**CHARLTON HORETHORNE PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting held on Monday 21 May 2018 in the Village Hall**

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

**Also present**: District Councillor Hayward Burt

**Clerk**: Zöe Godden

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

**The meeting started at 19:30.**

1. **To elect a Chairperson and Vice Chairperson and receive declaration of office forms.**

Michael Hutchings welcomed everyone to the meeting and proceeded to call for nominations for the position of Chairperson. Tim Daniel was nominated and seconded. No further nominations were made.

**RESOLVED: It was unanimously agreed that Tim Daniel be elected as Chairperson and the Declaration of Acceptance of Office was signed and witnessed accordingly.**

Tim Daniel took over as Chairperson from Michael Hutchings and thanked Michael for acting as Chairperson for the preceding year.

Tim asked for nominations for the position of Vice-Chairperson. Geoff McHugh was nominated and seconded. No further nominations were made.

**RESOLVED: It was unanimously agreed that Geoff McHugh be elected as Vice Chairperson and the Declaration of Acceptance of Office form was signed and witnessed accordingly.**

1. **To receive any apologies.**

Apologies had been received from District and County Councillor William Wallace and PCSO John Winfield

1. **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.

There was a great deal of discussion about the recently submitted Traffic Regulation Orders to amend speed limit boundaries within the Parish. Tim Daniel explained that the consultation period for the TROs had expired and that the changes had been requested during Community Plan consultations.

1. **Members’ declaration of interests.**

Michael Hutchings declared a personal interest in item 11. a. ii as he owned land adjacent to the application site.

1. **To approve the minutes of the meetings held on 9 April 2018**

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

1. **To hear reports from:**
2. **PCSO John Winfield** had sent his apologies
3. **District Councillor Hayward Burt** reported that all 16 recycling centres were now taking hard plastics such as toiletry containers and yoghurt pots. Door to door collections would possibly commence in about two years. Hayward went on to inform members that South Somerset District Council had decided to invest in a new battery storage facility. This was part of SSDC’s investment strategy designed to increase income due to the reduction in grants from central government. SSDC already owned the Wilko and Marks and Spencer buildings in Yeovil.

Trevor Gill asked Hayward to explain the role of SSDC’s Regulation Committee in terms of its input into larger planning applications. Hayward said that the Regulation Committee was made up of 16 members from the four Area Committees. It would only deal with planning applications of 10 or more dwellings and would make its decisions based on the same information that is currently presented to the Area East Committee. Neither District Councillor Hayward Burt nor District and County Councillor William Wallace were on the Regulations Committee.

1. **District and County Councillor William Wallace** had sent his apologies.
2. **To consider matters arising from the minutes:**

Regarding item 2 on the minutes from the meeting held on 9 April, Tim Daniel reported that County Highways officers had met at Water Lane to assess the flooding that had been regularly occurring. The ditch alongside the road had become blocked and this, in turn, had blocked the culvert under the road. County Highways had been in touch with the landowner to request that the roadside ditch was cleared, which needed to take place before the culvert could be cleared by County.

Regarding item 4 on the minutes from the meeting held on 9 April, Michael Hutchings reported that the Village clean-up had taken place on 15 May. Ann Reeder added that 19 people had helped on the day. Road signs were cleaned, vegetation removed, litter collected and the Stowell seat was cleaned and re-varnished. Also, foliage from the small metal-fenced area next to the Manor House wall was cleared. This work would continue and the area would be planted up.

1. **Council Matters, including implementation of the Community Plan**
2. Review implementation of the Community Plan (GMcH) and reports from members on their areas of responsibility;

Geoff McHugh reported that, overall, good progress had been made in terms of implementing the policies produced from the Community Plan. The Community Land Trust was working towards providing affordable housing in the Parish, road safety improvements were underway, the Waterhouses had been restored and Feast Day had taken place in 2017. The housing and development policies had been useful when dealing with planning applications. Geoff said that the Community Plan had been successful because it was low-key, flexible and sensitive and had not been imposed on the Parish.

There were three main policy areas that Geoff said needed to be pursued:

1 – HD3 provision of small number of downsizing/ retirement homes in the village – Trevor Gill and Michael Hutchings to pursue via the Community Land Trust

2 – HD 4 & 5 provision of a small number of workshops and office units in the village to make sure Charlton Horethorne remained a living village with opportunities for younger people to work and run businesses in the Parish –Michael Hutchings to retain responsibility with support from Geoff McHugh

3 – ES1, 2 & 3 – investigation of the demand for new facilities for young children, teenagers and sporting activities – Ann Reeder to lead.

Trevor Gill asked for it to be noted that the Community Land Trust’s primary focus was the provision of affordable housing and that it should not be asked to take on any additional responsibilities at this time.

**RESOLVED: It was proposed by Geoff McHugh and unanimously agreed that the above three policy areas would prioritised by the Parish Council in the coming year.**

**20:03** – Hayward Burt left the meeting.

Ann Reeder noted that a date for the next Feast Day needed to be agreed;a possible new organiser had been identified.

Tim Daniel asked for thanks to be recorded to Stephen Hall for repairs he had carried out to the chains and posts at the Village Green.

1. Adoption of Design Guide (GMcH);

Geoff McHugh reminded members that Community Plan Policy HD7 related to the design of new buildings in the Parish. Geoff had produced a Design Guide with much assistance from Trevor Gill. The document was not meant to be a detailed, prescriptive Guide because:

* there was already a wide variety of designs and materials in use in the Parish
* much of the detail in terms of good design was already in SSDC’s document “The Design of Residential Areas”
* it was very easy for design guides to stray from objective design quality onto the realms of personal preference

Geoff and Trevor had put together a two-page statement of design objectives for the parish, containing 14 general objectives relating to building scale and density, materials, parking and access. It was intended that this would act as a checklist against which planning applications could be compared and would provide some additional support, on top of the Community Plan, when dealing with design details in planning applications, even when there was no objection to the principle of development. Trevor Gill reported that he had shared the Design Guide with the Lead Planning Officer for the area and discussed the content with him. His view was that the principles in the Guide were all sensible, relevant and sound, and could not be objected to in planning terms.

**RESOLVED: It was proposed and unanimously agreed to adopt the Design Guide as presented.**

1. Report on discussions at Annual Parish Meeting, and to agree timescales for any follow-up action:
2. Facilities for children, young people and sport (AR);

**20:13**- Geoff McHugh left the room.

Ann Reeder presented her report of the Annual Parish Meeting and summarised the content. Ann said that it had given many people the chance to voice their opinions.

Overall, people felt that there was a need for additional play and sports facilities for children and young people and that the Millennium Green was the preferred location for any new equipment. Ann said that the Millennium Green recognised the need for more facilities for older children and were planning to address this with their own funds. It would not be possible to use the school field for such facilities.

**20:14** – Geoff McHugh returned to the meeting.

It had been noted at the Annual Parish Meeting that there had previously been a youth club and a football club in the Parish. There had been a particular request for somewhere for children to ride their scooters. The Youth Theatre was felt to be valuable but it had been noted that it was not attended by many children from the Parish. Children and young people tended to congregate at the Church because they did not have anywhere else to go. It had been suggested that a reciprocal arrangement with other Parishes to share facilities could be arranged. Ann said that, as well as talking to the Millennium Green about its ambitions, it was important to talk to children and young people to find out what they wanted.

1. Small workshop and office units (MH);

Michael Hutchings reported that there had been mixed views on this topic but generally everyone felt that it would be a good thing to encourage local employment where possible

1. Possible increase in precept (TG).

Trevor Gill reported that the Parish Council had been restrained when setting the precept for the 2018/19 financial year. At the Annual Parish Meeting, there had been very considerable, although not unanimous, support for an increase in the precept in the 2019/20 financial year. A large majority of people had been in favour of an increase of £5 per band D property, which would equate to approximately a £1435 increase to the Parish Council’s income but any increase should be for specific projects, for example facilities for children and young people, provision of sports facilities or other specific ideas.

It was **agreed** that the public should have an input into precept setting at the next relevant parish council meeting.

1. To review member responsibilities for:
2. Community Plan (GM)
3. Planning (TG)
4. Internal Liaison (TD)
5. External Liaison, including communications (AR)
6. Local Economy (MH)

It was noted that Tim Daniel also had responsibility for traffic and road safety.

**RESOLVED: It was proposed and agreed that members would continue to take responsibility for the above areas for the coming year.**

1. To re-adopt Standing Orders and Financial Regulations and to agree any changes to other policies if required.

**RESOLVED: It was proposed and agreed to re-adopt the Standing Orders, Financial Regulations and all other policies without amendment.**

1. 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).

**RESOLVED: It was proposed and agreed that the Parish Council would contribute £27.50 towards the cost of this course as requested.**

1. To review insurance cover and agree any changes.

**RESOLVED: It was proposed and agreed that no changes were required to the insurance policy.**

1. 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.

**RESOLVED: It was proposed and agreed to adopt the two privacy notices as presented.**

1. To note that the Clerk’s review and development meeting has been held (MH).

**Noted.**

1. **Financial Matters**
2. To approve the cash book and bank reconciliation for April 2018.

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

1. 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 |

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

1. To consider allowing the Clerk’s June salary and the associated HMRC charge to be paid before the next meeting in July.

**RESOLVED: It was proposed and agreed to allow the payments as requested.**

1. To note receipt of the precept (£6409), SSDC Grant (£20) and 2017-19 VAT claim (£463.96).

**Noted.**

1. To review the bank mandate and agree any changes.

**RESOLVED: It was proposed and agreed that Tim Daniel, Trevor Gill, Michael Hutchings and Ann Reeder would remain as bank signatories.**

1. To consider allowing members to sign a form from Nat West Bank to apply for Online Banking services.

**RESOLVED: It was proposed and agreed that all bank signatories could sign the form and that the Clerk should send this to Nat West Bank.**

***Action Parish Clerk***

1. To consider exempting the Parish Council from the need for an external audit and to sign the exemption certificate accordingly.

**RESOLVED: It was proposed and agreed that the Parish Council wished to exempt itself from external audit and the certificate of exemption was signed by the Chairperson.**

1. To receive the Internal Auditor’s report.

Members noted receipt of the Internal Auditor’s report. The Chairperson thanked Stephen Hall for carrying out the required Internal Audit work for the Parish Council.

1. To approve section 1 of the Annual Governance and Accountability Return

**RESOLVED: It was proposed and agreed to approve section 1 of the Annual Governance and Accountability Return without amendment.**

1. To approve section 2 of the Annual Governance and Accountability Return

**RESOLVED: It was proposed and agreed to approve section 2 of the Annual Governance and Accountability Return without amendment.**

1. Any other financial matters.

No other financial matters were raised.

1. **Correspondence**
2. St Peter and St Pauls Church – Letter of thanks for the recently awarded grant.

**Noted.**

1. Charlton Horethorne Village Hall - Letter of thanks for the recently awarded grant.

**Noted.**

1. Stowell PCC - Letter of thanks for the recently awarded grant.

**Noted.**

1. SALC – Invitation to comment on a consultation on unauthorised developments and encampments – to agree if a member(s) would respond.

Members **agreed** that they did not wish to respond to this consultation.

1. Somerset Live – Invitation to enter the Somerset Village of the Year competition – to consider entering and agree any further action to be taken.

Members **agreed** that they did not wish to enter this competition.

1. Police Community Trust – Notification that the recent grant application to the Road Safety Fund was unsuccessful.

Tim Daniel explained that the County Council’s Speed Indicator Device scheme has ceased, leading to an application by the Parish Council, as suggested by the Community Speedwatch group, for a grant to purchase a SID for Charlton Horethorne. Although the bid had been unsuccessful, Police Community trustees had said they were reviewing the position of the force to find a more strategic solution. County Highways and SSDC were also talking about taking action to maintain the scheme.

Ann Reeder added that Police and Crime Commissioner Sue Mountstevens had written to Somerset County Council to confirm that the SID scheme was valued by the Police. The Somerset Association of Local Councils had convened a well-attended meeting to discuss the matter and it was felt that there may be scope to form clusters of parish councils to share the cost of SID provision. This was also discussed at the Annual Parish Meeting.

1. Local Government Boundary Commission – Results of the recent review of wards boundaries in South Somerset.

Tim Daniel informed members that Charlton Horethorne would be staying in Blackmoor Vale Ward and thanked Michael Hutchings for writing the report on behalf of the Parish Council.

1. **Planning**
2. To consider the following planning application and make recommendations to SSDC:

|  |  |  |  |
| --- | --- | --- | --- |
| i | 18/01079/FUL | Erect dwelling | Land Adjoining Wynfield, Cowpath Lane, Charlton Horethorne |
| Trevor Gill explained that he, Michael Hutchings and Geoff McHugh had between them visited all of the neighbours on two occasions. Neighbour responses were either neutral or strongly in support of the application. Trevor was concerned about over-parking because a previous application for a driveway on the site was meant to address a lack of parking. However, Trevor had met the applicant and been assured that the original plans for Wynfield (the current dwelling) would be amended so that the fourth bedroom would not be built, meaning that the need for additional parking would not be so great. In addition, a wall would be removed to increase the space available. Trevor and Geoff had spoken to the Planning Officer who was happy with the amended plans. The new plans showed that there was sufficient space for the right number of parking places at both the current and new dwellings.  **20:40** – The Chairperson allowed a public open session  Members noted that waste water would be dealt with by means of a soakaway.  **20:43** – The Chairperson brought the public open session to a close.  **RESOLVED: It was proposed and agreed that the Parish Council recommended approval of this application with the proviso that the extension to Wynfield for a fourth bedroom, that was given permission under planning application 17/03069/FUL, was not built and that parking was arranged as per the newly submitted diagram number 18029-3 C.** | | | |
| ii | 18/01203/COU | Change of use of land from agricultural to residential. | 1 Blackford Way, North Road, Charlton Horethorne. DT9 4NS |
| Trevor Gill informed members that the applicant had recently purchased the land in question and wanted to change to it to residential use.  **20:45** - The Chairperson allowed a public open session  The applicant explained that he wished to use the land to expand garden space.  **20:46** - The Chairperson brought the public open session to a close.  **RESOLVED: It was proposed and agreed that the Parish Council recommended approval of this application. Four votes for; Michael Hutchings abstained from voting.** | | | |

1. To report any relevant planning decisions made by SSDC: None at time of publishing agenda.

There were no planning decisions to report.

1. 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.

Trevor Gill said that this matter should be kept under observation. Paper plans were very useful because they made it easier to see details when compared to viewing on a screen. The paper plans were also asked for regularly by residents. Trevor said that it was crucial that the Parish Council continued to receive the paper plans.

**20:49** – One member of the public left the meeting.

1. 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.

This matter had been dealt with at item 6b. above.

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

Michael Hutchings thanked all members and the Clerk for their help and commitment while he was Chairperson. In particular, Michael thanked Trevor Gill for his work in relation to planning matters.

The Clerk was instructed to add an item to the next agenda to enable the discussion of the lack of bus services in the Parish.

***Action Parish Clerk***

Trevor Gill informed members that planning application 18/01079/FUL for a new dwelling at land adjoining Wynfield may incur a Community Infrastructure Levy payment.

Ann Reeder informed members that the date for the next Annual Parish Meeting had been changed to Saturday 13th March 3-5pm to accommodate other users of the Village Hall. The Clerk was instructed to add this to the Parish Council’s website.

***Action Parish Clerk***

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

In response to a question from a member of the public, the Clerk confirmed that no loss of control of finances would result from the use of online banking because the Parish Council’s Financial Regulations would still have to be adhered to. This included the authorisation of all payments at Parish Council meetings.

In response to comments from a member of the public, Geoff McHugh confirmed that, rather than initiating or funding projects in relation to the introduction of facilities for sport, children and young people and the provision of workshops or office space in the Parish, the Parish Council would, as per the Community Plan policies, investigate the local need/support for these facilities and then offer support and facilitate where needed. Michael Hutchings added that one specific reason for discussing the possible need for workshops and office space was to canvas the views of the community so that these could be referred to in case planning applications for such facilities were received in the future.

The applicant of planning application 18/01079/FUL for a new dwelling at land adjoining Wynfield informed members that, if the Community Infrastructure Levy was enforced, the Parish Council would receive 15% of the final sum.

In response to a question from a member of the public, Ann Reeder explained that the registration fee of £60 for the Local Council Award Scheme had been agreed during budget setting at a previous meeting. The Local Council Award Scheme offered councils the opportunity to show that they met the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement. The Clerk added that the cost included a VAT payment of £10, which would be reclaimed.

In response to a question from a member of the public, Trevor Gill said that the Community Land Trust had been set up and that it was looking for a suitable site. Ann Reeder noted that the CLT was an entity separate from the Parish Council but that the Parish Council did support it. The CLT had held its Annual General Meeting two weeks previously. Ann noted that the Chairperson of the CLT often attends meetings of the Parish Council and has previously given updates on progress, and could be invited to do so again at a future meeting.

1. **Date of Next Meeting:** 09 July 2018

**The meeting closed at 21:06.**

**Agreed and signed by the Chair­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**