

CHARLTON HORETHORNE PARISH COUNCIL

A Meeting of the Council on Monday 14 September 2015 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, if any
4. To approve the minutes of the meeting held on 27 July 2015
5. To consider matters arising from the minutes:
 - a. Recruitment of Clerk/Responsible Financial Officer – Zöe Godden started on 1 September; she is also working for Henstridge PC and was previously the clerk to Martock PC (TG)
 - b. Transparency Code for Parish Councils – given the requirement for documents to be published online, to request the Clerk/RFO to consider appropriate arrangements for a Parish Council website, the domain name and Parish Council/councillor email addresses, in liaison with Cllr Hutchings (communications lead) and the Village Hall Committee (who currently manage the village website); to seek financial support through the available grant for IT equipment, web development and staff time; and to agree that the Clerk/RFO will set up an interim email address and make arrangements for future contact details for Parish Council emails (MH/ZG)
 - c. Outcomes from Community/Neighbourhood Plan Meeting at the Village Hall on 27 August – To report overwhelming support for a Community Plan and six volunteers to join three of the Parish Councillors on the Working Group to progress this (Cllr Trevor Gill; Cllr Geoff McHugh; Cllr Tim Daniel; Margaret Cressey; Len Grant; Stephen Hall, Barbara James, Mel Oura and David Peet) and to agree the development of a Community Plan and support for the Working Group, in conjunction with SSDC (GMcH)
 - d. Update on the Road Safety project – To report that the Community Speed Watch is underway, led by Mick Johnson, that training took place on 6 September, that a request for additional signage was made to SCC Highways Officers in emails that were followed up at a meeting on 9 September and that foliage was cut back from signs (TD)
 - e. Any other matters arising

6. **Main discussion item**

Update on Planning Legislation, Guidance and Procedures, including SS2 Rural Settlements, introduced by Cllr Trevor Gill and Dave Norris, Planning Manager, South Somerset District Council (the planning authority)

- briefing on Planning Procedures
- briefing on the Local Plan for South Somerset
- briefing on SS2 and other matters affecting the parish
- public Q&A and discussion

7. **Correspondence**

- a. Correspondence from Acorus Rural Property Services regarding future planning possibilities on land in the Parish – To discuss and make a decision on the response to be sent from the Parish Council (TG)
- b. Letter of thanks from the Gardening Club for the Parish Council grant (TG)
- c. Any other correspondence

8. **Planning matters**

- a. 15/03678/FUL Erection of a single storey dwelling and detached garage to include addition of a first floor balcony on west elevation, addition of a window on east elevation, adjustment of roof height positions and adjustment of ridge height at Knapp House. To consider the above and make a recommendation to SSDC
- b. To report comments made by the Parish Council on plans received (TG)
- c. To report any relevant planning decisions made by SSDC (TG)

9. **Financial Matters**

- a. Bank Mandate update – To note that the arrangements for cheque signatories as previously agreed as any two from the Chairman, Vice-chair and Cllr McHugh are now set up. To report that new contact details for the Clerk/RFO are in hand with the Bank (TG)
- b. To agree the purchase of a Laptop Computer and Laser Printer for the use of our Clerk/RFO exclusively on Charlton Horethorne Parish Council business, to the value of up to £600, and to seek funding for this from the grant available in relation to compliance with the Transparency Code, the equipment to be owned by the Parish Council
- c. To agree any requests for payment received: continued hire of the Charlton Horethorne Village Hall for Parish Council meetings (TG)
- d. To consider any Requests for Grants received (TG)

- e. To propose the development of Grants Criteria and the principle of an annual grants budget (AR)
- f. To agree a second ex-gratia payment of £50 to the previous Clerk, Jean Jennings, for further temporary admin support up to 31 August 2015 and for her assistance with the handover of files etc to the new Clerk/RFO (TG)
- g. Any other financial matters

10. Items of Report / Future Business

- a. SALC Training for all five councillors on 5 September – To report (TG)
- b. Broadband - To provide an update (MH)
- c. Allotments – To report on a response to an enquiry (TD)
- d. War memorial – To report on follow up to an enquiry to the previous Parish Council (AR)
- e. Water houses – To update on a response to a public proposal (GMc)

11. Date of Next Meeting: Monday 26 October 2015

12. Public Open Session: to receive feedback on matters discussed and suggestions for future topics for Parish Council meetings

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 approve the Clerk's contract of employment

* Exempt business is as follows:

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes —
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.