

CHARLTON HORETHORNE PARISH COUNCIL
www.charltonhorethornepc.org.uk

**Annual Parish Council Meeting on Monday 21 May 2018 at 7.30 pm in the Village Hall
to transact the following business:**

- 1. To elect a Chairperson and Vice Chairperson and receive declaration of office forms.**
- 2. To receive any apologies.**
- 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.
- 4. Members' declaration of interests.**
- 5. To approve the minutes of the meetings held on 9 April 2018**
- 6. To hear reports from:**
 - a. PCSO
 - b. District Councillor
 - c. County Councillor
- 7. To consider matters arising from the minutes: None at time of publishing agenda.**
- 8. Council Matters, including implementation of the Community Plan**
 - a. Review implementation of the Community Plan (GMCh) and reports from members on their areas of responsibility;
 - b. Adoption of Design Guide (GMCh);
 - c. Report on discussions at Annual Parish Meeting, and to agree timescales for any follow-up action:
 - i. Facilities for children, young people and sport (AR);
 - ii. Small workshop and office units (MH);
 - iii. Possible increase in precept (TG).
 - d. 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)
 - e. To re-adopt Standing Orders and Financial Regulations and to agree any changes to other policies if required.
 - f. To note the availability of a SALC course entitled "Understanding Charitable Trusts" and to decide if a member should attend; to further note that the Clerk is attending this course on behalf of Henstridge Parish Council and to consider contributing 50% of the cost (£27.50).
 - g. To review insurance cover and agree any changes.
 - h. To adopt two privacy notices required by the new General Data Protection Regulations and to note that the Clerk has carried out the data audit.
 - i. To note that the Clerk's review and development meeting has been held (MH).
- 9. Financial Matters**
 - a. To approve the cash book and bank reconciliation for April 2018.
 - b. To approve payments of:

Zöe Godden	Salary April & May 2018 & expenses April & part May 2018	£324.15
HMRC	Income tax re Z Godden April & May 2018	£64.00
NALC	Local Council Award Scheme registration fee	£60.00
Came & Company	Insurance 2018-19	£280.00
SALC	Affiliation fees 2018/19	£173.87

- c. To consider allowing the Clerk's June salary and the associated HMRC charge to be paid before the next meeting in July.
- d. To note receipt of the precept (£6409), SSDC Grant (£20) and 2017-19 VAT claim (£463.96).
- e. To review the bank mandate and agree any changes.
- f. To consider allowing members to sign a form from Nat West Bank to apply for Online Banking services.
- g. To consider exempting the Parish Council from the need for an external audit and to sign the exemption certificate accordingly.
- h. To receive the Internal Auditor's report.
- i. To approve section 1 of the Annual Governance and Accountability Return
- j. To approve section 2 of the Annual Governance and Accountability Return
- k. Any other financial matters.

10. Correspondence

- a. St Peter and St Pauls Church – Letter of thanks for the recently awarded grant.
- b. Charlton Horethorne Village Hall - Letter of thanks for the recently awarded grant.
- c. Stowell PCC - Letter of thanks for the recently awarded grant.
- d. SALC – Invitation to comments on a consultation on unauthorised developments and encampments – to agree if a member(s) would respond.
- e. Somerset Live – Invitation to enter the Somerset Village of the Year competition – to consider entering and agree any further action to be taken.
- f. Police Community Trust – Notification that the recent grant application to the Road Safety Fund was unsuccessful.
- g. Local Government Boundary Commission – Results of the recent review of wards boundaries in South Somerset.

11. Planning

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

i	18/01079/FUL	Erect dwelling	Land Adjoining Wynfield, Cowpath Lane, Charlton Horethorne
ii	18/01203/COU	Change of use of land from agricultural to residential.	1 Blackford Way, North Road, Charlton Horethorne. DT9 4NS

- b. To report any relevant planning decisions made by SSDC: None at time of publishing agenda.
- c. To note a response from SSDC to the Council's email requesting that a full set of paper plans is received for all planning applications.
- d. To note receipt of an email from SSDC informing members that, in future, major planning applications of 10 or more dwellings may be referred to the Regulation Committee for a final decision.

12. Items of Report / Future Business

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

14. Date of Next Meeting: 09 July 2018



Zoe Godden
Parish Clerk