**CHARLTON HORETHORNE PARISH COUNCIL**

**A Meeting of the Council on Monday 26 October 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
4. To approve the minutes of the meeting held on 14 September 2015
5. To consider matters arising from the minutes:
6. Health and Wellbeing Grants -To ask any members of the public at the meeting if they can suggest any groups that would benefit from a grant from this fund and to agree that Tim Daniel will email all the village groups on his database to see if they have any suggestions that can be brought to the next Parish Council meeting.
7. Community Plan - To hear an update on progress with the Community Plan; to approve the allocation of £500 as match funding to cover costs, the remainder of which will be sourced from an SSDC grant; to agree that the Community Grant application for this project can go ahead and that the grant can be paid into the Parish Council’s bank account; to authorize spending of up to £500 for production of the plan itself; to approve the Clerk’s draft procedures for treatment of the Community Plan grant funds as presented.
8. Water Houses –To ascertain the ownership of the waterhouses and the land on which they are situated; to ascertain responsibility for the maintenance of the water houses. (MH)
9. To hear an update on the Road Safety project and to decide any further action to be taken.
10. Any other matters arising.
11. Policy Matters

To agree to adopt the draft Grants Policy and Application Form as presented.

1. Financial Matters
2. To consider quotes for a laptop, printer and software for exclusive use by the Clerk and to agree which to choose; to instruct the Clerk to add these items to the Parish Council’s asset register when they have been received.
3. To consider quotes for a new website; to agree which to choose.
4. To approve a grant application for Transparency Code costs.
5. To approve the following accounts for payment and two signatories for cheques:-

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| Jean Jennings | Ex-gratia payment - Admin support | £50.00 |
| Charlton Horethorne Millennium Green Trustees | Millennium Green maintenance grant (2nd instalment) | £550.00 |
| Zöe Godden | Salary and expenses September and October 2015 | £378.48 |
| Charlton Horethorne Village Hall | Village Hall bookings October 2015 | £32.00 |

1. To agree that the Clerk can spend up to £30 on a mobile phone and credit for use as the contact for the Parish Council.
2. To agree that all current Parish Council grant recipients should be contacted in writing to ask them to complete the new Grants Application form in order for their requests to be considered during the 2016/17 budget setting; to agree that all grant requests should be returned to the Clerk by 30th November 2015.
3. Any other financial matters.
4. Correspondence
5. Letter from the Millennium Green Trustees asking for an increase in their grant for the financial year 2016/17; to decide how to respond. (TG)
6. Email from Acorus confirming that they have received the Parish Council’s suggestion that they hold a public consultation in the Parish.
7. Email from SCC asking the Parish Council to complete a questionnaire to help with the County’s budget setting activity for the 2016/17 financial year; to agree if the Parish Council wishes to respond and to decide how to collate responses.
8. Email from SALC inviting members and the Clerk to the South West Regional Conference taking place on 10th November 2015; to agree who should attend.
9. Email from SALC asking for nominations for three posts on the NALC Smaller Councils’ Committee; to agree a member to complete the nomination form.
10. Planning

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

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| a. | 15/03678/FUL (Additional information) | Erection of a 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 | Mr Patrick Lynch, Knapp House, The Knapp, North Road, Charlton Horethorne, Sherborne DT9 4PQ |
| b. | 15/04003/FUL | Change of use of stable building to unit of holiday accommodation, retrospective | Mr & Mrs D Martinez, The Stables, Clare Cottage, Stowell, Sherborne, DT9 4PD |

1. To report any relevant planning decisions made by SSDC: (TG)
2. Items of Report / Future Business
3. Response to request for allotments (TD)
4. Update on previous enquiry about a war memorial for the village (AR)
5. Date of Next Meeting: 7 December 2015.

1. Public Open Session: to receive feedback on matters discussed and suggestions for future topics for parish council meetings

Zöe Godden

Parish Clerk

