

**CHARLTON HORETHORNE PARISH COUNCIL**

**Minutes of a meeting of the Parish Council held on Monday 10 July 2017 in the Village Hall**

**Present:** Michael Hutchings (Chairperson), Tim Daniel, Trevor Gill and Ann Reeder

**Also Present:** District Councillor Hayward Burt.

**Clerk:** Zöe Godden

The meeting began at 19:30.

There were 20 members of the public present at the start of the meeting.

1. To receive any apologies.

Apologies had been received from Geoff McHugh and District and County Councillor William Wallace.

2. 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.

In response to a question from a member of the public, Michael Hutchings said that the Council would look again at the Community Plan policies relating to the provision of facilities for children and sports to determine if there is any demand. Ann Reeder observed that suggestions had been gathered at the Annual Parish Meeting, which the Parish Council will consider.

3. Members' declaration of interests

Tim Daniel and Ann Reeder declared personal interests in item 9a) iv) as neighbours to the application site.

4. To approve the minutes of the meeting held on 22 May

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

**19:34** – one member of the public arrived at the meeting.

5. To consider matters arising from the minutes:

There were no matters arising.

6. 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, if any, and to agree timescales for the relevant policies

Traffic and road safety – Tim Daniel reported that white lining had been refreshed on the pavement outside the Manor. Additional white line refreshment had been requested at the centre of the village and at Cowpath Lane. This would be pursued. Potholes at the sides of the road in Cowpath Lane had been filled. Tim noted that the recent Speed Indicator Device results showed a slight increase in speeds recorded on the B3145, Sherborne Road. Tim said that this could have been due to reduced Community Speedwatch sessions, but these were due to increase as the number of volunteers had increased. Tim added that the Police speed enforcement motorcycle had attended the village during the week of 26 June.

- b. Report on Community Land Trust and affordable housing. (TG)

Trevor Gill had attended a Community Led Housing event in Norton sub Hamdon on 3 July, run by South Somerset District Council. Trevor said that the event was useful and that the Government had made a £60 million Community Housing fund available, £263,000 of which was available to schemes in South Somerset. Charlton Horethorne Community Land Trust (CHCLT) could apply for £6000 from this fund to cover set-up costs. Two members of the Wessex Community Housing Project (previously the Wessex Community Land Trust) gave a talk and Trevor had been able to speak to one of the trustees of the Norton sub Hamdon Community Land Trust, gaining useful information on the day-to-day running of such a scheme. Trevor went on to report that CHCLT had held two meetings on 18 May

and 28 June, both of which had been very well attended. Mark Hughes had been elected as Chair of the steering group. Chairperson Michael Hutchings allowed the meeting to be adjourned to allow Mark Hughes to speak.

Mark summarised the process of forming the steering group for the purposes of establishing a proper legal structure for the CHCLT. The steering group had decided to become a Community Benefit Society and had submitted the relevant forms to enable the group to be properly incorporated. The first meeting of the newly formed trust would take place in August. The members had already walked the village to familiarise themselves with possible sites and more detailed plans for financing and locations would follow. A public meeting would be held in the autumn to introduce the CHCLT and the trustees. Members of the public would be invited to become members with the right to vote and attend annual general meetings. Towards the end of the year, a further public meeting would be held, at which all directors would stand down and voting would take place to select new directors, although the same people could be re-elected. Eventually, a public meeting would be held to ask for feedback on preferred locations and plans.

**19:45** – one member of the public arrived at the meeting.

Trevor Gill briefly explained the different legal structures that CLTs could choose to adopt.

- c. To consider adopting the Freedom of Information policy.

**RESOLVED: It was proposed and agreed to adopt the policy as presented.**

- d. To hear feedback from the Feast Day held on 24 June. (AR)

Michael Hutchings asked for the minutes to record thanks to Margaret Cressey and Ann Reeder for organising this event and making it happen. Ann Reeder agreed that Margaret had been central in organising the event and expressed her thanks to the many other people and organisations that had participated. Ann said that there had been a good range of activities to choose from on the day to celebrate the village and bring the community together and that the event had been well attended, despite the weather not being the best, especially the evening concert. A debrief meeting was taking place after the Parish Council meeting and could consider when the next Feast Day might be held.

- e. To hear an update on the Village of the Year competition. (AR)

Ann Reeder informed members that Channel 4 had contacted the Clerk to publicise this competition and that attendees at the Annual Parish Meeting had agreed that Charlton Horethorne should enter; no one had objected. The winning village would receive a £10,000 prize. There had been 600 entries and Charlton Horethorne had been included on a shortlist of 74 villages. There would be a semi-final and then a final phase of the competition. Channel 4 had interviewed people and had filmed during Feast Day. There would be a 10 minute feature on television on a date to be confirmed.

- f. To consider if the Council will allow links to external organisations to be included on the "Useful links" page of the Parish Council website.

It was **agreed** that only links to Parish and statutory organisations should be included on the Parish Council website.

At this point in the meeting, Michael Hutchings asked District Councillor Hayward Burt to give his report:

Hayward reported that a presentation had been made at the last Area East committee meeting regarding highways schemes. There were none in Charlton Horethorne this year, but a scheme was scheduled for Cheriton Hill. William Wallace had more details. The next Area East committee meeting would hear reports on the Balsam Centre, the Retail Support initiative for Wincanton, Bruton and Castle Cary and reduced footfall at Community Offices. Hayward added that permission had been granted for 75 dwellings and some light industrial units in Templecombe. Also, a developer had begun consulting residents in Henstridge on a proposal for 130 dwellings.

## 7. Financial Matters

- a. To approve the cash book and bank reconciliation for the period to 23 June 2017.

**RESOLVED: The Cash Book and Bank Reconciliation for the period to 23 June 2017, as verified by Trevor Gill, were approved and signed by the Chair.**

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

Zöe Godden	Salary & expenses June 2017	£168.04
HMRC	Income tax re Z Godden June 2017	£24.20
Came & Company	Insurance 2017/18	£280.00
SALC	Affiliation fees 2017/18	£169.92
Mark Dewberry	Waterhouse restoration (part payment of invoice)	£830.00
Mark Hughes	CH Community Land Trust incorporation fee	£40.00
Charlton Horethorne Village Hall	Hall hire June and July 2017 (part CP grant)	£28.00

Trevor Gill noted that the £40 payment for the CHCLT incorporation fee was to be made from the £250 allocated by the Council as a start-up grant.

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

c. To note the status of the Community Plan and Transparency Code grants. The Clerk reported that unallocated funds remaining from the Community Plan grant stood at £223.46 and that funds remaining from the Transparency Code grant stood at £72.29. The Clerk was instructed to apply to the National Association of Local Councils for additional Transparency Code funding to contribute towards running the website and dealing with relevant paper records.

**Action Parish Clerk**

d. To agree that the Clerk's July salary payment can be made before the next meeting on 4 September.

It was **agreed** that the Clerk's salary payment could be made before the next meeting.

e. Any other financial matters.

There were no other financial matters to consider.

#### 8. Correspondence

Michael Hutchings reported that, since the agenda had been published, South Somerset District Council had emailed the Clerk with details of their Gold Star awards competition for young people or adults working with young people, who had made a special contribution. Ann Reeder informed members that she had forwarded details to the Youth Theatre. Michael asked members of the public to get in touch with the Clerk or a Council member if they would like more details about the awards.

#### 9. Planning

a. To consider the following planning applications and make recommendations to SSDC:

Trevor Gill reported that he and either Michael Hutchings or Tim Daniel had visited all of the applicants, except for the Manor application, as all Councillors had visited this site. All neighbours had also been visited and, if not at home, a note had been left advising neighbours that they could contact the Council with their comments if they wished.

i)	17/01956/LBC & 17/01955/FUL	Installation of solar panels on south facing elevation of barn roof.	Mr Alan Roelich, Bullen Farmhouse, Horse Lane, Charlton Horethorne. DT9 4NL
Trevor reported that the panels to be used were the dark, non-reflective type as approved by the National Trust and English Heritage. They would be positioned above sight level and would only directly visible from one property, which is currently unoccupied.			
<b>RESOLVED: It was proposed and unanimously agreed to support this application.</b>			
ii)	17/02587/FUL	Construct 2 replacement timber outbuildings	Mr & Mrs Hughes, The Owls, Cathill Lane, Charlton Horethorne. DT9 4PA
Trevor reported that the buildings to be removed were in a state of disrepair and the applicant wanted to replace them with more modern and useful buildings. The new buildings were of a similar design to other buildings in the village. A leylandii hedge would be replaced with a wall, which was similar to others in the village.			

<b>RESOLVED: It was proposed and unanimously agreed to support this application.</b>			
iii)	17/02404/FUL	Demolish two buildings and erect a new cattle housing building.	Mr James Kingman, Stowell Farm, Stowell Road, Stowell. DY9 4PE
Trevor reported that new building proposed was a standard agricultural building to house young stock and was similar to other buildings on the farm. It would be positioned at a right angle near other buildings so would be virtually hidden from other properties nearby. Removal of some hedging would be offset by new planting.			
<b>RESOLVED: It was proposed and unanimously agreed to support this application.</b>			
iv)	17/02601/FUL & 17/02601/LBC	The carrying out of various internal and external alterations to The Manor and outbuilding, demolition of outbuildings, erection of replacement outbuildings to form additional living accommodation, ancillary annexe/guest accommodation and garaging, the erection of an extension to The Manor which links through to proposed outbuildings/additional residential accommodation, alterations to boundary wall and formation of canopy to create covered courtyard.	Mr & Mrs T & M Archer, The Manor, Horse Lane, Charlton Horethorne. DT9 4NL
Trevor reported that The Manor was a grade 2 star listed building of significant importance. The applicant had worked with all relevant organisations and acted on advice. Trevor noted that the building had been altered many times with materials and needs appropriate at the time. The applicant wanted to transform the Manor into a suitable family home. Internal walls were not of any historical significance but fixtures such as doors would be reused within the house. Trevor went on to summarise the changes proposed and said that these would preserve the integrity of the building. The addition of a domed canopy would add a 21 <sup>st</sup> century dimension to the house and enhance its character. All neighbours were supportive except one who wanted the canopy to be slightly more screened.			
<b>20:20</b> – The meeting was adjourned for public comments.			
The applicant, Tim Archer, said that he was mindful that The Manor was a central building in the village and understood its significance. He hoped that the house will be significantly improved. Mrs Archer added that the work would be completed to the highest quality.			
<b>20:21</b> – The meeting was reconvened.			
Members discussed the matter and Michael Hutchings read comments from Geoff McHugh, who was not able to attend the meeting.			
<b>20:24</b> – The meeting was adjourned for public comments.			
Tim Archer confirmed that the height of the boundary wall would be increased slightly to accommodate the canopy. When asked by another member of the public about the relative size of the proposed extension, Tim Archer said that it had been designed within the pre-planning advice received and that some of the extension would be achieved by reclaiming current buildings. It would not be visible from the road. The duration of the works would depend on comments received from SSDC.			
<b>20:28</b> – the meeting was reconvened.			
<b>RESOLVED: It was proposed and unanimously agreed to support this application.</b>			

10. Items of Report / Future Business

There were no items for report

11. Public Open Session - to consider any matters raised by members of the public.

Jenny Peet thanked the Parish Council for £180 grant for restoration of the Waterhouses. The volunteer group had also raised additional funds from donations and other fund raising activity and  
ZG Draft minutes 170710

thanks were expressed to everyone involved. The group was looking to have the Waterhouses listed. Ann Reeder noted that the concert on the evening of Feast Day also contributed to the funds raised.

12. Date of Next Meeting: The Clerk had requested that the September meeting be moved to the 11<sup>th</sup>. Councillors would check their diaries and confirm if this was possible.

**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**

13. To agree that the Chair will sign the Clerk's revised contract of employment, as agreed at the previous meeting on 22 May and to confirm that the Clerk's annual review was carried out in the process of revising her contract of employment.

It was **agreed** that the Chair would sign the Clerk's new contract of employment and that the process of revising the Clerk's role was sufficient to represent her annual review.

**The meeting ended at 20:25.**



Zöe Godden  
Parish Clerk

DRAFT