

CHARLTON HORETHORNE PARISH COUNCIL

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

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AGENDA

The Annual meeting of Charlton Horethorne Parish Council held at the Village Hall, Charlton Horethorne on Monday 7th July 2025 from 7.30pm.

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.

1. **Apologies for Absence. To RECEIVE AND APPROVE** apologies for absence including reasons given (Local Government Act 1972 s85 (1))
2. **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)
3. **To APPROVE as a correct record the minutes of the previous meeting held on Monday 12 May 2025.** (Local Government Act 1972 Sch 12).
4. **To note the Actions from the 12 May 2025 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 ONGOING

5. Reports

- a) **To receive any police notifications. Cllr Archer**
- b) **To receive Unitary Councillor June & July 2025 reports from Cllr Nicola Clark and Cllr Hayward Burt**

6. Planning

- a) **To receive an update on 23/02275/Hybrid: Cllr McHugh**
- b) **To note new Planning Applications:** Cllrs noted that there were no new applications to date.

Application Number	Proposal	Applicant details	Planning Officer
Full Application Number: 25/01410/FUL	Proposal: Erection of 4no. dwellings in place of existing barns with Class Q Approval.	Applicant: Mr Andrew Clark	Eren Balkir (Senior Planning Officer) Extension until the 10 th July for Comments.

	Location: Dragon Manor Farm Stowell Lane Charlton Horethorne Sherborne Dorset DT9 4PD		
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c) To note recent SSDC Planning Decisions: Cllr Lynch

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: 25/00085/FUL	Location: Kings Arms Hotel North Road Proposal: Conversion of Rear 2 Storey previous extension to No. 2 Two-Bedroom Flats and Change of Use of two-Bedroom Barn Conversion from Ancillary use to an independent dwelling. To construct a Detached New Build 2 Storey Dwelling to the rear of the site. Demolish outbuilding and erect car port	Applicant: Mr and Mrs T & S Lethbridge	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 Lawful Use or Development This is a notification only	Location: Fieldfare Hull Lane Charlton Horethorne Sherborne Dorset DT9 4NZ Proposal: Certificate of Lawfulness for the proposed erection of two single storey extensions to rear of dwelling	Applicant: Mr and Mrs Tim Willett	Application permitted
Application Number: 25/00357/PAMB Application Type: Prior Approval from Agri to dwellings This is a notification only	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

7. Finance

A) To note payments made since previous meeting with matched bank reconciliation for June 2025.

Payments:

Payee	Particulars	Amount
STAFF (A Lee)	SALARY March	£ 236.04
STAFF (A Lee)	SALARY APRIL	£158.42
A LeePHONE/Home Working	MARCH/APRIL	£72.00
STAFF (A Lee)	TRAVEL APRIL	£14.34
HMRC	PAYE March	£ 58.80
HMRC	PAYE APRIL	£39.40
SALC	Membership	£298.74
PINNACLE ACCOUNTANCY	Payroll	£360.00
Village Hall	Grant application	£750.00
STAFF (A Lee)	SALARY May	£158.22
A LeePHONE/Home Working	MAY	£36.00
A Lee	TRAVEL MAY	£14.34
TOTAL		£2196.30

B) To agree payments for July 2025

C) To note the Annual Internal Audit Report and consider any recommendations

D) To approve AGAR section 1 – Annual Governance Statement

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

d)To approve AGAR section 2 – Accounting Statements

e)To announce and note the period for the exercise of the public rights –
Tuesday 8 July 25 to Monday 14 July and publication on the HEPC website in the 21st May 2025

f)To note explanation of variances for AGAR Cllr Archer

g) To contact previous Cllrs on Bank mandate to change Clerk from J Furguson to A Lee Clerk

8. Council Matters

- a) **To note completion of Hiscox Insurance Company pre assessment paperwork Cllr Pipe**
 - b) **To update response to the Abri Sale of property. Cllr Archer**
 - c) **To update on latest LCN meeting Cllr Archer**
 - d) **To review the Community Plan** - discuss timing given and end date for current iteration is 2027; learn of potential for significant changes in Parish (eg Harvest Lane / Golden Valley / Kings Arms applications); establish available grant funding. **Cllr Archer**
 - e) **Charwell Fields** - to agree to discuss proposals for potential changes to footpaths with respective landowners (form sub-committee); to attract a local footpaths representative **Cllr Archer**
 - f) **Village Green** / replacement (or not) for weeping ash
 - g) **To agree items for the next meeting:**
To review the Council's current Risk Assessment and Management document and update. This was deferred to the next meeting and will be led by Cllr Pipe.
 - h) **To note key Parish Events** Cllrs noted events circulated in the last parish newsletter.
- 9. Date of Next meeting** – The next proposed dates for the Parish Council meeting will be held on **8 September 2025**. 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 24 August 2025**

Ann Lee Parish Clerk