week commencing 25th January 2016 (trial location)

**19:48** – William Wallace left the meeting.

**c. Any other matters arising.**

Michael Hutchings reported that he had written to British Telecom to ask why residents were not able to access superfast broadband, even though the service is available in Charlton Horethorne. Michael had not yet received a response and asked members of the public to let him know if they were having similar problems.

**6. Policy Matters**

**a. To consider draft Standing Orders, Financial Regulations and Code of Conduct.**

It was **agreed** to defer this matter to the next meeting on 29<sup>th</sup> February.

**7. Financial Matters**

**a. To approve the cash book and bank reconciliation for the period to 31 December 2015.**

**RESOLVED: The Cash Book and Bank Reconciliation for the period to 31 December 2015 as verified by Michael Hutchings were approved and signed by the Chair.**

It was **agreed** to alter the order of the next three items.

**c. To note receipt of an email from SSDC detailing the future provision of the grant towards the Council Tax Reduction Scheme.**

Trevor Gill explained that the grant received from SSDC in relation to Council Tax Benefit, was to be phased out over the next four years as follows:

- 2016/17 - £150 as already advised
- 2017/18 - £50
- 2018/19 - £20
- 2019/20 - £Nil

Trevor said that it was important to share this information on funding in order to explain the thinking behind the budget figures for 2016-2017.

**d. Budget and Precept 2016/17: To receive a report from the Clerk on the Council's budget for 2016/17 and to agree the precept for 2016/17.**

Trevor Gill explained that the council had tried to keep the budget the same as in 2015/16 and gave the following details:

- Speed watch was not included in the budget as it had been achieved at practically nil cost.
- Community Plan net costs would be approximately £223 in 2015/16 and £100 in 2016/17, which represented tremendous value for money. Although a grant had been received from SSDC, there had been a huge amount of work-in-kind received.
- The Transparency Code was a legal requirement, obliging councils to set up and run a website, necessitating the purchase of a laptop, printer and software. This was not included in the 2015/16 budget as the initiative was introduced part way through the year. Trevor confirmed that the laptop, printer and software had been purchased and that the council was expecting to receive a grant to cover most costs. The net cost to the parish would be £85.
- The proposed grant of £50 to the Parish Magazine was the only cost incurred by the Parish Council in relation to communicating with parishioners. Trevor said that the council felt that communications were effective and represented value for money.
- Grant requests had been carefully considered to ensure that the usual organisations received the funding from the Parish Council that they depend on. However, Trevor said that where organisations can get funding from elsewhere, they should try to do so. Trevor added that the Parish Council was setting a good example in this area by applying for grants itself to fund important projects.
- The net result of the draft budget was slightly less than the 2015/16 budget, but the draft had been deliberately prepared as a minimum budget with no leeway. Trevor suggested that additions could be made to the budget to cover important training costs, increase reserves and to cover the reduction in the SSDC grant as previously described. Trevor noted that upcoming training courses to help parishes get the most from dealing with developers and to assist with the Transparency Code would be useful.
- Standard advice was that Parish Councils should carry reserves adequate to cover between six and 18 months' running costs. Current reserves represented less than six months' running costs, so Trevor said that he would suggest adding £200.

**20:08** – The meeting was opened for public questions and comments.

One member of the public felt that the precept should remain the same and not go down.

One member of the public asked if the Millennium Green grant would cover the cost of inspections, insurance and mowing. Trevor Gill said it would not but that the grant had been raised by £100 in recognition of rising costs. It was hoped that the trustees would apply for grants from elsewhere. Trevor also explained that, increasing the precept by £100 represented a cost of just 34p per band D property.

**20:14** – The public session was brought to a close.

**RESOLVED:** It was proposed and unanimously agreed that the precept request should be set at £6013, to include the draft budget as presented with the addition of £65 for the Clerk’s membership of the SLCC and £200 to increase reserves.

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

**Geoff McHugh declared an interest in this item as one of the payments was for him.**

SLCC	Annual Membership	£65.00
David Peet	Printing & stationery costs re Community Plan	£18.45
Geoff McHugh	Printing expenses and prize costs re Community Plan	£87.50
SALC	Good Councillor training	£100.00
Lifestyle Landscapes	Village Green maintenance	£738.38

All the cheque values were verified against the invoices presented by Tim Daniel and the invoices signed as a correct match.

**RESOLVED:** The above accounts were approved for payment and Trevor Gill and Ann Reeder agreed as signatories.

**e. Any other financial matters.**

No other financial matters were raised.

**8. Correspondence**

**a. To note the dates for the installation of Speed Indicator Devices for 2016.**

Tim Daniel had already given this information in item 5b above.

**b. To agree if the Clerk and any members may attend SALC training regarding the Transparency Code taking place on 25th January, at a cost of £60 per person.**

**RESOLVED:** It was proposed and agreed that the Clerk could attend.

**c. To agree if the council will contribute 50% (£42.50) of the cost of the Clerk’s attendance at a SALC training event called “Negotiate a Better Outcome in Planning”, taking place on 9th March; to agree if any members may attend.**

**RESOLVED:** It was proposed and agreed that the Clerk could attend.

**9. Planning**

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

15/05698/FUL Enlargement of part of ground floor and erection of a first floor extension Mr R Grant, 9 Orchard Way, Charlton Horethorne. DT9 4PJ

**RESOLVED:** It was proposed and agreed that the Parish Council has no objections to this application. It was noted that there is a water main at the east boundary that is not shown on any of the plans and the Parish Council have asked that this is taken into account, as it feeds four dwellings.

**b. To report any relevant planning decisions made by SSDC: (TG)**

- 15/03678/FUL, Mr Patrick Lynch, Knapp House, The Knapp, North Road, Charlton Horethorne. 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 light positions and adjustment of ridge height. – **Granted with conditions.**
- 15/04822/FUL, Laycock Farm, Shoredown Lane, Charlton Horethorne, DT9 5HD. Erection of a single storey extension to dwellinghouse. – **Granted with condition.**

**Noted.**

**10. Items of Report / Future Business**

There were no further matters to report and no future business was put forward.

**11. Date of Next Meeting: 29 February 2016.**

Trevor Gill thanked Derek Owens for setting up and running the sound system.

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

A member of the public spoke with the Parish Council about planning policy. No further action was required.

A member of the public thanked the Parish Council for their work and the impression they had made on the village since being elected.

Geoff McHugh reported that he was due to meet with three parishioners regarding the Waterhouses and that he would report any progress to the next meeting.

**The meeting ended at 20:55.**

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

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