

## CHARLTON HORETHORNE PARISH COUNCIL

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

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

**Clerk:** Zöe Godden

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

1. To receive any apologies.

Apologies had been received from Michael Hutchings.

**RESOLVED: It was proposed and agreed to accept 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.

The Clerk was instructed to report the following Highways faults:

- Stowell Road needs repairs to its surface.
- The ditch is overflowing near Glebe Farm, Stowell.
- There are two potholes in Cowpath Lane.
- The edges of the Milborne Port Road are eroding between Waterloo Crescent and Mount Lane.

***Action 160411/01: Parish Clerk***

Tim Daniel agreed to distribute road safety and speeding information as requested by a member of the public.

***Action 160411/02: Tim Daniel***

3. Members' declaration of interests

Tim Daniel and Geoff McHugh declared personal interests in item 9b.

4. To approve the minutes of the meeting held on 29 February 2016

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

5. To consider matters arising from the minutes:
  - a. i. To hear feedback from the Community Plan consultation, which was part of the Annual Parish Meeting.

Geoff McHugh reported that 26 policies derived from the Community Plan questionnaire, were displayed at the Annual Parish Meeting and afterwards at the Community Plan consultation event. The wording of some policies had been amended as a result of comments made at the consultation event, although the substance of all the policies remained unchanged.

- ii. To approve the Community Plan Policies version PC 1.1.

**RESOLVED: It was proposed by Ann Reeder, seconded by Tim Daniel and unanimously agreed to approve all of the policies as presented.**

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

Geoff McHugh reported that he was expecting more news on ownership of the Waterhouses from SSDC by the end of the week.

- c. To hear a report on the response sent to SSDC regarding the Community Infrastructure Levy. (TG)

Trevor Gill reported that he and Tim Daniel had found the consultation information to be very technical, so rather than responding to the main consultation, a general feedback feature was used to give the following views: that parishes with a Community Plan should also be able to access 25% of CIL payments, in the same way as parishes with a Neighbourhood Plan; that a simple guide should be produced for parishes to detail how CIL funds could be accessed and how the CIL scheme applies to parishes in relation to S106 payments and SSDC policy SS2.

- d. Any other matters arising.

There were no other matters arising.

6. Policy Matters

- a. To adopt the Standing Orders, Financial Regulations and Code of Conduct as distributed by the Clerk.
- b. To adopt six additional policies required by the Standing Orders and the Clerk's contract of employment. These are: Data Protection document, Disciplinary Procedure, Equal Opportunities Policy, Grievance Procedure, Health and Safety Policy and Sick Absence Policy.

**RESOLVED: It was proposed and unanimously agreed that the policies detailed in 6a and 6b should be adopted and reviewed annually at the Annual Parish Council Meeting.**

7. Planning

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

i)	16/00935/OUT	Outline application for the erection of a detached dwelling	Mr & Mrs Kingman, Land OS 2000 Between The Dairy House and Grangers, Stowell Road, Stowell.
<b>19:55 – The meeting was opened for public comment.</b>			
Tim Inglefield and William Wallace both said that, if necessary, this application would be brought before the Area East Committee.			
<b>20:02 – The public section of the meeting was brought to a close.</b>			
Members discussed the application and noted that it related to Community Plan policy HD6 which supported limited small scale development in Stowell. Members were keen to support rural livelihoods.			
<b>RESOLVED: It was proposed and unanimously agreed that the Parish Council positively supports this application based on the scale of the dwelling and supports the maintenance of the related farming business. The Parish Council asks that drainage issues on the site are resolved as part of this application.</b>			
ii)	16/01165/FUL & 16/01166/LBC	Conversion of two storey barn. Erection of a single storey link building and alterations to 1970's extension	Mr R Thornham, The Old Parsonage House, High Street, Charlton Horethorne. DT9 4NL
<b>RESOLVED: It was proposed and unanimously agreed that the Parish Council supports this application.</b>			

- b. To note that a planning application has been submitted as follows and that SSDC does not have to consult the Parish Council on this matter; to agree any further action to be taken:

16/00929/PAMB	Prior approval for the change of use of agricultural stock buildings to two dwellings	Hopkins Developments Ltd, Land Os 9090 Part, Charlton Horethorne, Sherborne, DT9 4PH
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The matter was discussed. William Wallace clarified that a "PAMB" is not a planning application but a change of use application related to permissive rights, which in this case, involves the conversion of agricultural buildings into dwellings. William also noted that, although the Parish Council is not consulted directly on such applications, it still has the right to make representations as it sees fit.

**RESOLVED:** It was proposed and agreed that the Clerk should contact SSDC's Planning Department to express the view that the consultation process for this type of application is inconsistent because the Parish Council is not directly consulted and so are potentially denied the opportunity to make comments.

**Action 160411/03: Parish Clerk**

**20:18 – William Wallace left the meeting.**

8. Council Matters
  - a. To discuss the recent Annual Parish Meeting and note any suggestions for the future.

**20:18 - The meeting was opened for public comment.**

In response to a request from a member of the public, Tim Daniel agreed to forward a summary of the Community Plan policies, including the statistics from the questionnaire, although it was noted that this information was already in the public domain.

**Action 160411/04: Tim Daniel**

**20:26 - The public section of the meeting was brought to a close.**

- b. **Transparency Code:** To hear an update on progress with the website and to decide if it should be called "charltonhorethorne.org.uk" or "charltonhorethornepc.org.uk". (Clerk)

Trevor Gill asked the Clerk to thank Milborne Port Computers for the work they had carried out on the website. All members liked the style and **agreed** that the website should be called "charltonhorethornepc.org.uk".

**Action 160411/05: Parish Clerk**

Trevor noted the following changes that needed to be made: the "About" page should have a map of the whole parish, not just Charlton Horethorne; mention of an "Annual General Meeting" should be removed from the "Role of the PC" page; the new policies agreed previously in the meeting should be added to the "Policies" page and the "Councillors" page should contain the contact details for Tim Inglefield and William Wallace.

Geoff McHugh pointed out that his email address had been misspelt.

It was **agreed** that any amendments or additions should be forwarded to the Clerk for inclusion into a second draft and that this could be done outside of a formal meeting.

- c. To consider allowing the Clerk to attend the free-of-charge "Clerk's Briefing" run by SALC; to agree to share the mileage costs with Henstridge Parish Council, amounting to £11.03.

It was **agreed** that the Clerk could attend this event.

- d. To confirm Tony Magson as the Parish Environmental Warden.

**RESOLVED:** It was proposed and unanimously agreed to approve Tony Magson as the Parish Environmental Warden.

9. Financial Matters
  - a. To approve the cash book and bank reconciliation for the period to 31 March 2016.

**RESOLVED:** The Cash Book and Bank Reconciliation for the period to 31 March 2016, as verified by Geoff McHugh were approved and signed by the Chair.

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

Charlton Horethorne Parish Church	Churchyard maintenance grant	£385.00
Charlton Horethorne Village Hall	Maintenance grant	£400.00
Citizens' Advice Bureau (South Somerset)	Grant for drop-in centre	£50.00
Millennium Green Trustees	Maintenance grant	£1200.00

Stowell Parish Church	Maintenance grant	£250.00
Parish Magazine	Grant towards publication costs	£50.00
Tim Daniel	Refund for APM drinks	£72.25
Geoff McHugh	Refund for APM food	£83.16
Henstridge Parish Council	1/2 fee for Clerk attendance on Planning Training	£75.00
Charlton Horethorne Village Hall	2 x invoices: Community Plan (£40.00) & PC (£32.00)	£72.00
Zöe Godden -	Salary & expenses March 2016	£194.56
HMRC	Income tax re Z Godden	£30.80

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. Tim Daniel and Geoff McHugh's payments were approved separately and both Tim and Geoff abstained from voting and did not participate in any discussion on this matter.

- c. To approve the end of year budget vs spend for 2015-2016.

**RESOLVED:** It was proposed and agreed to approve the end of year Budget vs Spend sheet for 2015-2016.

- d. To consider quotes for the Village Green maintenance contract.

It was **agreed** to defer this matter to the next meeting. The Clerk was instructed to contact all local firms that might be interested in the contract for Village Green maintenance and to bring quotes to the next meeting.

**Action 160411/06: Parish Clerk**

The Clerk was further instructed to look into the legalities of sharing a grounds maintenance contract with the Millennium Green.

**Action 160411/07: Parish Clerk**

- e. Any other financial matters.

There were no other financial matters to report.

10. Correspondence

- Charlton Horethorne Parochial Church Council – Thank you letter regarding the Parish Council grant.

**Noted.**

11. Items of Report / Future Business

There were no items of report or future business raised.

12. Date of Next Meeting: 23 May 2016 – this will be the Annual Parish Council Meeting.

**Noted.**

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

A member of the public noted that Digby Estates might have information regarding the ownership of Waterhouses in the parish.

14. Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.

It was **agreed** to exclude the press and public for the remainder of the meeting.

**The meeting was suspended from 20:41 to 20:56 to allow attendees to leave.**

15. Personnel Matters

- a. To consider confirming the Clerk's contract of employment following completion of the trial period.

**RESOLVED: It was proposed and agreed to confirm the Clerk's contract of employment and that the Clerk and the Chairman should meet to discuss how the first year has progressed.**

- b. To agree that Clerk's annual leave entitlement should be increased from 21 to 25 days following 5 years' continuous Local Government Service.

**RESOLVED: It was proposed and agreed to increase the Clerk's annual leave entitlement from 21 to 25 days.**

The meeting closed at 21:02



Zöe Godden  
Parish Clerk

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

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