

CHARLTON HORETHORNE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 23 May 2016 at 7.30 pm

Present: Trevor Gill (outgoing Chairman), Tim Daniel, Michael Hutchings, Geoff McHugh, Ann Reeder (incoming Chair), District Councillor Tim Inglefield, District and County Councillor William Wallace and PCSO John Winfield.

Clerk: Zöe Godden

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

1. To elect a Chairperson and Vice Chairperson, complete declaration of office forms and collect completed Register of Interest Forms.

Trevor Gill opened the meeting and asked for nominations for Chairperson. The council unanimously voted to elect Ann Reeder as Chairperson. Trevor Gill stood down as Chairman. It was unanimously agreed to elect Michael Hutchings as Vice Chairperson. Declaration of Acceptance of Office forms would be emailed to the relevant councillors to bring to the next meeting.

Ann Reeder thanked Trevor for his successful year as chair, his experience and leadership, and also thanked Ann Gill for her support of Trevor as Chairman over the year.

The Clerk reported that SSDC would not be seeking new Register of Interest forms from all members, but did need to be informed of any changes to existing forms.

2. To receive any apologies.

There were no apologies to receive.

3. 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 request was received from a member of the public for additional dog fouling signs in the village.

4. Members' declaration of interests

There were no declarations of interest.

5. To approve the minutes of the meetings held on 11th April

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

6. To consider matters arising from the minutes:
 - a. To hear an update on progress with the Community Plan. (GM)

Geoff McHugh reported that a full version of the Community Plan had been produced and was being proof read. It was planned to present the full document to the Parish Council in July. The Parish Council agreed with Tim Daniel that thanks should be given to Margaret Cressey for all of her hard work on the project.

Action: GM and TD

Tim Inglefield added that the new Community Infrastructure Levy was due to be introduced soon and that parishes with a Neighbourhood Plan would receive a 25% contribution from funds raised, as opposed to the 15% contribution that would go to communities without a Neighbourhood Plan.

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

Geoff McHugh reported that Tim Cook, Neighbourhood Development Officer from South Somerset

District Council (SSDC), had been unable to determine the ownership of the Waterhouses from Land Registry. Tim advised that Somerset County Council (SCC) were the most likely owners and that the best way forward would be to write to John Nicholson at SCC and to neighbouring land owners to inform them of the work that the Parish Council wanted to carry out to maintain the Waterhouses.

Action: GM to contact John Nicholson, SCC

- c. To hear an update on Highways matters reported at the last meeting. (TD)

Tim Daniel reported that the highways matters raised by members of the public at the last meeting had been followed up. One of the potholes on Cowpath Lane had been repaired quickly, but the other issues required more investigation by SCC before work could be carried out. Other matters were reported as follows:

- A bid would be put in to the Small Improvements Scheme fund held by William Wallace to have a new village name sign installed on Blackford Road.
- Road narrows signs in Blackford Road and B3145 had been approved by SCC and could be erected after liaison with neighbours.
- Two signs had been dislodged on the corner of Blackford Road and Mapperton Road and needed to be put back up.
- SCC had decided to replace the white lines on the road outside The Manor with white lines on the pavement. The disabled parking marking outside the pub would be repainted.
- SCC was considering extending speed limits to help slow vehicles entering the village.
- A land slip had occurred at Charn Hill on 11th May. PCSO John Winfield attended along with Tim Daniel, and dealt with the matter. Temporary traffic lights were put in place for a week. Further information was awaited regarding the stability of the verge in this area.

Action – follow up by TD

William Wallace added that the Small Improvement fund was reducing and that Parishes were being asked to fund schemes themselves from the precept. Ann Reeder confirmed that no funds had been set aside for highways improvements.

- d. To hear a report on the recent review and development feedback session between the Clerk and Chairman and to agree any action to be taken.

Trevor Gill reported that the Clerk's contract of employment required an annual appraisal to take place, but that this had been approached as a review and development feedback session. It was noted that this session had taken place.

- e. Any other matters arising.

Tim Daniel reported that he had distributed the 26 Community Plan policies, questionnaire data and road safety project information, as requested by a member of the public at the last meeting.

7. Policy Matters

- a. To note that Standing Orders, Financial Regulations and other policies will not be reviewed at this Annual Parish Meeting because they were approved at the last meeting. In future years, the Community Plan and all policies will be reviewed at the Annual Parish Council Meeting.

Noted.

8. Council Matters

- a. To nominate lead members of the council who will take primary responsibility for the following core areas of importance (details as on document attached for councillors) :

Community Plan – Geoff McHugh
Planning – Trevor Gill
Internal Liaison- Tim Daniel
External Liaison – Ann Reeder
Communications and Local Economy – Michael Hutchings

Ann Reeder explained that policies in the Community Plan were being allocated to councillors according to their overall roles.

It was **agreed** to allocate the above roles and associated Community Plan policies to the corresponding members, as set out on the document.

- b. **Transparency Code:** To hear an update on progress with the website. (MH)

Michael Hutchings reported that the text for the website had almost been finalised and thanked the various contributors. The next step would be for the Clerk to send the text to Milborne Port Computers.

Trevor Gill added that the text would need to be proof read before it was finalised.

***Action – Parish Clerk to liaise with MPC;
all to proof read final copy before going live***

- c. To hear the latest information on the Local Councils Award Scheme. (TG)

It was **agreed** not to give the Local Councils Award Scheme priority at this time due to information received from SALC, indicating that there were few benefits to competing it. It was further **agreed** to review this matter at regular intervals.

- d. To note that, from 1st June 2016, the Clerk will also become Clerk to Pitcombe Parish Council.

Noted.

9. Financial Matters

- a. To approve the cash book and bank reconciliation for the period to 30 April 2016.

RESOLVED: The Cash Book and Bank Reconciliation for the period to 30 April 2016, as verified by Tim Daniel were approved and signed by the Chair.

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

Charlton Horrothorne Village Hall	Use of Village Hall for meeting – May 2016	£32.00
Zoe Godden	Salary & expenses April 2016	£154.37
HMRC	Income tax re Z Godden	£30.60
SALC	Affiliation fee 2016/17	£163.82

The Clerk reported that the invoice from the Village Hall would be sent in July, so a cheque for this payment had not been prepared. All the remaining 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.

- c. To approve Section 1 of the Annual Return for 2015-16.

RESOLVED: It was proposed and agreed to approve Section 1 of the Annual Return for 2015-16.

- d. To approve Section 2 of the Annual Return for 2015-16.

RESOLVED: It was proposed and agreed to approve Section 2 of the Annual Return for 2015-16.

Ann Reeder expressed thanks to Stephen Hall for his voluntary work as the Parish Council's Internal Auditor.

- e. To note receipt of the 2016-17 precept.

Noted.

- f. To agree two members to sign a letter to Nat West bank informing them of the change to the Clerk's address.

It was **agreed** that Trevor Gill and Ann Reeder would sign the letter.

- g. To consider quotes for the maintenance contract for the Village Green and Stowell seat area; to agree which quote to accept.

RESOLVED: It was proposed and agreed to accept the quote from Lifestyle Landscapes for this year, to continue to include the private land at the entrance to the car park in the contract and to explore the possibility to join up grounds contracts in the parish that are funded by the Parish Council for next year.

Action – Parish Clerk

- h. To consider three quotes for Parish Council insurance and decide which to accept.

RESOLVED: It was proposed and agreed to accept the quote from Hiscox Insurance, via the Came and Company Broker, and to take up the offer of a three year agreement at a reduced price.

Action – Parish Clerk

- i. Any other financial matters.

There were no further financial matters to discuss.

10. Correspondence

- a. Charlton Horethorne Parochial Church Council – Thank you note.
- b. Stowell Church – Thank you note.
- c. Charlton Horethorne Village Hall – Thank you letter.

Receipt of the above correspondence was **noted**.

11. Planning

- a. To note the refusal of a recent application for conversion of agricultural buildings into dwellings.

Trevor Gill reported that a recent application for conversion of an agricultural building into dwellings had been refused by SSDC on the grounds that the existing structure was not strong enough to enable the conversion to take place. Trevor requested that the Clerk contacts SSDC again to request that Parish Councils are consulted or informed of these PAMB applications.

Action 160523/1: Parish Clerk

12. Items of Report / Future Business

Michael Hutchings requested that the issue of responsibility for maintenance of old fashioned sign posts be put on the next agenda for discussion.

Michael Hutchings reported that there was no further news on the issue of access for broadband services and asked to be informed by members of the public if there were still concerns. There was some discussion about different providers and Trevor Gill suggested that members of the public could contact their providers again to see if more capacity had been added to the green cabinets.

Action: MH to continue to liaise to seek faster broadband in the parish

A member of the public reported that the "No Through Road" sign at the end of Cathill Lane had been knocked over and was hidden in the hedgerow. Tim Daniel agreed to follow this up.

Action 160523/2: TD

A member of the public asked if the date of the 2017 Annual Parish Meeting could be changed as the Youth Theatre needed to use the village hall that day. Ann Reeder said she would discuss this with other members and report back.

A member of the public noted that the temporary traffic lights at Charn Hill, put in place due to the landslide, were in place for a week, which was felt to be too long; he accepted that this was not the responsibility of the Parish Council.

13. Date of Next Meeting: 11 July 2016.

Noted.

The meeting was closed at 20:19.

A handwritten signature in black ink, appearing to read 'Zöe Godden'. The signature is written in a cursive style with a large initial 'Z'.

Zöe Godden
Parish Clerk