

CHARLTON HORETHORNE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting on Monday 22 May 2017 in the Village Hall

Present: Ann Reeder (Chairperson), Tim Daniel, Trevor Gill, Michael Hutchings, Geoff McHugh and District & County Councillor William Wallace (until 20:06)

Clerk: Zöe Godden

There were 12 members of the public present at the start of the meeting.

1. To elect a Chairperson and Vice Chairperson and receive declaration of office forms.
Ann Reeder welcomed everyone to the meeting and proceeded to call for nominations for the position of Chair. Michael Hutchings was nominated and seconded. No further nominations were made.

RESOLVED: It was unanimously agreed that Michael Hutchings be elected as Chair and the Declaration of Acceptance of Office was signed and witnessed accordingly.

Michael Hutchings took over as Chair from Ann Reeder. Michael asked for nominations for the position of Vice-Chair. Tim Daniel was nominated and seconded. No further nominations were made.

RESOLVED: It was unanimously agreed that Tim Daniel be elected as Vice Chair and the Declaration of Acceptance of Office form was signed and witnessed accordingly.

2. To receive any apologies.
Apologies had been received from District Councillor Hayward Burt.

3. Public Open Session - to consider any matters raised by members of the public.
The Chairperson will also invite members of the public to contribute during the meeting on appropriate matters.
Mr Harrison asked what could be done to maintain finger posts in the Parish. Tim Daniel informed those present that a group of volunteers had been formed and would begin work on the finger posts when given the go-ahead from Somerset County Council (SCC). A maintenance guide had been received but SCC was working on a smart-phone application to record maintenance work, so no action could be taken until this was launched. Tim added that the group co-ordinator, Mark Hughes, was regularly requesting updates from SCC and assured those present that work would start as soon as possible.

District and County Councillor William Wallace reported that he had been re-elected and was now Chair of Somerset County Council, although he would still be looking after his Parishes in the same way as before. William added that the greatest challenge going forward would be in the area of Adult Social Care.

4. Members' declaration of interests.
There were no declarations of interest.

5. To approve the minutes of the meetings held on 24 April 2017.
Ann Reeder noted that, although the minutes were correct, the date of the January 2018 meeting had been changed from 15 to 22 January.

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

6. To consider matters arising from the minutes:
a. To hear feedback from a recent fact finding meeting with Grass Roots regarding a potential planning application. (TG)
Trevor Gill reported that Grass Roots was a development organisation acting for Mr Hopkins in respect of a site at the corner of Violet Lane and Blackford Road. This site had been the subject of a previous planning application for six dwellings, which had been withdrawn. Trevor explained that the Parish Council had met with Grass Roots and made them aware of Charlton Horethorne's Community Plan, gave factual information about the Parish and had also stressed that no decisions could be made outside of a public Parish Council meeting. Grass Roots explained their proposal to build one 4-bedroomed house and one 5-bedroomed house on the site. The Parish Council explained potential issues relating to the development of this site, including highway matters, increased traffic

movements, road safety, water run-off, required footpath diversion and the high level of awareness in the Parish of the content of the Community Plan. The Parish Council suggested to Grass Roots that they consider the information they had received and then hold a public meeting to present several alternative plans for the site and enable the public to comment on these.

Michael Hutchings added that the Grass Roots representative at the meeting had been unaware of the recent application to remove an agricultural tie from a dwelling also on the Gunville Farm site as this was being dealt with by a colleague. Michael suggested that if possible the public meeting should cover potential planning proposals for the whole of the Gunville Farm land.

Michael Hutchings closed the meeting to ask for public comments. It was noted that the Community Plan called for more, smaller dwellings, rather than 4 and 5 bedroom houses. Trevor confirmed that a copy of the Community Plan had been given to Grass Roots.

Michael Hutchings re-commenced the meeting.

- b. To hear feedback from the Annual Parish Meeting held on 7 May. (AR)

Ann Reeder referred members to the report provided, which is attached to these minutes.

7. Council Matters, including implementation of the Community Plan

- a. To receive reports from members on their areas of responsibilities specifically in relation to the Community Plan further to discussions at the Annual Parish Meeting, and to agree timescales for the relevant policies:

- i. Affordable housing through a Community Land Trust (TG)

Trevor Gill reported that a second meeting of the Community Land Trust (CLT) had been held on 15 May and had been attended by 9 members of the steering group and by Alison Ward from Wessex CLT. It had been agreed to call the organisation the Charlton Horethorne Community Land Trust (CHCLT) and that the trust would be set up as a Community Benefit Society. CHCLT had allocated the Parish boundary as its coverage area. The next step will be to think about where suitable plots of land may be.

- ii. Allotments (TD)

Tim Daniel reminded members that Community Plan policy HD8 required the Parish Council to investigate the demand for allotments and to provide a small number of plots by 2022, if there was adequate demand. 75% of respondents to the Community Plan said they would support the use of land for allotments. The Parish Council had a duty to provide allotments if six or more electors asked for them. Tim had ascertained that the Millennium Green could not be used for allotments as the terms of the Trust Deed required the land to be of benefit to the whole community, not just a small group of allotment holders. Tim added that, if demand for allotments could not be identified, it might be possible for residents with large gardens to let keen gardeners use them for growing vegetables. There had been no demand identified at this time, but the matter would be reviewed periodically.

- iii. Facilities for children, young people and sport (MH)

Michael Hutchings reported that there was no apparent demand to change the existing facilities at the moment but that the matter would be reviewed periodically.

- iv. Small workshop and office units (MH)

Michael Hutchings reported that there was general support for exploring this matter further. More enquiries would be made over the coming months in terms of availability and demand. It was noted that there are already several small workshop and office units in the Parish, especially on local farms.

- v. Design guide (GM)

Geoff McHugh explained that a Design Guide is a set of guidelines to inform developers of acceptable design features, including the scale, design and density of buildings, materials, layout, etc. At the Annual Parish Meeting, some people had favoured buildings of a traditional style, while others were in favour of more modern designs. Geoff said that he and Trevor Gill would take this matter forward and establish how useful a Design Guide would be. The Parish Council could then decide if it would pursue the matter further.

- vi. Feast Day – to note insurance arrangements and agree any action to be taken (AR)

Ann Reeder gave thanks to Margaret Cressey for her major contribution to organising the Feast Day. Ann referred to the programme of events, which was available at the meeting. Feast Day organisers were looking for more people to act as stewards, stall holders and to serve refreshments. Ann

reported that Michael Hutchings had been working to ensure that the correct insurance cover was in place. Michael confirmed that the Parish Council's insurance would not cover events run by other organisations, which would have to have their own insurance in place. Tim Daniel reported that he had applied for a road closure for the slip road in front of Virginia Cottage and the Village Shop. Tim confirmed that he had spoken with all residents and businesses that would be affected by the road closure and all were happy for it to go ahead. It was **agreed** that the Parish Council's insurance could be used to facilitate this road closure.

Michael Hutchings asked members to note that a Stowell resident had received a quote from British Telecom for the installation of Superfast Broadband in Stowell. The quote had been very high and the Stowell resident was looking to apply for grants and to share the cost amongst other Stowell residents.

- b. To re-adopt Standing Orders and Financial Regulations and to agree any changes to other policies if required.

RESOLVED: It was proposed and agreed to re-adopt the Standing Orders and Financial Regulations without amendment.

- c. To review the bank mandate and agree any changes.

The Clerk reminded members that, currently, Tim Daniel, Trevor Gill, Michael Hutchings and Ann Reeder were authorised to sign cheques.

RESOLVED: It was proposed and agreed to retain the current bank mandate without amendments.

- d. To review insurance cover and agree any changes.

The Clerk reminded members that they had signed up to a three year agreement in 2016, meaning that two years were remaining. The Clerk added that no assets had been acquired or disposed of, so no changes were required to the policy.

RESOLVED: It was proposed and agreed to retain the current insurance cover without amendment.

- e. To review member responsibilities for:
 - i. Community Plan (GM)
 - ii. Planning (TG)
 - iii. Internal Liaison (TD)
 - iv. External Liaison, including communications (AR)
 - v. Local Economy (MH)

RESOLVED: It was proposed and agreed that members would carry out the roles as specified.

- f. To note that the Clerk is able to remain in post and has been offered a revised contract without any budget implications (MH)

Noted.

20:06 – William Wallace left the meeting.

8. Financial Matters

- a. To approve section 1 of the Annual Return.

Section 1 of the Annual Return (the Annual Governance Statement) had been circulated to members prior to the meeting. The Clerk asked members to confirm they wished to answer "Yes" to all of the questions from Section 1, apart from question 9, which needed a response of "Not applicable" because the Council did not hold any trust funds.

RESOLVED: It was proposed and agreed that the Council would answer "Yes" to all of the questions in Section 1, except question 9, which would be answered with "Not applicable". Section 1 was signed by the Chair.

- b. To approve section 2 of the Annual Return.

Section 2 of the Annual Return (the Accounting Statements) had been circulated to members prior to the meeting.

RESOLVED: It was proposed and agreed that the Council approved the figures in Section 2 of the Annual Return. Section 2 was signed by the Chair.

It was further **agreed** that Ann Reeder would display the Exercise of Electors Rights notice by 26 May and the Status of Published Accounts notice by 5 June.

Action AR

- c. To note receipt of a grant of £650 from SSDC towards the cost of repairing the Waterhouses and of the 2017-18 precept and associated grant. (ZG)

Noted.

d. To agree the request for a start-up grant of £250 for the Community Land Trust (TG) Trevor Gill explained that it was usual for Parish Councils to provide a small sum to help establish a Community Land Trust. Trevor also reminded members that the idea of a CLT had arisen from the Community Plan and was well supported at the public meeting on 2 March.

RESOLVED: It was proposed and agreed to give a start-up grant of £250 to Charlton Horethorne Community Land Trust, to be paid at a future date.

- e. To agree the request to cover the hire of the Village Hall for a training session of the new volunteers for Community Speed Watch. (TD)

Tim Daniel explained that there were five volunteers from Charlton Horethorne who needed to receive CSW training, so the trainer had agreed to come to Charlton Horethorne, meaning that the volunteers would not have to travel to Yeovil to receive the training.

RESOLVED: It was proposed and agreed to cover the hire of the hall as requested.

- f. To approve the cash book and bank reconciliation for the period to 30 April 2017.

RESOLVED: The Cash Book and Bank Reconciliation for the period to 30 April 2017, as verified by Trevor Gill, were approved and signed by the Chair.

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

Zöe Godden	Salary & expenses May 2017	£231.73
HMRC	Income tax re Z Godden	£27.80
Charlton Horethorne Village Hall	Hall hire April & May 2017	£128.00
Grants for approval – paid in April 2017 as agreed in budget approval in January 2017		
Parish Magazine	Grant 2017/18	£50.00
Stowell PCC	Grant 2017/18	£275.00
South Somerset Citizens Advice	Grant 2017/18	£60.00
Charlton Horethorne Village Hall	Grant 2017/18	£420.00
Charlton Horethorne Millennium Green Trust	Grant 2017/18	£1200.00

The grant payments were noted.

RESOLVED: The above accounts were approved for payment, having been checked by Tim Daniel before the meeting. Trevor Gill and Tim Daniel were agreed as signatories.

- h. Any other financial matters.

There were no additional financial matters to discuss.

9. Correspondence – No correspondence had been received.

10. Planning

- a. To report any relevant planning decisions made by SSDC: (AR)

16/05421FUL. Mr H C Archer, Manor Dairy Farm, Charn Hill, Charlton Horethorne DT9 4NZ. Proposed replacement agricultural building. Approved with conditions 10 May 2017

Ann Reeder reported that she, Tim Daniel and Trevor Gill had attended the Area East meeting on 10 May when this application was discussed. Ann spoke on behalf of the Parish Council in support of the application. The Area East committee agreed to approve the application with the inclusion of conditions relating to sound proofing and screening along the nearby road.

11. Items of Report / Future Business

To note that Sue Mountstevens, Police and Crime Commissioner, will be attending the Parish Council meeting on Monday 27 November. (AR)
The Chair encouraged members of the public to attend. Ann Reeder informed members that Sue Mountstevens the PCC would be launching a road safety campaign in August 2017, which would be pertinent to issues faced in Charlton Horethorne..

12. Public Open Session - to consider any matters raised by members of the public.
Mr Archer thanked the members who had spoken in support of his planning application at the recent Area East planning committee meeting and said that the Parish Council's support had been very useful in establishing the facts of the application.

Michael Hutchings thanked Ann Reeder for all of her hard work over the past year as Chair of the Parish Council and noted the huge number of new initiatives she had helped to facilitate.

13. Date of Next Meeting: 10 July 2017
Noted.

20:20 -The meeting was suspended to allow members of the public to leave.

20:25 – The meeting was resumed.

**Exempt business, as set out in the Schedule 12A to the Local Government Act 1972.
To exclude the public and press on the grounds of a personnel matter**

14. To approve the Clerk's revised contract of employment

The matter was discussed and the details of the new contract of employment were agreed.

The meeting ended at 20:30



Zöe Godden
Parish Clerk