

CHARLTON HORETHORNE PARISH COUNCIL

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AGENDA

Charlton Horethorne Annual Parish Council at the Village Hall, Charlton Horethorne on Wednesday 20th MAY 2026 at 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.

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 Finance Committee is made of the entire council and agree any changes.**
6. **To review the arrangement that the Planning Committee is made up of the entire council and agree any changes.**
7. **To elect a member to act as Coordinating Councillor for Personnel and Human Resources.**
8. **To affirm Councillor's responsibilities:**
 - Liaison and Communications
 - Planning and environmental issues
 - Community Plan, PC financial monitoring and local economy issues
 - Traffic and highways issues including the SID
 - Grass roots, Hopkins proposal liaison, communications inc. parish magazine
9. **To APPROVE as a correct record the minutes of the previous meeting held on Monday 16 March 2026.** (Local Government Act 1972 Sch 12.)
10. **To review all matters arising from the previous meetings.**

Minute item	Action	Responsibility
21.10.24 10c	To RECEIVE a progress report regarding 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	Cllr Archer On-going

	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.	In progress
26.1.26	To provide any further updates from Abri (PC to keep communications open or any other agencies regarding affordable social housing 16.3.2026).	Cllr Archer On-going
16.3.26	To NOTE any further progress with Charwell Fields land adoption to the PC	On-Going

11. Reports

a) To RECEIVE the Chairmans report.

b) To RECEIVE any relevant police notifications.

c) To RECEIVE Unitary Councillor April and May reports from Cllr Nicola Clark and Cllr Hayward Burt.

12. Planning

a) To RECEIVE an update on the 23/02275 Hybrid appeal and the statement of facts following application refusal by Somerset Council: Cllr McHugh.

b) To NOTE any new Planning Applications for decision by Committee Cllr Lynch.

Application	Proposal	Applicant details
26/00649/FUL	<p>Location: Kings Arms Hotel North Road Charlton Horethorne, Sherborne Dorset DT94NL</p> <p>Proposal: Conversion of Rear 2 Storey previous extension to No. 2 Two-Bedroom Flats and Change of Use of Barn Conversion from Staff dwelling to an independent dwelling and associated car parking. Alter outbuilding. Install solar panels.</p>	<p>Applicant: Mr and Mrs T & S Lethbridge</p> <p>Planning Officer: Eren Balkir Response date extended to the 26 May 2026</p>

c) To note recent SSDC Planning Decisions: Cllr Lynch

Application number	Proposal	Applicant details	Decision
25/02158/FUL Validated 30.9.25	<p>Location: Dragon Manor Farm Stowell Lane Charlton Horethorne, Sherborne, Dorset, DT94PD</p> <p>Proposal Erect two modest agricultural dairy workers dwellings</p>	Mr Kingsman	Awaiting decision Appeal Status unknown
Application Number: 26/00470/LBC	<p>Proposal: Replacing existing windows and doors</p> <p>Location: The Old Forge High Street Charlton Horethorne Sherborne Dorset DT9 4PB</p>	Applicant: Mr Bob Mansergh	Approved with conditions 13 April 2026
26/00508/TCA Tree work Notification only	<p>Location: Vine Cottage North Road Charlton Horethorne Sherborne Dorset DT9 4NL</p> <p>Proposal: Notification of intent to Fell No. 1 Tree within a Conservation Area. T1 - Apple Tree Fell as starting to lean over with root coming out of the ground.</p> <p>Application Type: Work to Trees</p>	Applicant: Simon Purcell	Application Permitted 1 May 2026

2026SC(SOUTH)	To Note tree preservation order Land to the rear of North Road Cottage, North Road, Charlton Horethorne, Milbourne Port	Not declared	Order made 30 April 2026
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d) To resolve CIL section 106 administration for Playground funding.

13. Finance

A) To NOTE Receipts and Payments made since the last meeting with matched bank reconciliation for April 2026 and estimate year end performance.

B) To NOTE precept receipt **£5,624.46**

C) To APPROVE payments for May 2026 as detailed in the schedule.

Payee	Particulars	Amount	VAT
CH Village Hall	Hire April May	£ 78.00	
HMRC	PAYE month 1	£ 41.40	
Ann Lee Clerk	Salary April	£ 166.08	
Ann Lee Clerk	Salary May	£ 166.08	
Ann Lee Clerk	HW and Phone April/May	£ 72.00	
Ann Lee Clerk	Travel April/May	£ 30.68	
Pinnacle Accountancy	Annual records IV19703	£ 145.20	
SALC	Affiliation fee membership	£ 300.00	
Milbourne Port Computing	Keyboard replacement	£ 92.00	15.33
Community Heartbeat Trust	Defib	£ 198.00	33.00
Kings Arms Pub	Bin care March April May	£ 90.00	
Ann Lee Clerk	Stationary expenses ink	£ 90.98	
Ann Lee Clerk	Stationary expenses paper	£ 14.25	
TOTAL		£ 1,484.67	48.33

*Including fees of £52.60 for Community Plan

D) To AGREE the grant award of **£1,000** to the **Village Hall** To **NOTE** that the application for a grant award of **£1,000** to the **Millennium Green** has not been received. The application was agreed in principle at the January 2026 meeting. The application form is required before the grant can be awarded.

E) To AGREE to pay Hiscox Insurance Company Ltd **£449.75** to commence cover from the 1 June 2026.

F) To AGREE the quote from **Jimmy Flynn of £200** to create a government domain name, migration of website, domain name registration, Clerk mailbox migration, **IT** policy and corresponding government email address for the Clerk and Cllrs with an **ongoing annual maintenance cost of £225** to include provision of all Cllrs mailbox provision. Total in year **£425.00**

G) To AGREE the date for an extraordinary meeting to receive the auditor's report and complete the AGAR (Submission to KPT before the 1 July 2026).

14. Council Matters

a) To RECEIVE the Highway Safety Defects documents that provides evidence of activity relevant to the Parish **Cllr Archer**.

b) To RECEIVE an update on the Community Plan and agree its provisional publication **Cllr Archer**.

c) To RECEIVE a progress report to Notice Boards within the Parish. **Cllr Lynch**

- d) To **RECEIVE** an update from the latest LCN meeting **Cllr Archer**.
- e) To **AGREE to (adopt/amend)** the following Parish Council Policies: -
- The Code of Conduct Policy
 - The Freedom of Information Policy
 - The Councils Standing Orders
 - The Councils Financial Regulations
- f) To **AGREE Items for the next meeting Cllr Archer**.

Date of Next meeting – The next proposed dates for the Annual Parish meeting and the Annual Parish Council meeting **TBC**. 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 in advance of the meeting.

Ann Lee Parish Clerk