

**CHARLTON HORETHORNE PARISH COUNCIL**

**Minutes of a meeting of the Parish Council held on Monday 9 April 2018 in the Village Hall**

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

**Also present:** District and County Councillor William Wallace

**Clerk:** Zöe Godden

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

**The meeting started at 19:32.**

1. To receive any apologies.

Apologies had been received from District Councillor Hayward Burt and PCSO John Winfield.

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.

Members of the public reported that brambles were encroaching on the highway in Gunville Lane and that blocked culverts in Water Lane were causing flooding. Tim Daniel said that he would contact the landowner again regarding the brambles and that the flooding in Water Lane had already been reported to County Highways.

**Action Tim Daniel**

3. Members' declaration of interests

There were no declarations of interest.

4. To approve the minutes of the meeting held on 26 February 2018

The Chairperson asked Ann Reeder to confirm that the Village Clean-up mentioned at item 9d of the February minutes would take place on Tuesday 15 May, with volunteers meeting at the Village Green at 10.30am. The Clerk was instructed to arrange to borrow litter picking equipment from SSDC and to request collection of full rubbish bags after the clean-up.

**Action Parish Clerk**

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

5. To hear reports from:

- a. **PCSO John Winfield** had sent his apologies.
- b. **District Councillor Hayward Burt** had sent his apologies.
- c. **County Councillor William Wallace** confirmed that he would attend the Annual Parish Meeting on 29 April. William noted the proposed changes to speed limits in the Parish. Regarding the Local Government ward boundary review, William said that the results were due to be released in May.

6. To consider matters arising from the minutes:

- a. To note the Parish Council's response to the Local Government Boundary Commission's ward boundary review. (MH)

**Noted.**

- b. To note some possible dates for a clean-up event in the Parish and agree any further action to be taken. (AR)

This matter was dealt with during item 4 above.

- c. To hear an update on the recent application for a grant from the Avon and Somerset Road Safety Fund for the purchase of a Speed Indicator Device. (TD)

Tim Daniel said that Avon and Somerset Police would make a decision on grant applications to its Road Safety Fund during April but that no news had been received to date.

It was **agreed** to take item 7c at this point in the meeting:

- 7 c. To hear feedback on a recent Speed Indicator Device briefing regarding the future of Somerset County Council's scheme. (TD)

Tim Daniel reported that the County Council's SID scheme had terminated at the end of March 2018. A revised scheme was proposed but Parish Councils would have to pay £100 per SID installation. This meant that Charlton Horethorne would have to pay £400 per year to retain the current level of service. Tim added that the speed of vehicles travelling through the village had reduced.

It was **agreed** to take item 8e at this point in the meeting:

8. e. SCC – To note that the SID scheme may continue but that Parish Council would be expected to pay £100 per installation; to consider earmarking £400 to enable the continuation of the SID scheme.

It was **agreed** to defer this matter until the Parish Council had heard if it had been successful in its application for a grant from Avon and Somerset Police to purchase a SID.

6. d. To hear an update on work towards the Local Council Award Scheme application. (AR)  
Ann Reeder reported that she and the Clerk had reviewed the LCAS criteria and the Parish Council was able to meet the requirements for the first two out of three award tiers, namely Foundation and Quality. The top tier (Gold) was more suited to larger councils.

It was **agreed** to take item 7g at this point in the meeting:

7. g. To consider approving the following new documents:
- Action Plan
  - Risk Management document
  - Asset Register
  - Training policy (councillors and staff)
  - Appraisal policy
  - Two-way communication policy
  - Complaints procedure

Members each gave their thoughts on the new documents and policies.

**RESOLVED:** It was proposed and agreed to approve the policies as presented.  
Four votes for. Geoff McHugh abstained from voting and asked for this to be recorded in the minutes.

**RESOLVED:** It was proposed and agreed that the Parish Council confirms at this full council meeting on 9 April 2018 that it publishes online the required documents under the LCAS Quality level and meets the other required criteria regarding policies and training etc.  
Four votes for. Geoff McHugh abstained from voting and asked for this to be recorded in the 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, if any, and to agree timescales for the relevant policies

Tim Daniel reported that the Blackford/Bruton sign had been replaced on the "Road Narrows" sign on North Road. Tim also reported that a Traffic Regulation Order had been submitted by County Highways to amend some speed limits in the Parish. It was proposed to extend the 30mph zone further up Charn Hill to the point where the last dwellings are situated. A new 40mph buffer zone was proposed for Milborne Port Road, to begin south of Mount Lane. Tim said that a decision on these proposals was likely to be received in late June or early July.

- b. To hear an update on progress with organisation of the Annual Parish Meeting on 29 April and to agree action to be taken. (AR)

The Chairperson noted that the Annual Parish Meeting was not a meeting of the Parish Council, although it was organised by the Parish Council on behalf of residents.

Ann Reeder reported that a programme for the Annual Parish Meeting had been produced based on

requests from parishioners, and summarised the content. The programme is attached to these minutes.

- c. To hear feedback on a recent Speed Indicator Device briefing regarding the future of Somerset County Council's scheme. (TD)

This matter was dealt with after item 6c. above.

- d. To note that the Parish Environmental Warden has resigned and consider whether and how to find a replacement.

It was **agreed** to advertise the role in the next Parish Magazine. The Clerk was instructed to forward details of the scheme to Tim Daniel.

**Action Parish Clerk**

- e. To consider allowing Ann Reeder and the Clerk or another member to attend an LGA event on behalf of the Parish Council on 'Principle and local councils working in partnership' on 16 May; to consider sharing half of the Clerk's train fare with Henstridge Parish Council, amounting to £29.95.

**RESOLVED: It was proposed and agreed that Ann Reeder and the Clerk could attend the event and that the Parish Council would pay for half of the Clerk's train fare.**

- f. To note that a sealed and dated envelope, containing all relevant passwords and account access information relating to the Parish Council, has been passed to the Chairperson, in line with Financial Regulation 6.11.

**Noted.**

- g. To consider approving the following new documents:
- Action Plan
  - Risk Management document
  - Asset Register
  - Training policy (councillors and staff)
  - Appraisal policy
  - Two-way communication policy
  - Complaints procedure

This matter was dealt with after item 6d. above.

8. Financial Matters

- a. To approve the cash book and bank reconciliation for the period to 23 February 2018.

**RESOLVED: The Cash Book and Bank Reconciliation for the period to 23 February 2018, as verified by Tim Daniel, were approved and signed by the Chairperson.**

- b. To approve the final quarter budget monitoring sheet for 2017/18.

**RESOLVED: It was proposed and agreed to approve the budget vs spend sheet as presented.**

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

Charlton Horethorne Millennium Green Trustees	Grant 2018/19	£1000.00
Charlton Horethorne Parish Church	Grant 2018/19	£350.00
Charlton Horethorne Village Hall	Grant 2018/19	£440.00
Stowell Parish Church	Grant 2018/19	£300.00
Charlton Horethorne PCC - Parish Magazine	Grant 2018/19	£ 50.00
Zöe Godden	Salary & expenses March 2018	£173.07
HMRC	Income tax re Z Godden March 2018	£ 24.20
Radio Ninesprings	Grant (from reserves)	£ 50.00
Mark Hughes	Finger post maintenance work	£ 20.00
Charlton Horethorne Village Hall	Hall hire	£ 48.00

It was noted that the cost of the finger post maintenance work was covered by a grant received from SSDC.

**RESOLVED:** The above accounts were approved for payment. Michael Hutchings and Tim Daniel were agreed as cheque signatories.

- d. To consider signing a letter to Nat West bank requesting the facility to carry out online banking and payments.

**RESOLVED:** It was proposed and agreed that Tim Daniel and Michael Hutchings would sign the letter.

- e. SCC – To note that the SID scheme may continue but that Parish Council would be expected to pay £100 per installation; to consider earmarking £400 to enable the continuation of the SID scheme.

This matter was dealt with after item 6c. above.

- f. Any other financial matters.

The Clerk reported that information on new arrangements for external audit would be brought before the Parish Council at the next meeting.

#### 9. Correspondence

- a. SSDC – Invitation to comment on the draft Somerset Strategic Housing Framework 2018 – 2022

It was **agreed** that the Parish Council did not need to make a submission at this stage.

- b. SCC – To note receipt of the February SID results from Sherborne Road and agree any action to be taken.

**Noted.** Tim Daniel explained that the results showed that the speed of vehicles travelling through the village had reduced.

- c. SSDC – Invitation to attend either a Councillor (£10) or Clerk (£25) training session regarding the new General Data Protection Regulations; to agree if the Clerk or members can attend.

The Clerk said that she would ask her other two Parishes to share the cost of the Clerk's training session.

**RESOLVED:** It was proposed and agreed that the Clerk could attend the event.

- d. SSDC – Invitation to attend the Annual Town and Parish Council meeting on Monday 23 April

It was **agreed** that Tim Daniel, Geoff McHugh, Ann Reeder and the Clerk could attend the event.

- e. SALC – Invitation to respond to consultation on Ethical Standards in Local Government; to consider if the Council will respond and to agree member(s) to make a submission on behalf of the Council

It was **agreed** that the Parish Council did not need to make a submission at this stage.

- f. SSDC – To note receipt of an Open Space survey that can be completed by any resident of South Somerset.

**Noted.** A link to this survey had been added to the Parish Council's website.

#### 10. Planning

- a. To report any relevant planning decisions made by SSDC: (TG)
  - i. 18/00675/TPO, Application to carry out tree surgery on 2 Sycamore trees within YDC Tree Preservation Order (CHHO 1) 1981 – Land Os 3623 Orchard Way, Charlton Horethorne, DT9 4PJ – Granted

**Noted.**

Trevor Gill reported that William Wallace had supported the Parish Council's objection to the proposal to change footpath WN7/28 into a bridleway

William Wallace said that he had received a report of vehicles using the restricted byway at Green

Lane and would make investigations.

It was noted that the route of footpath WN 7/1, which crossed a field off Violet Lane, was indicated by the direction of the footpath marker and that walkers should stick to this path rather than straying into the field.

**20:22 – William Wallace left the meeting.**

- b. To note receipt of an email from SSDC informing members of changes to the administration of planning applications and to agree any action to be taken.

The Clerk was instructed to write to SSDC's Planning Department to say that the Parish Council wished to continue to receive a full set of papers for each planning application in the Parish.

**Action Parish Clerk**

**11. Items of Report / Future Business**

Ann Reeder reported that Geoff McHugh would lead on Community Plan discussions at the Annual Meeting of the Parish Council on 21 May when the policies are reviewed each year.

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

A member of the public informed those present that she would be putting a notice in the next edition of the Parish Magazine to say that she had been given a gazebo that she would be happy to lend to people for any future events or suchlike.

Tim Daniel agreed to request that the Community Speedwatch location in Milborne Port Road should be reassessed as a result of the proposed changes to speed limits.

In response to questions from members of the public, Ann Reeder confirmed that the £50 fee for the Local Council Award scheme was a one-off payment and would not need to be made annually. Ann added that the National Association of Local Councils was encouraging Town and Parish Councils to apply for the new LCAS so that they could demonstrate a certain level of good management, which may be helpful when applying for grants.

A member of the public requested that consideration was given to installing kerbs and proper pavements at the corner of Milborne Port Road to make the area safer for pedestrians. Tim Daniel said that any additional obstructions would probably not be possible at this location.

**13. Date of Next Meeting: 21 May 2018**

**Noted.**

**The meeting ended at 20:35.**



Zöe Godden  
Parish Clerk