

Minutes of the Annual Parish Council Meeting held on Monday 20 May 2019

Present: Tim Daniel (Chairperson), Michael Hutchings, Ian Macfarlane, David Peet, Jenny Peet and Simon Purcell.

Also present: District Councillor Hayward Burt, District and County Councillor William Wallace and PCSO John Winfield.

Clerk: Zöe Godden

There were 23 members of the public present at the start of the meeting.

The meeting started at 19:30.

1. To elect a Chairperson and receive a declaration of acceptance of office form.

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

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

All members of the Parish Council and District and County Councillor William Wallace introduced themselves to the public. William said that he had to leave to attend another meeting but said that he was available to be contacted with any problems.

19:35 – William Wallace left the meeting.

District Councillor Hayward Burt introduced himself. Hayward congratulated the members who had been elected and thanked those who were no longer on the parish council for their contributions.

Michael Hutchings thanked his fellow councillors for asking him to act as Chairperson for the coming year and paid tribute individually to the outgoing councillors. Michael noted that they had all worked very hard and that their contributions were appreciated.

2. To agree that declaration of acceptance of office forms for any absent members can be received at the next meeting.

All members were present so no agreement was needed.

3. To elect a Vice-Chairperson and receive a declaration of acceptance of office.

Michael Hutchings asked for nominations for the position of Vice-Chairperson. David Peet was nominated and seconded. No further nominations were made.

RESOLVED: It was unanimously agreed that David Peet be elected as Vice-Chairperson and the Declaration of Acceptance of Office was signed and witnessed accordingly.

19:37 – Three members of the public arrived at the meeting.

4. To receive any apologies.

All members were present.

It was **agreed** to take the PCSO's report at this point in the meeting.

8. a PCSO John Winfield reported the following:

- A suspicious white van had been seen showing an interest in out-buildings in the Somerset, Dorset and Wiltshire areas.
- Reports were still being received of people walking their dogs off the lead close to livestock. Anyone witnessing this behaviour should report it via the 101 number.
- Two people were visiting properties in the area. While one asked householders if they had any scrap metal for sale, the other took videos of properties. This should be reported via the 999 number if in progress.

- Any door to door selling should be reported via the 101 number.

19:40 - PCSO John Winfield left the meeting.

- 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.

A member of the public informed Parish Councillors that none of the year 6 children from Charlton Horethorne Primary School had been offered places at The Gryphon School. The impact of this was discussed and the Parish Council offered to liaise with parents.

Another member of the public thanked Simon Purcell for repairing the road sign outside her house.

- 6. Members' declaration of interests.**

There were no declarations of interest.

- 7. To approve the minutes of the meetings held on 8 April 2019**

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

- 8. To hear reports from:**

- a. PCSO - received after item 4 above.
- b. District Councillor Hayward Burt reported that County Councillor William Wallace had a health and wellbeing fund and a youth projects fund. Anyone wishing to access these should apply directly to William. Hayward reported that, due to the ongoing reduction in grant funding from central Government, SSDC was investing in property to supplement its income. Hayward informed members that the public consultation on SSDC's Local Plan review would be completed towards the end of June. Finally, Hayward reminded members that SSDC had been going through a transformation process, linked to the reduction in central Government funding. Hayward asked that any problems were reported to him and he would feed these back to SSDC.

19:47 – One member of the public arrived at the meeting.

- c. County Councillor William Wallace had left the meeting.

- 9. Council Matters, including implementation of the Community Plan**

- a. To review member responsibilities for:
 - i. Traffic and Road Safety – Simon Purcell
 - ii. Planning – David Peet
 - iii. Internal and External Liaison – Jenny Peet
 - iv. Local Economy and Telecommunications – Ian Macfarlane

It was **agreed** that the above members would take lead responsibilities as shown.

Jenny Peet said that she felt a Children Crossing sign was needed at the bottom of North Road. Simon Purcell **agreed** to investigate and report back to the next meeting.

Action Simon Purcell

19:51 – The Chairperson allowed a public open session.

A member of the public reported that the Community Speedwatch group had had another site approved for their sessions, at the junction of North Road and Maperton Road.

19:52 – The Chairperson brought the public open session to a close.

- b. Report on discussions at Annual Parish Meeting, including agreeing a member to liaise with the defibrillator working group.

Members noted the Annual Parish Meeting report. It was **agreed** that Ian Macfarlane would act as the Parish Council's representative to the defibrillator working group. Hayward Burt informed members that Corton Denham and South Cadbury had recently acquired defibrillators. Ian Macfarlane

suggested that the group could apply to William Wallace's health and wellbeing fund.

- 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.

RESOLVED: It was unanimously agreed that the Parish Council's Clerk was CiLCA qualified and that a minimum of two-thirds of vacancies were filled at the last ordinary elections. As such, it was further resolved that the Parish Council met the conditions to enable it to exercise the General Power of Competence.

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

RESOLVED: It was proposed and unanimously agreed to re-adopt the Standing Orders and Financial regulations without amendment. No amendments to other policies were presented.

- e. To note the availability of training provided by SALC and to agree members to attend. The Clerk was instructed to book a place for Ian Macfarlane on the Councillor Essentials training taking place on 5 June.

Action Parish Clerk

- f. To agree the process for shortlisting and interviewing for the new Parish Clerk post. The Clerk reported that three applications for the post had been received.

RESOLVED: It was proposed and unanimously agreed that the recruitment panel would be made up of Michael Hutchings, Ian Macfarlane, David Peet and Jenny Peet and that shortlisting would be agreed via email.

The Clerk was instructed to circulate the completed application forms to the panel and to arrange the interviews based on the availability of the panel members and to book the Village Hall on either 30 or 31 May or 3 or 4 June.

Action Parish Clerk

10. Financial Matters

- a. To approve the cash book and bank reconciliation for the period to 24 April 2019.

RESOLVED: The cash book and bank reconciliation for the period to 24 April 2019, as verified by Simon Purcell, was approved and signed by the Chairperson.

- 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

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

- c. To review insurance cover and agree any changes. It was agreed that no changes were required to the insurance cover.

- d. To consider three quotes for Parish Council Insurance and sign a cheque accordingly. Members discussed the three quotes and felt that, although it was not the cheapest, they preferred to take up the quote from Hiscox as this insurer had a good reputation.

RESOLVED: It was proposed and unanimously agreed to accept the quote from Hiscox and a cheque was prepared accordingly.

- e. To note receipt of the precept (£7918).

Noted.

- f. To review the bank mandate and agree any changes.

RESOLVED: It was proposed and agreed that all five Parish Councillors should be added to the bank mandate as cheque signatories.

Action Parish Clerk

- 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.

RESOLVED: It was proposed and agreed to retain Trevor Gill and Ann Reeder as bank signatories until the mandate could be changed and that Trevor and Ann would sign the cheques in respect of the approved payments at agenda item 10 b and 10 d above.

- h. 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 unanimously agreed that the Parish Council wished to exempt itself from external audit and the certificate of exemption was signed by the Chairperson.

- 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.

The envelope was handed to the Chairperson.

- j. Any other financial matters.

No additional financial matters were raised.

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.

Both letters were noted.

12. Planning

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

	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
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20:10 – The Chairperson allowed a public open session.

Members heard comments from the applicant and members of the public.

20:16 – The Chairperson brought the public open session to a close.

David Peet explained that Parish Councillors had been shown around the site by the applicant and had visited all of the neighbouring properties. Members felt that the proposed home offices would make the yard look more attractive and would be useful. Regarding the swimming pool, members felt that this would intrude on open farmland, would have a negative effect on neighbouring properties and may set a precedent for more development in the Conservation Area.

Hayward Burt noted that each planning application was taken on its own merits so would not impact on any future proposals for development in the Conservation Area.

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

The applicant informed members that it had been difficult to deal with SSDC’s Planning Department. At least three different Planning Officers had been involved since the application had been submitted, all of whom had different opinions on the best location for the swimming pool. The applicant had taken pre-planning advice although this had not been taken into account by the current Planning Officer.

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

Members asked Hayward Burt to feed back this problem to SSDC. Hayward noted that SSDC was finding it difficult to retain Planning Officers.

RESOLVED: It was proposed and unanimously agreed that the Parish Council positively supports the conversion of the barn to home offices. The Parish Council has no objection in principle to the construction of a swimming pool in the farm yard but is concerned that the proposed siting of the swimming pool, by intruding onto open farmland in a Conservation Area, may adversely affect the character of this important part of the village, which houses several listed buildings including Bullen Farmhouse. The Parish Council is also concerned that, if this application was permitted, it might set a precedent for more unwelcome building in the conservation area.

ii	19/00975/FUL	Erect dwelling (resubmission of application number 18/01079/FUL)	Land adjoining Wynfield, Cowpath Lane, Charlton Horethorne. DT9 4NR
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David Peet informed members that this application was a resubmission of an application made last year. This new application complied with the terms the applicant was asked to meet. Neighbours had been consulted by the Parish Council. Most did not object to the dwelling but felt that there would be an increase in traffic on an already busy lane.

RESOLVED: It was proposed and unanimously agreed that the Parish Council has no objections to this application but wishes to pass on comments from several residents who felt that the new house would increase traffic congestion on Cowpath Lane, which was already busy at school opening and closing times.

iii	19/00859/HOU	The erection of a single storey front entrance porch.	5 Southdown, Charlton Horethorne. DT9 4NQ
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David Peet reported that Parish Councillors had visited the site and spoken with neighbours, none of whom had any objection to this proposal. David noted that several other houses in this street had added porches.

RESOLVED: It was proposed and unanimously agreed that the Parish Council supports this application.

- 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**

Noted.

- 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.

Noted.

13. Items of Report / Future Business

No additional items were reported.

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

In response to a question from a member of the public, Michael Hutchings informed members of the public that the recent meeting with Hopkins Development Limited had been confidential but that if Hopkins Development Limited were to consider submitting another planning application in Charlton Horethorne in the future they would convene a meeting to consult the public. Michael also said that the Parish Council had sought information only and had not made any commitments.

In response to comments from a member of the public, it was suggested that the need to keep dogs on leads when near livestock could be publicised in the Parish Magazine.

Action Jenny Peet

In response to information from a member of the public, the Clerk was instructed to report dog fouling in Cowpath Lane and to report that the dog waste bin in that area was missing.

Action Parish Clerk

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

The meeting ended at 20:46.



Zöe Godden
Parish Clerk

DRAFT