**Minutes of a meeting of the Parish Council held on Monday 21 January 2019**

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

**Also present:** District Councillor Hayward Burt

**Clerk:** Zöe Godden

There were 21 members of the public present at the start of the meeting.

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

1. **To receive any apologies.**

Apologies had been received from Michael Hutchings, 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.

No matters were raised.

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

There were no declarations of interest.

1. **To approve the minutes of the meeting held on 26 November 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 SSDC would receive £2.4m from the business rates retention pilot scheme. This additional funding would be used for regeneration schemes in Wincanton and to take forward the District Council’s Economic Strategy.
4. **County Councillor William Wallace** had sent his apologies.
5. **Council Matters, including implementation of the Community Plan**
6. To receive reports from members on their areas of responsibilities, specifically in relation to the Community Plan including:
7. HD2 provision of a minimum of four affordable homes in the Parish (TG/MH)

Nothing to report.

1. To hear an update on the work of Charlton Horethorne Community Land Trust. (Mark Hughes)

Mark Hughes reported that the Community Land Trust was continuing to look for suitable land. A substantial number of landowners had been approached. Discussions with the Diocese of Bath and Wells had been ongoing for a year but had not been successful, so the CLT was continuing to speak to other landowners.

1. HD3 provision of small number of downsizing/retirement homes in the village (TG/MH)

Nothing to report.

1. HD 4 & 5 provision of a small number of workshops and office units in the village (MH/GM)

Geoff McHugh noted that the Community Plan had identified the need for two additional light industrial units to bring the total in the Parish to four. There were now no remaining light industrial units in the Parish at all. Geoff said that he felt that the Parish Council would need to take a more active interest in this, both with landowners in the Parish who may have available land and also with the planning authority.

Regarding office units, a home workers group had been formed and met once a month. A meeting was due to take place on 4 February between the home workers group and Parish Councillors to explore how the Parish Council could support the formation of a co-working office space in the village. At least four people in that group were interested in setting up some co-working space in the Parish. A scheme in Frome was said to be very successful.

Geoff went on to express concern over the loss of the two light industrial units and the associated employment from the Parish. Geoff said that employment opportunities in the Parish were needed to ensure sustainability.

1. ES1, 2 & 3 – investigation of the demand for new facilities for young children, teenagers and sporting activities (AR)

Ann Reeder reported that the Headteacher of the primary school had agreed to consult with pupils about their needs and wishes in terms of facilities in the Parish and that a video would be produced by the children to be shown at the Annual Parish Meeting on 30 March.

1. TRS 1 to 7 – Traffic and road safety issues (TD)

Tim Daniel reported that speed limit signage on Milborne Port Road had been finished. County Highways were aware that the 40mph roundel on Charn Hill needed to be repainted as a 30mph roundel to match the new speed limit. Tim had also asked for the disabled parking bay outside the pub to be repainted.

Tim went on to refer to the cessation of the County Council’s Speed Indicator Device scheme and noted that, at the previous Parish Council meeting on 26 November, the Clerk had been instructed to put together a business case for a new, locally organised scheme. There was some discussion about the effectiveness of SIDs and Community Plan policy TR3, which stipulated that SIDs should be retained in the Parish. Tim further noted that a grant application to Avon and Somerset Police for the purchase of a SID had been unsuccessful. The Clerk had made some initial enquiries and found that some larger towns and parishes were able to run their own SID schemes, whereas smaller parishes were finding it difficult to set up schemes on their own.

**RESOLVED: It was proposed and agreed that the Clerk should be paid to work up to six additional hours, to be funded from reserves earmarked for the Community Plan, to take the SID project forward and that the Clerk would ask Henstridge Parish Council to match this six hours. The Clerk would report her progress to the next meeting on 25 February.**

***Action Parish Clerk***

**19:53** – The Chairperson allowed a public open session.

A member of the pubic spoke about the dangers of speeding and gave some fatality statistics.

**19:55** – The Chairperson brought the public open session to a close.

1. To consider nominating any suitable sites where the Dorset and Somerset Air Ambulance might be able to land in the Parish. (AR)

Members discussed possible sites and heard ideas from members of the public. It was **agreed** that no suitable sites could be nominated but it was noted that the Air Ambulance had landed successfully in the Parish several times in the past.

1. To note that Christmas tree recycling was again provided by SSDC free of charge in the Parish.

**Noted.** Tim Daniel added that the chippings generated had been given to the Millennium Green for use on its pathway. Tim also asked for thanks to be recorded to Tony and Sarah Lethbridge for allowing the tree collection compound to be situated in the pub car park.

1. To consider allowing the Clerk to attend a training session organised by SALC called “The Essential Clerk”, the total cost of which is £85 but will be split equally three ways with her other two parishes, meaning the cost to Charlton Horethorne Parish Council would be £28.34.

**RESOLVED: It was proposed and agreed that the Clerk could attend this training session and that the Parish Council would cover 1/3 of the cost.**

1. To consider allowing the Clerk to attend a free Election Information Session held by SSDC and to pay £8.55 as a third of the mileage costs.

**RESOLVED: It was proposed and agreed that the Clerk could attend this training session and that the Parish Council would cover 1/3 of the cost.**

1. To note that Parish Council elections will take place in May 2019 and to consider how to promote these and encourage residents to put their names forward for nomination.

Tim Daniel informed members that district and parish council elections would take place on 2 May. There would be two district councillor vacancies and five vacancies for parish councillors. Information on the election process was available from the Parish Council’s website and an article had appeared in the Parish Magazine in December/January.

1. To agree arrangements for the Annual Parish Meeting, taking place on Saturday 30 March.

Tim Daniel reminded members that the Annual Parish Meeting was not a Parish Council meeting but an opportunity for issues to be raised that were of interest to the residents of the parish.

Ann Reeder informed members and the public that the meeting would run from 3 to 5pm, with refreshments being served from 2.30pm. Officers from SSDC had been invited to speak about changes brought about by the Transformation process. As mentioned at point 6. a. v, children from the primary school were planning to prepare a video to be shown at the APM describing their needs and wishes in terms of facilities in the Parish. There would also be an update from the Chair of Governors. The CLT would also attend if there was anything new for them to report.

1. **Correspondence**
2. To note receipt of an invitation from SSDC to comment on the draft updated Rural Housing Plan 2019-21 and agree any member(s) to comment

Members did not wish to make any comment although it was noted that the report contained useful information about the provision of affordable housing in the district, which had been low for several years.

1. **Financial Matters**
2. To approve the cash book and bank reconciliation for the period to 24 December 2018.

**RESOLVED: The cash book and bank reconciliation for the period to 24 December 2018, as verified by Trevor Gill, was approved and signed by the Chairperson.**

1. To approve two payments made on 31 December 2018, outside of a public meeting, as follows:

|  |  |  |
| --- | --- | --- |
| Zöe Godden | Salary December 2018 | £128.00 |
| HMRC | Income tax re Z Godden December 2018 | £32.00 |

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

1. To approve payments of:

|  |  |  |
| --- | --- | --- |
| Zöe Godden | Salary Jan 2019 & expenses Dec 2018 & Jan 2019 | £180.79 |
| HMRC | Income tax re Z Godden Jan 2019 | £32.00 |
| Henstridge Parish Council | 10% SLCC membership & 1/3 share of SLCC Regional Training Seminar costs | £45.03 |

**RESOLVED: it was proposed and agreed to approve the payments as presented and that Geoff McHugh and Ann Reeder would sign the cheques.**

***Action Parish Clerk***

1. To agree the budget for 2019-20, including the consideration of grant applications from the Stowell PCC, Charlton Horethorne PCC, Charlton Horethorne Village Hall and the Millennium Green Trust and quotes for Village Green maintenance for 2019-20.

Tim Daniel summarised the proposed changes to the budget and reminded members that these had been proposed for the purposes of forward planning and also as a result of extensive public consultation. In addition, £400 had been added to enable the new Parish Council to continue implementation of the Community Plan. A report had been produced to explain all of the proposed changes and the wider issues affecting council tax bills. The report is attached to these minutes. Another contributing factor was the Parish Council’s wish to provide a flexible budget for the new Parish Council.

All members present were supportive of the reasons for the proposed changes.

**20:23** – The Chairperson allowed a public open session.

In response to a question from a member of the public, the Clerk said that there was currently £3484.33 in the deposit account, £450.88 of which was earmarked for implementation of the Community Plan. Ann Reeder added that £400 was earmarked for future maintenance of the Village Green. Tim Daniel said that the new Parish Council would be able to decide if it wished to spend any of the reserves.

In response to another question, Tim Daniel confirmed that roadside grit was used in the Parish and that the Parish Council would have to fund replacement grit for grit bins in future years.

**20:26** – The Chairperson brought the public open session to a close.

Tim Daniel asked members to consider the three quotes received for Village Green maintenance. There was some discussion about the use of contractors from the Parish and the need to ensure value for money.

**20:28** – The Chairperson allowed a public open session.

Members of the public commented on the maintenance work that had been carried out by SSDC in the preceding year.

**20:30** - The Chairperson brought the public open session to a close.

The quotes received were as follows:

|  |  |
| --- | --- |
| **Company** | **Amount** |
| Lifestyle Landscapes |  £1,360.00  |
| SSDC |  £ 510.85  |
| Countrywide Grounds Maintenance |  £ 790.00  |

**RESOLVED: It was proposed and agreed to accept the quote from SSDC for Village Green maintenance for the 2019-20 financial year. Three votes for; one abstention.**

***Action Parish Clerk***

Tim Daniel asked members to consider the grant applications received.

**RESOLVED: It was proposed and unanimously agreed to approve the grant requests for the 2019-20 financial year, as follows:**

|  |  |
| --- | --- |
| **Charlton Horethorne Millennium Green Trust** |  **£ 1,000.00**  |
| **Charlton Horethorne Parish Church** |  **£ 400.00**  |
| **Charlton Horethorne Village Hall**  |  **£ 750.00**  |
| **Stowell Parish Church** |  **£ 325.00**  |
| **Parish Magazine** |  **£ 50.00**  |

***Action Parish Clerk***

Tim Daniel asked members to consider the proposed budget for 2019-20.

**RESOLVED: It was proposed and unanimously agreed to approve the budget for 2019-20, as presented.**

1. To agree the precept request for 2019-20.

**RESOLVED: It was proposed and unanimously agreed to approve the precept request of £7,918 for 2019-20, as presented.**

***Action Parish Clerk***

1. Any other financial matters.

No other financial matters were raised.

1. **Planning**
2. To hear an update on the appeal relating to planning application 17/03405/FUL - Erection of two dwellings, provision of access, diversion of public right of way, landscaping and ancillary works, Land OS 0084 At Gunville Farm, Violet Lane, Charlton Horethorne.

Trevor Gill reported that there was no news on the progress of this appeal at present except that the Inspector had made a site visit.

Geoff McHugh said that he thought it was unfortunate that the Parish Council had decided not to submit additional comments to the Planning Inspector in relation to this appeal and asked for this to be recorded in the minutes.

1. To note receipt of a response to the Clerk’s letter to SSDC regarding the refusal of planning application 18/01446/COU (Manor Dairy Farm) and to agree any action to be taken.

Trevor Gill explained that relations with the Planning Department had been very good in the past but that the Department had distanced itself from Parish Councils. Trevor read out his proposed reply.

**RESOLVED: It was proposed and agreed that the Clerk should send the reply as presented.**

***Action Parish Clerk***

District Councillor Hayward Burt informed members that he was aware of the problems being experienced by Parish Councils when dealing with the Planning Department. Hayward said that there were five areas of concern: applications no longer had dedicated planning officers assigned to them, access to documents on the SSDC website was difficult, planning officers could only be contacted by telephone during very restricted hours, there was a high turnover of staff in the Planning Department and not all immediate neighbours were listed on SSDC’s neighbour lists. Hayward said that he and District and County Councillor William Wallace would bring this matter up at the Area East committee.

**20:43** - The Chairperson allowed a public open session.

Members of the public expressed their concerns relating to SSDC’s handling of planning application 18/01446/COU and the resulting loss of 18 jobs in the Parish.

**20:51** – The Chairperson brought the public open session to a close.

1. To report any relevant planning decisions made by SSDC: **18/02600/FUL** -Charlton Hill Farm, Sigwells. DT9 4LZ - The erection of a single storey extension to form ancillary annexe with a carport and glazed link, extension to existing porch to form boot room and the realignment of boundary fences. – **Granted with conditions**

Trevor Gill reported that the fourth condition applied to this application was to ensure that the annexe should not be an independent unit and should remain ancillary to the main building.

1. To note that the Parish Council decided it was unnecessary to convene a special meeting to consider a planning application and made comments as follows: 18/02865/FUL - Slait Cottage, Sigwells. DT9 4LN - The erection of a two storey rear extension and a two storey annexe extension. – **RESPONSE TO SSDC**: Charlton Horethorne Parish Council has not met to discuss the above application because of the short timescale given for our response. However, the Chair and lead member for planning have visited the applicant and near neighbours. There have been no objections received. All Councillors have discussed the application with each other verbally or by email and have reached the following decision: The Parish Council unanimously supports the application.

Trevor Gill reported that, as with application 18/02600/FUL, the fourth condition applied to this application was to ensure that the annexe should not be an independent unit and should remain ancillary to the main building.

**20:55** – One member of the public left the meeting.

Tim Daniel informed members and the public that an appeal hearing would take place in Milborne Port Village Hall at 10am on Tuesday 22 January in relation to an application for 56 dwellings that would increase traffic on roads around Charlton Horethorne.

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

No additional items were reported.

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

A member of the public reported that two 30mph signs in Harvest Lane had faded and were difficult to read. Tim Daniel said he would report this to County Highways and noted that 30mph signs in North Road were also faded, so he would report these as well.

Members of the public again expressed regret at the loss of the two light industrial units and their associated businesses and jobs.

1. **Date of Next Meeting:**  25 February 2019.

Tim Daniel informed members and the public that the Millennium Green Trust would hold its AGM after the Parish Council’s meeting on 8 April.

**The meeting ended at 21:03.**



Zöe Godden

Parish Clerk