

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL
MEETINGS

(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting **Charlton Horethorne Annual Parish Council Meeting**
Time **19:30 hrs**
Date **12 May 2025**
Venue **Charlton Horethorne Village Hall**

Councillors will be discussing all the items listed on the agenda below.

Ann Lee

Parish Clerk

2 May 2025

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

PUBLIC SESSION

Questions and comments are invited from members of the public (**limited to 30 minutes in total, each individual limited to 3 minutes**). As issues raised during the public session may not relate to items on the agenda, no resolution for action can be taken¹. A record of public participation shall not be included in the Minutes.

Reports from County Councillors

Short oral reports are invited from County Councillors, regarding matters affecting Charlton Horethorne and the wider local community (if applicable to the local community)

CHARLTON HORETHORNE PARISH COUNCIL

Clerk: Ann Lee 3, Sparkford Road, Sparkford, Yeovil, BA22 7FA

Tel: 07841 392242

E-mail: clerk@charltonhorethorne.org.uk

AGENDA

The Annual meeting of Charlton Horethorne Parish Council will be held at the Village Hall, Charlton Horethorne on Monday 12th May 2025 from 7.30pm.

All members are summoned to attend.

The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak. In normal circumstances this will be restricted to approximately 15 minutes in total and shall be at the Chairman's discretion.

Please note, any new items raised by the public in this session will not be discussed by the council and will not be minuted. Items for inclusion on the agenda should be put to the Clerk in writing prior to the meeting as listed in the final item.

ALL MEMBERS MUST SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE FORM BEFORE THE MEETING STARTS

- 1. To elect a Chair and receive a Declaration of Acceptance of Office.**
- 2. Apologies for Absence.** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)).
- 3. Declarations of Interest.** (Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Council's Code of Conduct)
- 4. To elect a Vice Chairman and receive a Declaration of Acceptance of Office.**
- 5. To review the arrangement that the Planning Committee is made up of the entire council and agree any changes.**
- 6. To review the arrangement that financial matters are resolved by the entire council.**
- 7. To propose representatives of the council to the following:**
 - Community Speedwatch
 - Highways/Drains
 - Somerset Association of Local Councils
 - Local Community Network
 - Tree Warden
 - Climate and Environment
- 8. To approve as a correct record the minutes of the Annual Parish Meeting held on the 26th April 2025.**
- 9. To approve as a correct record the minutes of the previous meeting held on Monday 3rd March 2025.** (Local Government Act 1972 Sch 12).

10. To note the Actions from the 3rd March Meeting and discuss any matters arising

Minute item	Action	Responsibility
21.10.24 10c 9.12.24	To AGREE to progress access to the land near Charwell field for the public and consider the feasibility of grant applications for any work required vs community benefit. Grant applications are possible from Health Grant funds from the Unitary Authority. Cllr Archer has previously written twice to the Council to seek verification of land transfer but not received a reply. He stated that he will pursue this. Cllr Archer reported that he had now received correspondence relating to this matter and is now establishing how the public will be able to access the land.	Cllr Archer ONGOING

11. Reports

- a) To receive any police notifications
- b) To receive Unitary Councillor April & May 2025 reports from Cllr Nicola Clark and Cllr Hayward Burt

12. Planning

- a) To receive an update on 23/02275/Hybrid
- b) To note new Planning Applications: None received
- c) To note recent SSDC Planning Decisions:

Application number	Proposal	Applicant details	Decision
24/02967/FUL Deadline originally 4 February 2025 opportunity to comment extended to 5th March 25	Location: Barn At Golden Valley Farm Green Lane Charlton Horethorne Sherborne Dorset Proposal: Conversion and extension of an agricultural barn to form one residential unit, and ancillary works	Applicant: Hopkins Estates Ltd	Awaiting decision
Application Type: Full Application Application Number: 24/02972/FUL Deadline originally 3 February 2025 The request to extend until the 5 March 25 accepted by the Case Officer.	Location: Golden Valley Farm Water Lane Charlton Horethorne Sherborne Dorset DT9 4NX Proposal: Conversion of 3 agricultural barns into 3 dwellings, demolition of a 4 th agricultural barn to allow for the erection of a 4th dwelling with existing access from Water Lane and creation of a new access from Daw's Lane and ancillary works	Applicant: Hopkins Estates Ltd	Awaiting decision
Application Number: 25/00333/COL for the Certificate of	Location: Fieldfare Hull Lane Charlton Horethorne Sherborne Dorset DT9 4NZ	Applicant: Mr and Mrs Tim Willett	Application permitted

Lawful Use or Development <i>This is a notification only</i>	Proposal: Certificate of Lawfulness for the proposed erection of two single storey extensions to rear of dwelling		
Application Number: 25/00357/PAMB <i>Application Type: Prior Approval from Agri to dwellings</i> <i>This is a notification only</i>	Location: Buscat Farm Sigwells Sherborne Dorset DT9 4LN Proposal: Prior Approval Notification for the change of use of 3 agricultural buildings into 5 dwellings	Applicant: Mr M Wilford	Approved
Application Number: 25/00124/HOU 24/01100/HOU.	Location: Sigwells House Sigwells Sherborne Dorset DT9 4LN Proposal: Erection of a replacement outbuilding to provide ancillary accommodation of the same footprint and reduced overall height as the extended and altered outbuilding granted by Planning Permission	Applicant: T & A Browne	Approved
24/01564/FUL 24/02846/S73 Deadline extended until 21 January 25.	Location: Slait Cottages Sigwells Sherbourne Proposal: Demolish agricultural buildings and the erection of detached two storey dwelling	Applicant: Mr And Mrs Bazzard	Awaiting decision Approved
23/02502/FUL	Land At Ciderhouse, Farm Sigwells Sherborne Dorset DT9 4LN Proposed change of use and conversion of an agricultural building (originally built as an airfield fire station) for use as a single private dwelling, with associated curtilage and the erection of a garage No case officer assigned to application 9/12/24		Awaiting decision

13 Finance

- a) To review and update signatories for the Parish Council bank accounts.
- b) To receive year end Receipts and Payments for bank reconciliation March
- c) To note VAT refund to be applied for.
- d) To note accumulated interest received
- e) To note net balances
- f) To note SALC increases
- g) To agree date of meeting to review explanation of variances for AGAR exemption by the 1st July 2025.
- h) To agree auditor and timetable schedule and dates for Public Rights
- i) To note receipt of the 2025/26 new precept amount of £10,513.
- j) To approve payments to be paid via internet banking and agree two signatories to authorise.
- k) To agree to award a grant of £750 to the village hall for repairs estimated to cost £9,200.

13. Council Matters

- a) To note that all members must complete their Register of Interests Form
- b) To resolve to readopt the Council's Standing Orders
- c) To resolve to readopt the Council's Financial Regulations

- d) To resolve to readopt the LGA Code of Conduct as presented.
- e) To resolve to readopt the Grant Policy with agreed guidelines.
- f) To review the Council's current Risk Assessment and Management document and update
- g) To assign responsibility for completion of Hiscox Insurance Company pre assessment paperwork (Insurance deadline 1 June)
- h) To update of Abri Sale of property
- i) To update on LCN meeting 30 April 2025
- j) To agree Items for the next meeting
- k) To note key Parish Events

14. Date of Next meeting – The next proposed dates for the Parish Council meeting will be held on **7 July and 8 September 2024**. All items for inclusion on the agenda and all items to be listed under issues arising from previous meetings must be received by the Clerk by **9.00am on June 2025**

Ann Lee Parish Clerk