

CHARLTON HORETHORNE PARISH COUNCIL

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MINUTES

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

The meeting commenced after there had been an opportunity for members of the electorate of the Parish to speak. Items discussed included options for the tree replacement on the Village Green. Open meeting closed at 7.34pm.

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

All Cllrs signed their declarations of acceptance of office. The meeting commenced at 7.35 pm.

1. **Present:** Cllr Archer, Cllr McHugh, Cllr Lynch, Cllr Thornham.
2. **In attendance** 21 residents, Ann Lee Parish Clerk.
3. **To elect a Chair and receive a Declaration of Acceptance of Office.** Cllr McHugh proposed that Cllr Archer should remain as chair. This was seconded by Cllr Thornham and unanimously agreed. Cllr Archer accepted this Office of Chair and signed the declaration of acceptance.
4. **Apologies for Absence.** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)). **Cllr Pipe and Cllr Clark**
5. **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). **Cllrs individually stated that their personal interests remained the same as the prior year. Cllr Archer declared that in the context of this meeting his had a personal interest in the Harvest Lane development and the Kings Arm public House. Cllr Lynch declared an interest in the Harvest Lane development.**
6. **To elect a Vice Chairman and receive a Declaration of Acceptance of Office.** Cllr Archer proposed Cllr Lynch as Vice Chair. This was seconded by Cllr Thornham and unanimously carried.
7. **To review the arrangement that the Planning Committee is made up of the entire council and agree any changes.** Cllr Archer proposed to keep planning matters as an entire council responsibility with Cllr Lynch leading on these matters. This was seconded by Cllr Thornham and unanimously carried.
8. **To review the arrangement that financial matters are resolved by the entire council.** Cllr Archer proposed to keep financial matters as an entire council responsibility. This was seconded by Cllr Thornham and unanimously carried.
9. **To propose representatives of the council to the following:**

- **Community Speedwatch.** Cllrs reported that Community Speedwatch had discontinued and that arrangements with Henstridge PC for the use of the SID were effective and would continue.
- **Highways/Drains.** Cllr Thornham will lead of these matters.
- **Somerset Association of Local Councils will be covered by the Chair**
- **Local Community Network will be led by Cllr Archer**
- **Tree and Climate and Environment matters will be dealt with by the PC if required.**

10. To approve as a correct record the minutes of the Annual Parish Meeting held on the 26th of April 2025. Proposed as correct by Cllr Archer, seconded by Cllr Lynch and unanimously agreed.

11. To approve as a correct record the minutes of the previous meeting held on Monday 3rd March 2025. (Local Government Act 1972 Sch 12). Proposed as correct by Cllr Archer, seconded by Cllr Lynch and unanimously agreed.

12. To note the Actions from the 3rd of 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 continues to establish public access to the land with Somerset Council.	Cllr Archer ONGOING

13. Reports

- To receive any police notifications.** Cllr Archer reported that nothing significant had materialised for Charlton Horethorne during this period. He stated that Yeovil Police Station is under refurbishment and will take six months to complete. Police presence remains with support available from Wincanton.
- To receive Unitary Councillor April & May 2025 reports from Cllr Nicola Clark and Cllr Hayward Burt.** Cllr Burt reported that following his earlier reports concerning staffing and council matters relating to financial constraints, £34m will be saved from their 2025/26 budget. Savings were found from 194 voluntary Redundancies. 555 posts have gone. New roles have been instigated to endeavour to cover the workload.

Cllr Burt gave an update on the Boundary Commission Review for Somerset. The Boundary Commission will make their recommendations for the new divisions The public consultation on these recommendations is due to start on 3rd June. The Somerset Council Submission can be found on this this is the link <https://democracy.somerset.gov.uk/mgChooseDocPack.aspx?ID=7579>

14. Planning

- a) **To receive an update on 23/02275/Hybrid.** It is unclear if the application will be heard at the next Planning meeting in May. Issues relating to Highways remain outstanding. Cllr McHugh suggested that residents can view the issues via the portal on documents dated the 5 March 2025 5.1.
- b) **To note new Planning Applications:** Cllrs noted that there were no new applications to date.
- c) **To note recent SSDC Planning Decisions:** Cllr Lynch acknowledged the following applications.

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
	Location: Kings Arms Public House		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 <i>This is a notification only</i>	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 <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	Applicant: T & A Browne	Approved

	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		
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.**
Cllrs resolved to keep to the existing arrangements.
- B) To receive year end Receipts and Payments for bank reconciliation March.** The Clerk presented the bank statements which reconciled with the cash book. See appendix 1
- C) To note VAT refund to be applied for.** The Clerk reported that she will apply for £439.62 from HMRC.
- D) To note accumulated interest received. The Clerk reported that £50.19 had been received in the year.**
- E) To note net balances** The Clerk reported that the accounts show a healthy financial position: The year-end had resulted in a net position of £18,309.45. (excluding the VAT reclaim) This resulted from a balance of £14,701.31 in the Current Account and a balance of £3,608.14 in the Business Reserve Account.
- F)** Once the VAT is received the year end position will be £18,749.07
- G) To note SALC increases.** Cllrs noted the correspondence received.
- H) To agree date of meeting to review explanation of variances for AGAR exemption by the 1st July 2025. Cllr Archer will proceed to contact Steve Hall to arrange auditing of the accounts.**
- I) To agree auditor and timetable schedule and dates for Public Rights.** If Mr Steve Hall is willing to audit the accounts dates can be set for public scrutiny.
- J) To note the receipt of the 2025/26 precept amount of £10,513. Cllrs noted this.**
- K) To approve payments to be paid via internet banking in May 2025**

Payee	Particulars	Amount
STAFF (A Lee)	SALARY March	£ 236.04
STAFF (A Lee)	SALARY APRIL	£158.42
PHONE /Home Working (A Lee)	MARCH/APRIL	£72.00
TRAVEL (A Lee)	APRIL	£14.34
HMRC	PAYE March	£ 58.80
HMRC	PAYE APRIL	£39.40
SALC	Membership	£298.74
PINNACLE ACCOUNTANCY	Payroll	£238.80
TOTAL		£1,116.54
Village Hall grant added for £750 (item L)		£1,866.54

- L) To agree to award a grant of £750 to the village hall for repairs estimated to cost £9,200 and add to payment schedule for May 2025.** Proposed by Cllr Archer, seconded by Cllr Thornham Unanimously carried.

15. Council Matters

- a) To note that all members must complete their Register of Interests Form.** Cllrs acknowledged that their registered interests remained the same as the previous year.
- b) To resolve to readopt the Council's Standing Orders** Proposed by Cllr Archer, seconded by Cllr McHugh and unanimously approved.
- c) To resolve to readopt the Council's Financial Regulations** Proposed by Cllr Archer, seconded by Cllr Thornham and unanimously approved.
- d) To resolve to readopt the LGA Code of Conduct as presented.** Proposed by Cllr Archer, seconded by Cllr McHugh and unanimously approved.
- e) To resolve to readopt the Grant Policy with agreed guidelines.** Proposed by Cllr Archer, seconded by Cllr McHugh and unanimously approved.
- f) To review the Council's current Risk Assessment and Management document and update. Cllrs resolved to deferred this to the next meeting. Cllr Pipe to present**
- g) To assign responsibility for completion of Hiscox Insurance Company pre assessment paperwork (Insurance deadline 1 June).** Cllr Pipe to complete.
- h) To update response to the Abri Sale of property. Cllr Archer read correspondence sent and received.**
- i) To update on LCN meeting 30 April 2025.** Cllr Archer was unable to attend. The minutes of the meeting will be circulated once received.
- j) 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.
- k) To note key Parish Events** Cllrs noted events circulated in the last parish newsletter.

- 16. Date of Next meeting** – The next proposed dates for the Parish Council meeting will be held on **7th July and 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 17 June 2025**
The meeting closed at 8.25 pm.

Ann Lee Parish Clerk