

CHARLTON HORETHORNE PARISH COUNCIL

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MINUTES

Charlton Horethorne Parish Council meeting at the Village Hall, Charlton Horethorne on Monday 20 January 2025 from 7.30pm

The meeting commenced after there has been an opportunity for members of the electorate of the Parish to speak. This was restricted to approximately 15 minutes in total and at the Chairman's discretion.

Please note, any new items raised by the public in this session were not be discussed by the council and are not included in the minutes. Items for inclusion on the agenda should be put to the Clerk in writing prior to meeting.

Open Session: Cllr Archer welcomed everyone to the meeting at 7.30 and invited residents to address the PC. Issues covered included concerns about Green Lane access caused by a fallen tree obstructing equine access. Cllr Archer noted this and agreed to make highways aware. The open session closed at 19.33pm.

- 1. Present:** Cllr Archer, Cllr McHugh, Cllr Pipe, Cllr Thornham, Cllr Lynch
- 2. In attendance:** Cllr Nicola Clark, Amanda Ware PCSO and 19 residents
- 3. Apologies for Absence.** To **RECEIVE AND APPROVE** apologies for absence including reasons given (Local Government Act 1972 s85 (1) **Cllr Hayward 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 and Cllr Lynch declared interest in the Harvest Lane development. Cllr Archer declared interest in the Slait Cottage development.**
- 5. To APPROVE as a correct record the minutes of the previous meeting held on Monday 9 December 2024.** (Local Government Act 1972 Sch 12). Cllr Archer proposed the minutes. This was seconded by Cllr Lynch and unanimously carried. The Chair signed and dated the minutes.
- 6. To NOTE the actions from the previous meeting and discuss any matters arising**

Actions arising from the previous meeting:

Minute item	Action	Responsibility
1.7.24 8f 9.9.24 11d	a) To PROVIDE a final update on income generated from the Village Green Post and Chain appeal for expenditure to date. Complete and reported in the Finance session of the minutes.	Clerk COMPLETE
9.12.24	b) Cllr Archer and Cllr Lynch to provide advice on stump requirements and impact on tree replacement and refurbishment plans of PC notice Board. Complete and reported in Council Matters	Cllr Archer Cllr Lynch COMPLETE
21.10.24 10 a	Cllr Archer to send a letter to residents explaining current position to be incorporated into a letter of thanks to residents to be circulated on the PC mail list by the Chair. Cllr Archer reported that an email has been sent to all donors. To date responses from donors has been positive with requests for	Cllr Archer COMPLETE

9.12.24	the surplus of revenue generated to remain in a fund to support the Village Green. Cllr Archer to send letter of thanks for Post and Chain outlining expenditure to date for the Village Newsletter with a request to retain surplus for ongoing refurbish of the notice board, removal of the stump, planning of a Field Maple and provision of a table. Cllr Archer reported that a note of thanks has been submitted to the editor of the Village Newsletter and will be circulated soon.	
21.10.21 7a	Cllr Archer to WRITE to the Police to establish police reporting process and contact details for the community officer requesting quarterly reports. Cllr Archer explained that reports from the Police are no longer being processed but that crime data is now retrievable via their website. Cllr Archer welcomed Amanda Ware PCO to the meeting,	Cllr Archer COMPLETE
21.10.24 10c 9.12.24	To AGREE to progress access to land near Charwell field for the public and consider the feasibility of grant applications for any work required vs community benefit. Grant applications possible from Health Grant funds from the Unitary Authority. Cllr Archer reported that he has 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

7. Reports

- a) **To RECEIVE a police report.** Cllr Archer welcomed PCSO Amanda Ware to the meeting and thanked her for attending. Amanda Ware introduced herself and explained that she has 18 years of experience in this role. She covers an extensive area covering Wincanton, Milbourne Port, Henstridge, Bruton and multiple hamlets. Her role is primarily working with communities, sharing information with Parish Councils, Schools, Mental Health teams, Village agents Speed watch groups to keep communities consciously aware of risks and safety with an ethos of crime prevention, managing neighbourhood disputes to avoid escalation and working to keep those vulnerable in the community safe. Amanda indicated that she would happily join the Speed Watch team and work with the co-ordinator.

PCSO Amanda Ware explained that access to the police service can be obtained using 999 if a crime is in progress. If not, residents were advised to call 101 or alternatively use the website to report a crime using <https://.avonandsomerset.police> or crime stoppers anonymously. She emphasised that if residents are ever unsure to always report concerns.

Cllr Archer reported the concerns that residents had expressed about a dog attack that had resulted in the loss of two ewes in lamb. PCSO Ware indicated that she was aware of this serious incident, adding that “worrying livestock” is a criminal offence. She has patrolled the area. The farmer is a member of Farm Watch and notices will be placed along the footpath reminding the public to keep dogs on leads.

PCSO Ware concluded that she will be visible in the village regularly and looks forward to meeting residents as she patrols the area. Cllr Archer thanked PCSO Ware for attending.

- b) **To RECEIVE Unitary Councillor reports for January 2025 from Cllr Nicola Clark and Cllr Hayward Burt.**

Cllr Clark wished all those present a Happy New Year. She indicated that she was happy to support the PC with conversations with about concerns with Highways in Green Lane. She had previously circulated her report and had nothing further to add

and indicated that she was present to listen to residents' concerns about planning application concerns. Cllr Archer agreed to post Cllr Clarks and Cllr Burts reports on the PC website.

8. Planning

- a) **To RECEIVE an update on when Harvest Lane planning application with be reviewed by the Planning Committee 23/02275/Hybrid** (Hybrid mixed-use planning application on land comprising:
 1) FULL APPLICATION for 28 dwellings, 665m2 of commercial use Class E(g), public open space, allotments, drainage, landscape and ancillary works
 2) OUTLINE APPLICATION with all matters reserved bar access for an additional 3 self/custom-build dwellings).
Cllr McHugh indicated that a Case Officer had been assigned to the application on the 15.1.25 called Catherine MillerBassi. He stated that amendments to the application were in progress. He stated that if the application is not approved the applicant is likely to appeal this decision
- b) **To NOTE new planning applications for consideration:** The following applications were discussed.

Application number	Proposal	Applicant details
24/02967/FUL Deadline originally 4 February 2025 extended to 5th March 25 accepted by the Case Officer. Public notices have not been displayed yet.	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
Cllrs resolved to study the plans and discuss this application in full at their next PC meeting on the 3rd of March 2025.		
Application Type : Full Application Application Number: 24/02972/FUL Deadline originally 3 February 2025 Request to extend until the 5 March 25 accepted by the Case Officer. Public notices have not been displayed yet.	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
Cllrs resolved to study the plans and discuss this application in full at their next PC meeting on the 3rd of March 2025.		
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
Historically this application was refused application.		

This can be seen on this link https://publicaccess.southsomerset.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QNYTS7OW0HQ00 Further applications were refused 21/00374/FUL and 22/00988/PAMB. There was a further application 22/0227/PAMB. This was a Q application in April 22 (no PC comments) and was approved and appears to be the same barn Cllrs resolved to support this application. Proposed by Cllr Lynch, seconded by Cllr McHugh, unanimously carried (Cllr Archer declared interest and did not vote)

- c) **To NOTE recent Unitary Authority Planning Decisions:** - The PC noted the following planning decisions made by the Unitary Authority.

Application number	Proposal	Applicant details	Decision
24/02482/PAMB Prior Approval from Agri to dwellings	Location: Dragon Manor Farm Stowell Lane Charlton Horethorne Sherborne Dorset DT9 4PD Prior Approval Notification for the change of use and conversion of 2no. agricultural barns into 4no. dwellings.	Applicant: Mr Andrew Clark	Approved with conditions on 10 December 24
24/02322/HOU 24/01564/FUL Deadline extended to the 11 December 2024)	Location: Sunnyridge Stowell Road Charlton Horethorne Sherborne Dorset DT9 4PD Demolish Existing side extension and replace with a single storey extension, installation of 3no. dormer windows to North East/North West elevations.	Applicants Mr & Mrs Kim Nagi	Approved with conditions on 12 December 24
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		October 2023 Awaiting decision Portal 15/1/24
24/02845/S19 Type : Sec 19 Removal/ Variation LBC Condition 24/02846/S73	Bullen Farmhouse Horse Lane Charlton Horethorne Sherborne Dorset DT9 4NL S19 Application to vary condition 2 (approved plans) to allow installation of an air source heat pump, glazing alterations to the gable end and removal of a conifer tree in relation to planning approval 24/01200/LBC for reinstatement of historic outbuilding as new extension to farmhouse.	Applicant: Roelich	Approved with conditions 13 January 24

9. Finance

- a. **To NOTE that the financial Cashbook/Bank Reconciliation and Budget position for period October to the 15 January 2025.** The Clerk circulated the bank statements which were reconciled to the cashbook. The Nat West Current account holds £15,119.85 and the Business Reserve Account £3,646.69. Cllr Pipe proposed that reconciliation was accurate. This was seconded by Cllr Lynch and unanimously carried. The total balance of £18,766.54 up until the 15 January 2025 was noted. The

Clerk reported that minimal expenditure is anticipated to the year-end leaving a healthy balance.

The Clerk indicated that the Post and Chain Appeal had generated a total of £2,464. Expenditure to date was £1,378.92, leaving a surplus of £1,085.08. The PC will be able to claim £249.59 VAT back. This leaves an overall surplus of £1,334.67 for Village Green ongoing development and refurbishment. She noted that this surplus is restricted for this purpose only. The table below is an extract from the cashbook.

CHARLTON HORETHORNE PARISH COUNCIL 2024-25		Jan-25	
Receipts and Payments	Receipts and Payments Summary	Receipts and Payments	Receipts and Payments
		Last Year	This Year
		2023-24	2024-25
RECEIPTS			
	Precept	£ 9,288.00	£ 9,918.00
	Deposit Interest	£ 47.17	£ 38.74
	Village Green donations	£ -	£ 2,464.00
	Defibrillator	£ -	£ -
	VAT refund	£ 149.49	£ -
	TOTAL RECEIPTS	£ 9,484.66	£ 12,420.74
PAYMENTS			
	Clerks Emoluments	£ 1,814.38	£ 2,459.75
	Admin General	£ 222.00	£ 314.62
	Admin Subscriptions	£ 180.43	£ -
	Website	£ 100.00	£ -
	Village Green	£ 557.90	£ 1,378.92
	Community Plan	£ -	£ -
	Environment - General Maintenance	£ -	£ 391.00
	Audit	£ -	£ -
	Insurance	£ 446.66	£ 446.66
	Training	£ -	£ 155.00
	Elections	£ -	£ -
	Reserves	£ -	£ -
	IT/Software	£ 327.80	£ 593.34
	Defibrillator	£ -	£ 165.00
	Grants	£ 1,200.00	£ 1,925.00
	VAT incurred on payments in year	£ 186.35	£ 439.62
£ -	TOTAL PAYMENTS	£ 5,035.52	£8,268.91
	Excess of Receipts over Payments	£ 4,449.14	£ 4,151.83
	plus balances b/fwd	£ 10,165.57	£ 14,614.71
		£ -	
	Balances c/fwd	£ 14,614.71	£ 18,766.54
15/01/2025	Reconciliation with bank accounts		
	Nat West Bank PLC Current	-	£15,119.85
	Nat West Bank PLC Business Res	-	£3,646.69
	Less Outstanding Cheques		
	Add Outstanding lodgements		
	Total balances at bank	£ -	£18,766.54

- b. To **APPROVE** payments for January 2025 via internet banking and agree signatories to authorise. The Clerk presented the following payment schedule with corresponding invoices/receipts.

Payment schedule for January 2025

Particulars	To Whom	Amount
Salary payment Jan	A Lee	£150.20
Travel January	A Lee	£14.34
Phone January	A Lee	£10.00
PAYE to 5 Jan 24	HMRC	£37.80
Total		£212.34

Cllr Pipe proposed the payment schedule and this was seconded by Cllr Archer and unanimously carried. All receipts were signed by Cllr Pipe and Cllr Lynch for immediate payment.

c. To AGREE the 25/26 budget

The Clerk outlined the financial projected revenues, and expenditures for the new fiscal year. The PC indicated that it hoped to keep cost increases to a minimal for residents of the Parish. Operational costs are forecast to increase in line with inflationary pressures and increased salary costs that reflect mandatory Government requirements (Increased NI). The Clerk presented budgetary line items reflecting the expenditure requirements of the parish and its objective to retain sufficient sustainable reserves,

The new budget had been prepared based on the following: -

- Comparative position in 23/24
- Year-end estimation for 24/25

Receipts had assumed:

- No income generated from donations (private or public appeals)
- Insignificant interest rates from bank deposits
- Reduced VAT refunds will compare to 23/24 as the PC was not expecting to undertake any major projects that would result in VAT payback opportunities as CIL contributions (if received) would not be expected to be expended in year.

Operational costs are forecasted to increase by % in 2025 and % in 2026, driven by:

- Inflationary pressures
- Increased salary costs

Anticipated expenditure focused on:

- Avoiding excessive contingency planning requests from Somerset Council
- Making use of existing partnerships and collaboration with neighbouring PCs for the SID and any other sustainable initiatives
- Retaining membership services
- Remaining with the existing insurance company
- Retaining existing maintenance arrangements
- Providing a total of £3,000 for grants that would benefit residents
- Making provision to provide training requirements for the PC including a contribution to the Clerks CILCA
- Noting that an election is not anticipated in 2027 but making provision if required in extremis.

Cllr Pipe noted that this would suggest an increase in the precept of 5% from £9,918 (23/24) to £10,414 with a Band D increase of £1.37 equating to a 4.17% increase from prior year.

Cllrs clarified provision for the SID and were satisfied that this had been adequately met. Cllrs then discussed changes to waste provision and calculated that they may need a further £800 for the collection of PC waste provision (any bins on PC land not owned by the Council). Details provided by the Unitary authority were vague and schedules for collection had not been forthcoming. Cllrs estimated that this could potentially cost the PC a further £800 if emptied on a weekly basis. Cllrs noted that this would effectively raise the precept to £11,214 which equates to a 13.7% increase. Cllrs concluded that extra provision was needed for this contingency but felt that since the information was too vague it was inappropriate to increase the precept to this magnitude and resolved that if required reserves would be required to meet this cost. Proposed by Cllr Archer, seconded by Cllr Pipe, unanimously agreed. Cllrs then proceeded to discuss the Precept required to meet this budget.

d) To AGREE the Precept

Cllrs considered an increase in the precept of 5% from £9,918 (23/24) to £10,414 with a Band D increase of £1.37 equating to a 4.17% increase from prior year. However, they noted that an increase of 6% (£10,513) would still bring the Band D increase to £1.69 equating to just over 5% (5.14%) which was their aspiration.

Cllr Archer proposed a 6% increase (£10,513). This was seconded by Cllr Pipe and unanimously agreed. Action Clerk to submit the Precept for 6% by the 31 January 2025. These funds are expected in April 2025.

e) To AGREE PC bank account transition from NAT West Bank to the Unity Trust Bank, making all Cllrs as signatories leaving the Clerk as the administrator.

The Clerk recommended transfer of bank accounts from Nat West to the Unitary Bank. Prior to proceeding she recommended transferring £11,000 from the Business Current Account to the Business Reserve account in order to accrue greater interest. **These two motions were proposed by Cllr Archer, seconded by Cllr Lynch and unanimously agreed.**

10 Council Matters

- a) To NOTE** progress with the Village Green Post project (Planting of the 2.5 metre Field Maple; the removal of the old tree stump, the refurbishment of the village green notice board and here and additional ideas from residents.
Cllr Lynch reported that Mike Saunders has indicated that the remaining tree stump on the Village Green requires grinding, treatment and capping. The donated 2.5 metre Maple Tree will be considered for transfer. Refurbishment of the public notice Board will then take place. Cllr Lynch will brief the PC on progress at the next meeting.
- b) To NOTE** any further responses from Highways concerning drains since last meeting **Cllr Archer**. Cllr Archer reported that apart from new concerns on Green Lane all other matters had been resolved.

- c) To **NOTE** further information from the LCN committee **Cllr Archer**. Cllr Archer apologised that he could not attend the meeting scheduled for the 23 January. Cllrs will privately determine who will attend in his place.
- d) To **AGREE** to progress access to land near Charwell field on the opposite side of Sigwells for the public. **Cllr Archer. Cllr Archer reported that he has written twice seeking clarity on this matter to no avail. He will continue to pursue this. ACTION Cllr Archer**
- e) To **NOTE** any key Parish Events. Cllrs noted key parish events.
 - Somerset Day Weekend – Save the dates 10 – 11 May 2025
- f) To **AGREE future annual meetings dates beyond the 3rd of March 2025**
Dates agreed
 - e) **Date of Next meeting** – The next Parish Council meeting will be held on the 3 **March 2025 at 7.30pm**. 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 the 15 February.**

Ann Lee Parish Clerk