**CHARLTON HORETHORNE PARISH COUNCIL**

**A Meeting of the Council on Monday 11 April 2016 at 7.30 pm in the Village Hall to transact the following business:**

1. To receive any apologies.
2. 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.
3. Members’ declaration of interests
4. To approve the minutes of the meeting held on 29 February 2016
5. To consider matters arising from the minutes:
6. i. To hear feedback from the Community Plan consultation, which was part of the Annual Parish Meeting.

ii. To approve the Community Plan Policies version PC 1.1.

1. To hear an update on the ownership status of the Waterhouses. (GM)
2. To hear a report on the response sent to SSDC regarding the Community Infrastructure Levy. (TG)
3. Any other matters arising.
4. Policy Matters
5. To adopt the Standing Orders, Financial Regulations and Code of Conduct as distributed by the Clerk.
6. To adopt six additional policies required by the Standing Orders and the Clerk’s contract of employment. These are: Data Protection document, Disciplinary Procedure, Equal Opportunities Policy, Grievance Procedure, Health and Safety Policy and Sick Absence Policy.
7. Planning
8. To consider the following planning applications and make a recommendation to SSDC.

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| i) | 16/00935/OUT | Outline application for the erection of a detached dwelling | Mr & Mrs Kingman, Land OS 2000 Between The Dairy House and Grangers, Stowell Road, Stowell. |
| ii) | 16/01165/FUL & 16/01166/LBC | Conversion of two storey barn. Erection of a single storey link building and alterations to 1970's extension | Mr R Thornham, The Old Parsonage House, High Street, Charlton Horethorne. DT9 4NL |

1. To note that a planning application has been submitted as follows and that SSDC does not have to consult the Parish Council on this matter; to agree any further action to be taken:

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| 16/00929/PAMB | Prior approval for the change of use of agricultural stock buildings to two dwellings | Hopkins Developments Ltd, Land Os 9090 Part, Charlton Horethorne, Sherborne, DT9 4PH |

1. Council Matters
2. To discuss the recent Annual Parish Meeting and note any suggestions for the future.
3. **Transparency Code:** To hear an update on progress with the website and to decide if it should be called “charltonhorethorne.org.uk” or “charltonhorethornepc.org.uk”. (Clerk)
4. To consider allowing the Clerk to attend the free-of-charge “Clerk’s Briefing” run by SALC; to agree to share the mileage costs with Henstridge Parish Council, amounting to £11.03.
5. To confirm Tony Magson as the Parish Environmental Warden.
6. Financial Matters
7. To approve the cash book and bank reconciliation for the period to 31 March 2016.
8. To approve the following accounts for payment and two signatories for cheques:-

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| Charlton Horethorne Parish Church | Churchyard maintenance grant | £385.00 |
| Charlton Horethorne Village Hall | Maintenance grant | £400.00 |
| Citizens' Advice Bureau (South Somerset) | Grant for drop-in centre | £50.00 |
| Millennium Green Trustees | Maintenance grant | £1200.00 |
| Stowell Parish Church | Maintenance grant | £250.00 |
| Parish Magazine | Grant towards publication costs | £50.00 |
| Tim Daniel | Refund for APM drinks | £72.25 |
| Geoff McHugh | Refund for APM food | £83.16 |
| Henstridge Parish Council | 1/2 fee for Clerk attendance on Planning Training | £75.00 |
| Charlton Horethorne Village Hall | 2 x invoices: Community Plan (£40.00) & PC (£32.00) | £72.00 |
| Zöe Godden - | Salary & expenses March 2016 | £194.56 |
| HMRC | Income tax re Z Godden | £30.80 |

1. To approve the end of year budget vs spend for 2015-2016.
2. To consider quotes for the Village Green maintenance contract.
3. Any other financial matters.
4. Correspondence
* Charlton Horethorne Parochial Church Council – Thank you letter regarding the Parish Council grant.
1. Items of Report / Future Business
2. Date of Next Meeting: 23 May 2016 – this will be the Annual Parish Council Meeting.

1. Public Open Session: to receive feedback on matters discussed and suggestions for future topics for parish council meetings
2. Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.
3. Personnel Matters
4. To consider confirming the Clerk’s contract of employment following completion of the trial period.
5. To agree that Clerk’s annual leave entitlement should be increased from 21 to 25 days following 5 years’ continuous Local Government Service.



Zöe Godden

Parish Clerk