

CHARLTON HORETHORNE PARISH COUNCIL

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

Tel: 07841 392242

E-mail: clerk@charltonhorethorne.org.uk

MINUTES

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

The meeting commenced after there had been an opportunity for members of the electorate of the Parish to speak. Items discussed included:

Cleared drains; request for verge clearing; notification that the Weeping Ash has new growth which residents would like to encourage. The Open meeting closed at 7.35pm.

All members signed their declaration of acceptance of office form before the meeting and stated their declarations before the meeting commenced at 7.35 pm.

- 1. Present:** Cllr Archer, Cllr Pipe, Cllr McHugh, Cllr Lynch
- 2. In attendance:** Ann Lee Clerk, 14 residents
- 3. Apologies for Absence.** To **RECEIVE AND APPROVE** apologies for absence including reasons given (Local Government Act 1972 s85 (1) **Cllr Thornham, Cllr Clark, Cllr Burt**
- 4. 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). Cllr Archer declared an interest in the Kings Arm development and the Harvest lane development. Cllr Lynch declared an interest in the Harvest Lane development.
- 5. To APPROVE as a correct record the minutes of the previous meeting held on Monday 12 May 2025.** (Local Government Act 1972 Sch 12). The minutes were proposed by Cllr Archer and seconded as a full and accurate record by Cllr Lynch.

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. Agenda item	Cllr Archer ONGOING

6. Reports

- a) To receive any police notifications.** Cllr Archer Cllr Archer stated that none of the weekly updates provided by the police had been relevant to the parish on this occasion.
- b) To receive Unitary Councillor June & July 2025 reports from Cllr Nicola Clark and Cllr Hayward Burt.** Reports have been received. Cllr Archer reported that the "Fix my Street" method of reporting to Somerset Council is no longer in use. Residents should now use the Somerset portal to report concerns. Local planning consultation outcomes should be available at the next meeting.

7. Planning

- a) **To receive an update on 23/02275/Hybrid: Cllr McHugh** Cllr McHugh reported that technical matters with planners were slow. On the 19 August Highways will consider drainage plans. There is no indication when this application will go to the Planning Committee at this time.
- b) **To note new Planning Applications:** Cllrs noted one new application to date. Cllr Lynch explained that it was a Class Q application and would be a matter for decision by Planning Officers although comments could be submitted for Planning Officers to consider.

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. Location: Dragon Manor Farm Stowell Lane Charlton Horethorne Sherborne Dorset DT9 4PD	Applicant: Mr Andrew Clark	Eren Balkir (Senior Planning Officer) Extension until the 10th July for Comments.
Archer Acher proposed support for the application, seconded by Cllr McHugh, unanimously approved.			

- c) **To note recent SSDC Planning Decisions: Cllr Lynch** noted all the current applications that are awaiting decision from the Planning Officers.

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
25/00085/FUL PP 13543904	Location: Kings Arms Hotel 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 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	Location: Fieldfare Hull Lane Charlton Horethorne Sherborne Dorset DT9 4NZ	Applicant: Mr and Mrs Tim Willett	Application permitted

the Certificate of Lawful Use or Development Notification only	Proposal: Certificate of Lawfulness for the proposed erection of two single storey extensions to rear of dwelling		
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

8 Finance

A) To note Receipts and Payments made with matched bank reconciliation for June 2025. Cllrs noted receipts and payments made. The following payments were noted and matched bank statements. Bank reconciliation was agreed. **(Proposed by Cllr Archer, seconded by Cllr Pipe.**

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**
Payments proposed by Cllr Archer, seconded by Cllr Pipe unanimously carried
- C) To note the Annual Internal Audit Report and consider any recommendations.**
 Cllr Archer noted that the positive outcome of the internal audit undertaken by Mr Hall. He referred to the meeting held on 23 June and clarified that approval had been given to the AGAR section 1 – Annual Governance Statement. He stated that approval had also been given for section 2 – Accounting Statements. He explained that the period for the exercise of the public rights would be taking place from Tuesday 24 June 25 to Monday 29 July and publication had been placed on the HEPC website.

10 Council Matters

- a) To assign responsibility for completion of Hiscox Insurance Company pre assessment paperwork (Insurance deadline 1 June).** Cllr Pipe stated that all papers are completed and insurance in place.
- b) To update response to the Abri Sale of property.** Cllr Archer Cllr Archer stated that he had written but was not satisfied with the response received. Two properties have already been sold depleting this valuable asset. He will take this matter further.
- c) To update on LCN meeting 30 April 2025.** Cllr Archer Cllr Archer was unable to attend. The minutes of the meeting will be circulated once received. He will be attending their AGM on the 16th of July.
- d) Community Plan review** Cllr Archer Cllr Archer opened a discussion on the merits of reviewing the Community Plan review. Cllrs discussed the timing as the end date for the current iteration is 2026. Cllrs noted the potential for significant changes within the Parish (e.g. Harvest Lane / Golden Valley and the Kings Arms Hotel applications). Concern was expressed about the number of volunteers available to support the process and if grant funding would be still available from Somerset Council. Cllrs also considered the effort vs cost vs benefits of a Neighbourhood plan and noted the opportunity for CIL contributions of 25% opposed to 15%. Cllrs also noted the changes happening to Government planning legislation nationally and the impact this may on a local or neighbourhood plan. The process can take as long as 2 years to resolve even with all parties in agreement. **Cllr Archer proposed to investigate to see if a PDF version of the original plan exists and take steps to convert it into a word document and to see if funding can be sourced, seconded by Cllr Pipe unanimously agreed.**
- e) Charwell Fields Cllr Archer** Cllr Archer described the land on the edge of the parish. He outlined the pathway routes and explained that access to the land would require support to identify potential changes to footpaths with respective landowners (and form a sub-committee; including Jane Jeans, who is the local footpaths representative. **Cllr Archer proposed that the PC test the appetite from neighbouring landowners as well as funding to procure paths and styles. This was seconded by Cllr Pipe and unanimously agreed.**

- f) **Village Green / replacement (or not) for weeping ash Cllr Lynch.** Cllr Lynch advised the PC that the Weeping Ash appears to be generating healthy green shoots and may reestablish itself. **Cllr Lynch proposed the PC wait to see the strength of its potential recovery, seconded by Cllr McHugh and unanimously carried.**
 - g) **To review the Council's current Risk Assessment and Management document and update.** Cllr Pipe Cllr Pipe reported that the current risks identified on the 24/25 plan haven't materially changed. **Cllr Pipe proposed that the existing risks on the register remain and dates replaced for 25/26. This was seconded by Cllr Lynch and unanimously carried.**
Action Clerk
 - h) **To agree Items for the next meeting:**
Community Plan vs Neighbourhood plan **Cllr Archer**
Agreement to proceed with Parish Notice Board refurbishment project **Cllr Lynch**
 - i) **To note key Parish Events** Cllrs noted events circulated in the last parish newsletter.
8. **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 or the 25 August respectively 2025.**

The meeting closed at 8.25 pm.

Ann Lee Parish Clerk