

**Annual Parish Council Meeting on Monday 20 May 2019 at 7.30 pm in the Village Hall
to transact the following business:**

**NOTE – DECLARATION OF ACCEPTANCE OF OFFICE FORMS MUST BE COMPLETED
BY ALL MEMBERS BEFORE THE MEETING. PLEASE ARRIVE A FEW MINUTES EARLY
TO COMPLETE YOUR FORM.**

1. To elect a Chairperson and receive a declaration of acceptance of office form.
2. To agree that declaration of acceptance of office forms for any absent members can be received at the next meeting.
3. To elect a Vice-Chairperson and receive a declaration of acceptance of office.
4. To receive any apologies.
5. **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.
6. **Members' declaration of interests.**
7. **To approve the minutes of the meetings held on 8 April 2019**
8. **To hear reports from:**
 - a. PCSO
 - b. District Councillor
 - c. County Councillor
9. **Council Matters, including implementation of the Community Plan**
 - a. To review member responsibilities for:
 - i. Traffic and Road Safety
 - ii. Planning
 - iii. Internal and External Liaison
 - iv. Local Economy and Telecommunications
 - b. Report on discussions at Annual Parish Meeting, including agreeing a member to liaise with the defibrillator working group.
 - c. To resolve that the Parish Council confirms that it meets the eligibility criteria for the General Power of Competence as set out in the Localism Act 2011 and that Council adopts the power, namely that it has a qualified Clerk and that at least two thirds of vacancies were filled at the last ordinary election.
 - d. To re-adopt Standing Orders and Financial Regulations and to agree any changes to other policies if required.
 - e. To note the availability of training provided by SALC and to agree members to attend.
 - f. To agree the process for shortlisting and interviewing for the new Parish Clerk post.
10. **Financial Matters**
 - a. To approve the cash book and bank reconciliation for the period to 24 April 2019.
 - b. To approve payments of:

Zöe Godden	Salary and expenses April 2019	£159.05
HMRC	Income tax re Z Godden April 2019	£32.00
SALC	Affiliation fees 2018/19	£172.00
Charlton Horethorne Primary School	Grant 2019/20	£250.00

- c. To review insurance cover and agree any changes.
- d. To consider three quotes for Parish Council Insurance and sign a cheque accordingly.
- e. To note receipt of the precept (£7918).
- f. To review the bank mandate and agree any changes.

- g. To agree that one or more of the ex-councillors can remain as a bank signatory until the new mandate has been adopted by the bank.
- h. To consider exempting the Parish Council from the need for an external audit and to sign the exemption certificate accordingly.
- i. To note that, in line with Financial Regulation 6.11, a sealed envelope containing all Parish Council passwords to access the laptop and various online accounts has been passed to the Chairman.
- j. Any other financial matters.

11. Correspondence

- a. St Peter and St Pauls Church – Letter of thanks for the recently awarded grant.
- b. Stowell PCC - Letter of thanks for the recently awarded grant.

12. Planning

- a. To consider the following planning application and make recommendations to SSDC:

i	19/01076/FUL & 19/01077/LBC	Change of use with alteration and extension of existing barn to home offices and erection of a single storey building to accommodate domestic leisure pool in association with Manor Farm House.	The Manor, Horse Lane, Charlton Horethorne. DT9 4NL
ii	19/00975/FUL	Erect dwelling (resubmission of application number 18/01079/FUL)	Land adjoining Wynfield, Cowpath Lane, Charlton Horethorne. DT9 4NR
iii	19/00859/HOU	The erection of a single storey front entrance porch.	5 Southdown, Charlton Horethorne. DT9 4NQ

- b. To report any relevant planning decisions made by SSDC: **19/00437/S73A** - Magdalene House, Stowell Hill, Stowell. DT9 4PD - Application to remove condition 04 (drainage) of planning approval 16/00935/OUT – **Granted**
- c. 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: **19/00486/FUL** - Heron Farmhouse, Old Bristol Road, Sigwells. DT9 4LN - Proposed conversion of barn to form extended family living/holiday let accommodation. Associated amenity space and parking. - **RESPONSE TO SSDC:** The Parish Council have not been able to discuss this application at a Parish Council Meeting due to the short response time. However, we have all looked at the plans, discussed them verbally together and by email. We have also visited the site and spoken to Mrs. Harding-Rolls. We do not have any objections to this application but would recommend a condition be applied that restricted the use of the building to extended family living, and some holiday let accommodation.

13. Items of Report / Future Business

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

15. **Date of Next Meeting:** 24 June 2019 to be held in Charlton Horethorne Primary School



Zöe Godden
Parish Clerk