

## **CHARLTON HORETHORNE PARISH COUNCIL**

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

**Tel:** 07841 392242 or 07702667083

**E-mail:** [clerk@charltonhorethorne.org.uk](mailto:clerk@charltonhorethorne.org.uk)

### **MINUTES**

#### **Charlton Horethorne Annual Parish Council at the Village Hall, Charlton Horethorne on Wednesday 20th MAY 2026 at 7.30pm.**

The meeting commenced after 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 is at the Chairman's discretion.

Please note, any new items raised by the public in this session are not 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.

#### **The meeting commenced at 7.34pm**

#### **ALL MEMBERS MUST SIGN THEIR DECLARATION OF INTEREST FORMS BEFORE THE MEETING STARTS**

The Clerk noted that she has received all signed declaration of interest forms and counter signed them in public view.

- 1. Present:** Cllr Archer, Cllr Lynch, Cllr Pipe, Cllr Thornham, Cllr McHugh
- 2. In attendance:-** Ann Lee Clerk, Cllr Hayward (from 8.09pm)
- 3. To elect a Chair and receive a Declaration of Acceptance of Office.** Cllr Archer offered to stand again as Chair. This was proposed by Cllr Pipe and seconded by Cllr Lynch, unanimously carried. Cllr Archer subsequently signed his declaration of acceptance of office, witnessed by the Proper Officer, Ann Lee.
- 4. Apologies for Absence.** To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1) **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).

**Cllr Archer declared interest in the following applications 23/02275 Hybrid Appeal, 26/00649/FUL, 25/02158/FUL, 2026SC(SOUTH)**

**Cllr Lynch confirmed an interest in 23/02275 Hybrid Appeal and the grant application submitted by the Village Hall.**

- 6. To elect a Vice Chairman and receive a Declaration of Acceptance of Office.** Cllr Pipe proposed that Cllr Lynch remain as Vice Chair, seconded by Cllr Thornham and unanimously carried.
- 7. To review the arrangement that the Finance Committee is made of the entire council and agree any changes.** Cllr Archer proposed that the entire Council manage all matters financial. Seconded by Cllr Pipe and unanimously carried.

8. To review the arrangement that the Planning Committee is made up of the entire council and agree any changes. Cllr Lynch proposed that the entire Council manage planning matters. Seconded by Cllr McHugh, unanimously carried.
9. To elect a member to act as Coordinating Councillor for Personnel and Human Resources. Cllr Archer proposed Cllr Pipe. Seconded by Cllr Thornham and unanimously carried.
10. To affirm Councillor's responsibilities: Cllrs affirmed the existing responsibilities would remain: -
- Liaison and Communications **Cllr Archer**
  - Planning and environmental issues **Cllr Lynch**
  - Community Plan, PC financial monitoring and local economy issues **Cllr Pipe**
  - Traffic and highways issues including the SID **Cllr Thornham**
  - Grass roots, Hopkins proposal liaison, **Cllr McHugh**
11. To APPROVE as a correct record the minutes of the previous meeting held on Monday 16 March 2026. (Local Government Act 1972 Sch 12. Proposed as an accurate record by Cllr Archer, seconded by Cllr McHugh, unanimously carried.

12. To review all matters arising from the previous meetings.

Minute item	Action	Responsibility
21.10.24 10c	To <b>RECEIVE</b> 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 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. <b>On going</b>	<b>Cllr Archer</b> <b>On-going</b>  <b>In progress</b>
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). No further updates. <b>Monitoring to continue.</b>	<b>Cllr Archer</b> <b>On-going</b>
16.3.26	To NOTE any further progress with Charwell Fields land adoption to the PC. <b>Remains on going.</b>	<b>On-Going</b>

13. Reports

- a) To **RECEIVE** the Chairmans report.  
Cllr Archer noted the content of Cllr Haywards report in his absence: -
- b) To **RECEIVE** any relevant police notifications. No incidents relevant to this Parish
- c) To **RECEIVE** Unitary Councillor April and May reports from Cllr Hayward Burt.  
Received and noted.

14. 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 reported that the statement of fact does not meet the needs of the Community despite the effort made by Hopkins. Highway issues remain a significant concern.
- b) To **NOTE** any new Planning Applications for decision by Committee Cllr Lynch. Cllr Archer left the chamber for applications 26/00649/FUL

Application	Proposal	Applicant details
-------------	----------	-------------------

<b>26/00649/FUL</b>	<b>Location:</b> Kings Arms Hotel North Road Charlton Horethorne, Sherborne Dorset DT94NL <b>Proposal:</b> 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.	<b>Applicant:</b> Mr and Mrs T & S Lethbridge  <b>Planning Officer:</b> Eren Balkir <b>Response date extended to the 26 May 2026</b>
<b>Proposal of Support for the application Cllr McHugh, seconded by Cllr Thornham, unanimously carried. The Parish Council stated that they fully endorse Somerset Council Highways scheme to install new road markings and warning signs on the site access /junction to ensure that highways users and pedestrians previously considered to be at risk will not be placed in potentially dangerous situations.</b>		
<b>26/00971/LBC</b>	<b>Location:</b> The Stables Milborne Port Road Charlton Horethorne <b>Proposal:</b> Remove existing timber doors and windows and install powder-coated aluminium replacements	<b>Applicant Mr and Mrs Watkins</b> <b>Response date by the 8 June 2026.</b>
<b>Cllr Lynch proposed no objection to the application, seconded by Cllr McHugh, unanimously carried.</b>		

**c) To note recent SSDC Planning Decisions: Cllr Lynch noted progress on decisions made by the Planning Officers.**

<b>Application number</b>	<b>Proposal</b>	<b>Applicant details</b>	<b>Decision</b>
<b>25/02158/FUL</b> <b>Validated 30.9.25</b>	<b>Location:</b> Dragon Manor Farm Stowell Lane Charlton Horethorne, Sherborne, Dorset, DT94PD <b>Proposal</b> Erect two modest agricultural dairy workers dwellings	<b>Mr Kingsman</b>	<b>Awaiting decision</b> <b>Appeal Status unknown</b>
<b>Application Number:</b> <b>26/00470/LBC</b>	<b>Proposal:</b> Replacing existing windows and doors <b>Location:</b> The Old Forge High Street Charlton Horethorne Sherborne Dorset DT9 4PB	<b>Applicant: Mr Bob Mansergh</b>	<b>Approved with conditions</b> <b>13 April 2026</b>
<b>26/00508/TCA</b> <b>Tree work</b> <b>Notification only</b>	<b>Location:</b> Vine Cottage North Road Charlton Horethorne Sherborne Dorset DT9 4NL <b>Proposal:</b> 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. <b>Application Type: Work to Trees</b>	<b>Applicant: Simon Purcell</b>	<b>Application Permitted</b> <b>1 May 2026</b>
<b>2026SC(SOUTH)</b>	To <b>Note</b> tree preservation order Land to the rear of North Road Cottage, North Road, Charlton Horethorne, Milbourne Port	<b>Applicant not identified</b>	<b>Order made</b> <b>30 April 2026</b>

**d) To resolve CIL section 106 administration for Playground funding.** Cllrs resolved to defer this agenda item to the meeting in July 2026.

**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.

The Clerk reported that the financial position at year end was healthy. The Business Reserve account held **£8,652.80** and the Business Current Account held **£17,225.30**.

This provided a total available fund of **£25,878.10**. Cllrs examined the bank balances against the cash book summary. Cllr Pipe proposed these as accurate and this was seconded by Cllr Thornham. Copies of the bank balances and the cash book were respectfully signed.

#### April 2026

The balances brought forward from 2025/2026 were: -

Business Reserve Account £8,652.80

Business Current Account held £17,225.30. This brought the balance in the Current account to **£22,849.76**

The PC received **£6.05** into the Business Reserve Account leaving a balance of **£8,658.85**.

- B)** To **NOTE** precept receipt **£5,624.46** Cllrs noted this as the first half of the precept from Somerset Council resulting in the **funds available in April of £31,508.61**
- C)** To **APPROVE** payments for May 2026 as detailed in the schedule. Cllrs noted that it was not necessary to pay The Kings Arms Pub for waste disposal as Somerset Council had continued to collect. This was subsequently removed from the payment schedule. All invoices were signed as authentic by Cllr Pipe and Thornham. Cllr Archer proposed the amended schedule, seconded by Cllr McHugh and unanimously carried.

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
Ann Lee Clerk	Stationary expenses ink	£ 90.98	
Ann Lee Clerk	Stationary expenses paper	£ 14.25	
<b>TOTAL</b>		<b>£ 1,394.67</b>	<b>48.33</b>

\*Including fees of £52.60 for charges against the Community Plan

Following payment will reduce the available funds to:- **£29,933.94**

NB remaining restricted reserves from the grant of **£5,000** for the Community Plan of **£3,989.50 (Expenditure to date £1010.50)**

NB The second half of the precept will arrive in September (Total precept value of £11,248.92)

- D)** To **AGREE** the grant award of **£1,000** to the Village Hall. Cllrs discussed the significant contribution the Village Hall makes to the Parish. The application was detailed and met the criteria. Cllrs acknowledge their reserve position but recognised that the repairs to the flooring potentially could result in further remedial requirements. Cllrs also noted that the PC has not received other applications. Cllr McHugh proposed that the PC award the grant of **£1,000 to the Village Hall**. This was seconded by Cllr Archer and unanimously carried. (Cllr Lynch did not vote).
- E)** 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.

**Cllrs requested Simon Purcel to arrange a paper copy of the grant application for the attention of the PC.**

- E) To **AGREE** to pay Hiscox Insurance Company Ltd **£449.75** to commence cover from the 1 June 2026. **Cllr Archer proposed to agree to pay the premium to Hiscox Insurance Company. This was seconded by Cllr Pipe and unanimously carried.**
- 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, provision of an 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 Cllr mailbox facilities. **Total cost in year £425.00. Proposed by Cllr Archer, seconded by Cllr Thornham, unanimously carried.**
- 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). **A provisional date of the 2<sup>nd</sup> of June at 5pm was agreed.**

#### **14. Council Matters**

- a) To **RECEIVE** the Highway Safety Defects documents that provides evidence of activity relevant to the Parish **Cllr Archer. Cllrs noted 8 pothole repairs and 15 jobs undertaken across the Parish as listed on the Highway Safety Defects report.**
- b) To **RECEIVE** an update on the Community Plan and agree its provisional publication **Cllr Archer. Cllr Archer reported that the plan is now in draft status and undergoing a process of final editing. It is anticipated that the document will be released in late July/August. The thematic nature of the report gives latitude for future Councils to keep the plan 'live' and 'relevant'. The scope of the report is wide and working groups will be formed to progress the recommendations. The plan will be reviewed biennially.**
- c) To **RECEIVE** a progress report to Notice Boards within the Parish. **Cllr Lynch. Cllr Lynch reported that he plans to rub down the wood and revarnish the frame during the summer. He will also replace the internal pin boards.**
- d) To **RECEIVE** an update from the latest LCN meeting **Cllr Archer. Cllr Archer attended the LCN which was held in Charlton Horethorne and he gave a presentation. He raised the apparent lack of cohesion with Somersets planning policy and inefficient engagement with local Parish Councils about their individual needs. He reported that the Highway's working group is meeting on the 2 June.**
- e) To **AGREE to (adopt/amend) the following Parish Council Policies: - Cllr Archer proposed to readopt the policies listed below. This was seconded by Cllr McHugh and unanimously carried.**
- 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. The next PC meeting will be held on the 27<sup>th</sup> of July at 7.30pm in the Village Hall.**

**Date of Next meeting** – The proposed date for the next Parish Council meeting is Monday 27<sup>th</sup> July **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**