

CHARLTON HORETHORNE PARISH COUNCIL

A Meeting of the Council on Monday 29 February 2016 at 7.30 pm in the Village Hall:

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

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

Clerk: Zöe Godden

The meeting started at 19:31.

1. To receive any apologies.

No apologies for absence had been received.

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.

There was a brief discussion regarding spoil from badger setts on Harvest Lane.

3. Members' declaration of interests

Ann Reeder and Geoff McHugh declared personal interests in item 8d.

4. To approve the minutes of the meeting held on 11 January 2016

The Clerk was asked to amend the minutes to show that William Wallace is both County and District Councillor.

Action 160229/1: Parish Clerk

RESOLVED: It was proposed and agreed to approve the minutes with the above amendment.

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 26 policies had been produced and reviewed by the full working group. These would be available to view at the end of the Annual Parish Meeting on 20th March. An initial report on the Housing Needs Survey had been received from South Somerset District Council.

- b. To hear an update on the ownership status of the Waterhouses. (GM)

Geoff McHugh reported that Tim Cook, Neighbourhood Development Officer at South Somerset District Council would carry out a land registry search before any work is commenced. Trevor Gill emphasised that no work would be carried out on the Waterhouses until ownership had been ascertained.

- c. To hear an update on the Road Safety project and the matter of HGVs driving through the village and to decide any further action to be taken. (TD)

Tim Daniel submitted his report, which is attached to these minutes.

William Wallace added policing weight restrictions on roads is difficult.

- d. To hear an update of the provision of superfast broadband to the parish. (MH)

Michael Hutchings said that, following his investigations, Internet Service Providers had to take up the issue of inadequate slots in the green cabinets with Openreach. Geoff McHugh added that customers should ask to be connected to the green box in Milborne Port Road instead of the Corton Denham box.

- e. Any other matters arising.

There were no more matters arising.

6. Policy Matters

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

It was **proposed** by Trevor Gill and unanimously agreed that minor modifications were needed to these documents and that these should be made by himself, Ann Reeder and the Clerk and brought back to the next meeting for approval.

Action 160229/2: TG & AR

7. Council Matters

- a. To discuss and agree dates for future meetings based on the following:

Suggested	Agreed
23/05/2016 – Annual Parish Council Meeting	23/05/2016 – Annual Parish Council Meeting
11/07/2016	11/07/2016
26/09/2016	19/09/2016
31/10/2016	31/10/2016
12/12/2016	12/12/2016
23/01/2017	23/01/2017
27/02/2017	27/02/2017
19/03/2017 – Annual Parish Meeting	19/03/2017 – Annual Parish Meeting
	24/04/2017
	22/05/2017 – Annual Parish Council Meeting

RESOLVED: It was proposed and agreed that dates for future meetings should be as per the right hand column in the table above.

- b. To agree arrangements for the Annual Parish Meeting, to be held on Sunday 20 March.

Trevor Gill presented a draft timetable for the Annual Parish Meeting which was **agreed**. It was **agreed** that Ann Reeder would contact all organisations in the Parish to invite them to come to the meeting.

Action 160229/3: AR

- c. **Transparency Code:** To review a draft layout of the new Parish Council website and to agree any amendments and additions; to hear feedback from the Clerk's attendance at Transparency Code training.

The draft website was reviewed and the Clerk was instructed to add a page for the Community Plan, a page for Planning and to find out if it would be possible to insert additional pages in the future.

Action 160229/4: Parish Clerk

The Clerk went on to report that the Transparency Code training had been beneficial and that the process being followed for becoming compliant was in line with the advice received.

- d. To consider applying for the Local Councils Awards Scheme.

Members **agreed** that they did not want to register at this time.

8. Financial Matters

- a. To approve the cash book and bank reconciliation for the period to 31 January 2016.

RESOLVED: The Cash Book and Bank Reconciliation for the period to 31 January 2016, as verified by Michael Hutchings were approved and signed by the Chair.

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

Charlton Horethorne Village Hall	Jan and Feb 2016 Hall Hire	£32.00
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Toner 24	2 x black ink cartridges for Clerk's printer	£16.27
LGRC (Associates) Ltd	Transparency Code training for Clerk	£72.00
Zöe Godden	Salary & expenses Jan and Feb 2016	£245.70
HMRC	Income tax re Sept 2015 to Feb 2016	£184.60
Henstridge Parish Council	15% of Clerk's SLCC membership	£22.35

All the cheque values were verified against the invoices presented by Geoff McHugh 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.

- c. To note that the Clerk has submitted the precept request to SSDC for the sum of £6013 as agreed at the previous meeting.

Noted.

20:24 – William Wallace left the meeting.

- d. To note that the Clerk has been asked to allow the local Walking Group to use the Parish Council's bank account to process a grant cheque from the SCC Health and Wellbeing fund and to agree any further action to be taken.

Trevor Gill thanked William Wallace for the grant.

RESOLVED: It was proposed and agreed that the Parish Council would allow its bank account to be used to process this grant, with the proviso that any excess would be repaid to Somerset County Council. 3 votes for, 1 against.

- e. To note the return of the cheque for £65 sent to the Society for Local Council Clerks for the Clerk's annual membership, as the total amount due had been calculated incorrectly.

Noted.

- f. To agree that two signatories will sign a letter to NatWest bank to request cancellation of two cheques: one grant to the British Red Cross from June 2014 and one to SLCC for the Clerk's 2016 membership fee – see 7e above.

RESOLVED: It was proposed and agreed that Ann Reeder and Trevor Gill would sign the letters.

- g. Any other financial matters.

No other financial matters were discussed.

9. Correspondence

- a. NALC – Letter asking councils to consider organising an event for the Queen's 90th birthday celebrations; to decide any action to be taken.

It was **agreed** that Tim Daniel would contact Charlton Horethorne Primary School to find out if the Parish Council could work with them on any plans they might have for the Queen's 90th Birthday.

Action 160229/5: TD

- b. SSDC – Invitation to attend a South Somerset Together event regarding Welfare Reform on 17th March; to decide if a member should attend.

No members wished to attend.

- c. SSDC – Invitation to comment on the Draft Community Infrastructure Levy Charging Schedule; to decide a member(s) to comment.

It was **agreed** that Trevor Gill, Tim Daniel, Geoff McHugh and the Clerk should complete the questionnaire.

Action 160229/6: Parish Clerk, TD, TG & GM

The Clerk was instructed to find out if the increase to a 25% contribution was applicable to Community Plans as well as Neighbourhood Plans.

Action 160229/7: Parish Clerk

10. Planning

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

16/00040/S73A	Application to vary condition 2 of planning approval 12/00117/FUL to reflect alterations during construction and substitute drawing number 182/11 with drawing number 182/11B	Mr & Mrs D Martinez, Former Barn and Stables, Clare Cottage, Stowell Road, Stowell. DT9 4PD
The matter was discussed.		
RESOLVED: It was proposed and agreed that the Parish Council has no objections to this application.		

b. To consider commenting on a planning appeal in respect of the following application:

15/02187/FUL	Proposed development of Solar Photovoltaic Modules including an access track leading from Station Road; Temporary Construction Compound; Double Inverter Platforms; Transfer Station; Collecting Station; Security Fencing; CCTV cameras and poles; landscaping; and associated works and infrastructure including underground cable along Old Bowden Way and related equipment to allow connection to the electricity distribution network	Land OS 2269 Old Bowden Way Milborne Port Sherborne Dorset	Refused by SSDC
The Clerk was instructed to forward the same comments as those given to the original application.			
Action 160229/8: Parish Clerk			

11. Items of Report / Future Business

To hear feedback from the Clerk on the Parish Environmental Warden Scheme and to agree any further action to be taken.

The Clerk summarised the scheme. It was **agreed** that it should be promoted in the next Parish Magazine and at the Annual Parish Meeting. It was noted that a local fast food outlet might be willing to work with parish councils to help reduce litter.

12. Date of Next Meeting: 11 April 2016.

Noted. Michael Hutchings gave apologies for the next meeting.

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

The meeting ended at 21:08.

Agreed and signed by the Chair _____

Date _____