**CHARLTON HORETHORNE PARISH COUNCIL**

**Minutes of the Meeting held Monday 18 May 2015 in the Village Hall at 7.30 pm**

**Present**: Cllrs Gill (Chairman), Hutchings and McHugh

H Archer (Chairman, part time)

District Cllr Inglefield

1. **Apologies** – The Clerk reported apologies from Cllrs Daniel and Reeder and County Cllr Wallace.

2. **Election of Chairman and Vice Chairman** – Mr Archer opened the meeting as the outgoing Chairman and to preside over the election of officers, following which he stood down. The Council unanimously elected Cllr Gill as Chairman and Cllr Reeder as Vice Chairman. Declaration of Office forms were appropriately signed and dispensation was granted to Cllr Reeder to sign the Declaration of Office as Vice Chairman at the next meeting.

The Chairman read out a statement prepared by Cllr Reeder apologising for her absence (and Cllr Daniel) because of a pre-booked holiday and stating that they were looking forward to working with other councillors and doing their best for the village.

Completed Registration of Interest Forms were collected by the Clerk to be forwarded to South Somerset District Council.

3. **Public Open Session**

The Chairman asked members of public whether there were any topics they would like to raise.

3.1 **Traffic Issues** - Several residents expressed concern regarding the speed of traffic through the village. This was discussed at length, together the proposed 20 mph speed limit by the school (which had been approved at County level but was yet to be implemented) and the proposal by County to transfer the Speed Indicator Device (SID) administration duties to Town/Parish Councils. The Chairman stated that this topic would be given high priority.

4. The **Minutes** of the meeting held on 18 March 2015 were approved and signed.

5. **Matters Arising from Minutes of previous meeting**

5.1 **Missing Litter Bin (bottom of Harvest Lane)** – It was agreed by the members that a replacement bin should be purchased and the Chairman requested the Clerk to proceed.

6. **Responsibilities** – The Chairman stated that it was proposed to nominate lead members of the council who would take primary responsibility for the following core areas of importance:

Planning Applications Cllr Gill

Neighbourhood Plan Cllr McHugh

Communications Cllr Hutchings

Liaison with District and County Elected Representatives Cllr Reeder

Liaison with local organisations, voluntary groups and societies Cllr Daniel

Local Council Award Scheme (long term) Cllr Gill

This was agreed by members of the council.

7. **Financial Matters**

7.1 **Accounts Received** - The following account was approved for payment: Charlton Horethorne Village Hall (May Hire) £16.00. The cheque will be raised and signed as soon as new cheque signatories had been accepted by the bank.

7.2 **Grants** – No requests had been received since the last meeting.

7.3 **Cheque Signatories / Bank Mandate Form** – Cheque signatories would be Cllrs Gill, Reeder and McHugh. A Bank Mandate Form had been requested from the bank but had not yet been received. On receipt the Chairman stated that he would urgently progress in order that cheques could be signed.

7.4 **Somerset Association of Local Councils (SALC) -Training** – The Chairman reported the Secretary of SALC had offered to come to Charlton Horethorne to give the new councillors training. This would not cost more than if councillors attended the various SALC run courses and there would be an added benefit of being able to gain more information/assistance about issues pertinent to Charlton Horethorne. Members agreed to this action and approved the expense.

8. **Correspondence**

The Clerk reported receipt and distribution of correspondence (as appropriate) from: -

8.1 South Somerset District Council – Area East Bulletin

8.2 Charlton Horethorne Village Hall – Letter of thanks for recent grant payment.

9. **Recruitment of Clerk/RFO** – The Chairman stated that he would progress recruitment of a new clerk and that an advert had been placed in the next edition of the Parish Magazine.

10. **Planning**

10.1 Matters for Parish Council Comment: Nothing to report.

10.2 To report any relevant planning decisions made by SSDC: Nothing to report.

10.3 Planning Applications – Order of distribution: It was agreed that the order of distribution would be:

Cllrs. Gill, Reeder, Daniel, Hutchings, and then back to Clerk. Cllr McHugh stated that he would be happy to view applications online and email his response to the Clerk.

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

11.1 Transfer of Speed Indicator Device (SID) Administration from Somerset County Council to Parish/Town Councils – This was discussed earlier during the wider discussion on traffic control through the village in the ‘open session’.

11.2 Transparency Code for Parish Councils (with an annual turnover not exceeding £25K – England only) – Requirement for documents to be published online – The Chairman stated that he had discussed this at length with the SALC secretary and would be progressing.

11.3 Neighbourhood Plan Meeting – Cllr McHugh stated that it was intention to hold a meeting on **27 August 2015** in the Village Hall to discuss the Neighbourhood Plan.

12. **Date of Next Meeting**

27 July 2015.

13. **Public Open Session**

13.1 It was reported that a small article about the new parish council would be appearing in the next Parish Magazine and that future editions would run articles about Parish Council related issues.

13.2 Neighbourhood Plan Discussion took place regarding the proposed Neighbourhood Plan. It was stressed that although the intention was to start the process as soon as possible, this would take approx. 18 months/2 years to complete. The advantage of a Neighbourhood Plan would be that it would have statutory backing and be a subsidiary to the South Somerset District Council’s Local Plan which would benefit the village when responding to planning applications by having it in place.

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