CHARLTON HORETHORNE PARISH COUNCIL

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MINUTES

Charlton Horethorne Parish Council held at the Village Hall, Charlton Horethorne on Tuesday the 11TH November 2025 at 7.30pm.

The meeting commence after there has been an opportunity for members of the electorate of the Parish to speak. Cllr Archer welcomed everyone and thanked those attending despite the inclement weather. Matters discussed: - Mrs Susan Gilbert reported that she is seeking funding from various grant making bodies for the Millennium Green to particularly address the need to repair the pond lining and extend provision for the children's play equipment. She has surveyed the school/parents in order to provide evidence of need. She is seeking further inout from residents and would welcome comments to be left in the Village Shop for her to collect. The Open session ended at 7.34 pm.

Cllr Archer opened the PC meeting at 7.34 pm.

1. **Present: Cllr Archer, Cllr Lynch, Cllr Pipe, Cllr Thornham, Cllr McHugh**

2. **In attendance: 14 residents and Ann Lee Parish Clerk**

3. **Apologies for Absence. To RECEIVE AND APPROVE** apologies for absence including reasons given (Local Government Act 1972 s85 (1) **Cllr Hayward Burt, Cllr Nicola Clark**

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 Hotel application and Harvest Lane. Cllr Lynch expressed an interest in the Harvest Lane application.**

5. **To APPROVE as a correct record the minutes of the previous meeting held on Monday 8 September 2025.** (Local Government Act 1972 Sch 12). **Proposed as accurate by Cllr Archer, seconded by Cllr Pipe and unanimously carried.**

Minute item	Action	Responsibility
21.10.24 10c	To RECEIVE 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. **Agenda item**	**Cllr Archer** **Agenda item**

6. **Reports**

   a To receive any police notifications. Cllr Archer. Cllr Archer reported that none of the notifications related to this locality and were mostly city related.

   b To receive Unitary Councillor October and November 2025 reports from Cllr Nicola Clark and Cllr Hayward Burt. Cllrs noted the content of Cllr Burts report. Cllr Archer highlighted the following important issues:

   a) Preparation of the Council's depots and filling its salt barns took place throughout the summer, so the team is ready when the temperatures drop. The winter road treatment team use weather stations across Somerset and receive special daily forecasts. Gritting usually takes place when road surface temperatures are predicted to drop below 1°C and frost or ice is expected to form on the roads. The Council's winter team will also be topping up gritting bins in communities across

Somerset, and farm contractors have been enlisted to help plough roads in the event of snow.

b) Dorset Tip Charging has not yet commenced and is not likely to until the new year. Negotiations between Dorset and Somerset Councils continue.

c) The Planning Committee that was scheduled to take place on the 18 November has been cancelled.

d) Road works maps detailing resurfacing activity is now being circulated monthly.

7. Planning

a) To receive an update on the 23/02275/Hybrid following application refusal by Somerset Council: Cllr McHugh. Cllr McHugh reported that to date there had been no further correspondence.

b) To consider new Planning Applications and any amendments to applications: Cllr Lynch. Cllrs noted that application 2502158/FUL for the provision of working accommodation at Kingman's dairy farm. They unanimously resolved that the PC supports this application, given the modest scale of two dwellings close to the stock for welfare reasons seemed justified. The cottages are modest and in keeping with the immediate surroundings and other housing within the area and that, if approved, they will assist in the long-term sustainability of a local farming business which is positive for the Parish as a whole. **Action Clerk to advise the Planning department by the 25 November in time for their determination date.**

c) To note recent SSDC Planning Decisions: Cllr Lynch

Application number	Proposal	Applicant details	Decision
Number: 25/02121/TCA **Notification Only for work to trees**	**Location**: Charlton Horethorne House Water Lane Charlton Horethorne Sherborne Dorset DT9 4NX **Proposal:** To reduce the canopy radial spread of No.1 Walnut tree radially by 4 metres, reduce main stems of No. 1 Chanticleer Pear tree by 2 metres, trim house side quadrant of No. 1 Horse Chestnut tree to replicate historical reduction, reduce overextended limb of No. 1 Lime tree by 4 metres and remove dead wood and dying section of a Silver Birch group due to ongoing basal decay within a Conservation Area.	**Applicant: Willis**	**Application permitted**
25/01714/HOU	**Location** Bumble Cottage, Maperton Road Charlton Horethorne, Sherborne Dorset DT9 4N **Proposal** Single storey flat roofed extension to front of property	**Mr and Mrs Gilbert**	**Application refused Appeal lodged and applicant stated that the inspection has been undertaken**
24/02967/FUL	**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**	**Application withdrawn 25 September 2025**

Application Type: Full Application Application Number: 24/02972/FUL **.**	**Location:** Golden Valley Farm Water Lane Charlton Horethorne Sherborne Dorset DT9 4NX **Proposal:** Conversion of 3 agricultural barns into 3 dwellings, demolition of a 4th 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**	**Approved with conditions**
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 for 5 dwellings**
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**	**Awaiting decision**
25/02251/HOU	**Location:** Laycock Farm, Shoredown Lane, Charlton Horethorne, Sherbourne, DT9 5HD **Proposal**: replacement of single-story extensions and alterations to host dwelling and demolition of adjacent buildings	**Applicant: Mr and Mrs Martin**	**Approved**
25/02158/FUL	**Location:** Kingsman Dairy Farm Modest provision of two 2-bedroom cottages for staff accommodation**.**	**Applicant: Mr Kingsman**	**Awaiting decision**

8 Finance

A) To **note** Receipts and Payments made since the last meeting with matched bank reconciliation for October 2025. **Clerk.** The Clerk circulated the bank statements ending the 30 September 2025 and cash book summary. She reported that the Business Reserve Account currently holds £3,631.21 and that the Current Account holds £21,095.75. This provides a total available fund of £24,726.96. Having examined the bank reconciliation documents **Cllr Pipe proposed these as accurate. This was seconded by Cllr Thornham and unanimously approved.**

B) To **approve** payments for November 2025. The Clerk presented the payment schedule below.

Payment schedule Nov 2025

Payee	Particulars	Amount	VAT
STAFF (A Lee)	SALARY October	£158.22	
STAFF (A Lee)	SALARY November	£158.22	
PHONE /Home Working (A Lee)	October / November	£62.00	
TRAVEL (A Lee)	October/November	£28.68	
Milbourne Computing	Microsoft annual support and Microsoft licence	£195.00	£32.50
HMRC	PAYE October	£39.60	
Village Hall	Hire	£37.80	
Pinnacle Accountancy Services	Payroll	£98.40	£16.40
TOTAL		**£777.92**	

The Clerk stated that she is still waiting for the bank details to pay the Grant of £600 for the church gate. In addition, she presented a payment from Mr Jimmy Flynn for £100 for his annual invoice for the maintenance to the website. Cllrs unanimously resolved to permit this payment. Consequently, payments for November will equate to £1477.92. This will leave a

balance of £23,249.04. Cllr Archer proposed the payments, this was seconded by Cllr Pipe and unanimously carried.

d) To **identify** budget priorities in preparation for the 26/27 precept. **Cllr Archer** Cllr Archer explained that the Parish Councils precept has gradually increased since 2021, aligning closely with wider trends observed in Somerset Council's Band D council tax and national inflation patterns. From 2022 increases have averaged between 6-8% per annum. Cost pressures have risen due to inflation, contractor pricing changes and ongoing maintenance requirements. Cllrs are mindful of containing costs at a level that allows for essential services, fulfilling the PPCs legal responsibility, looking after the parish assets properly, while keeping increases proportionate and justifiable. Cllrs recognise that any rise in Council tax affects all households and will be scrutinising costs with the objective of ensuring long-term stability and avoiding larger corrective increases in the future. The Clerk has projected an increase from £10,513 to £11,102 for 2026/27 equating to an increase of £2 on a Band D property.

Cllrs agreed to identify the priorities over the next month in preparation for the forth coming meeting in January 2026 where the budget will be discussed.

The Clerk asked Cllrs to consider the10th assertion on the Annual Governance Statement that has been instated in 2026/26- the biggest change in a decade - Assertion 10 specifically related to Digital and data compliance. The website and email systems play a vital role in compliance. Our existing provider can support this transition by providing an IT policy, website migration, provision of a new domain name and mailbox migration. All this would amount to an initial cost of £200 with an annual administrative cost of £225. Cllrs resolved to include this recommendation in the budget planning decisions.

10 Council Matters

a) To **note** the highway safety defects document that provides evidence of activity relevant to the Parish **Cllr Archer**. Cllr Archer reported that Somerset Council is introducing a new interactive map which will allow members and the wider public to check on the progress of all key highways maintenance functions from resurfacing and major schemes to gully cleansing. Users will be able to see the area where works will be carried out and the quarter we hope to be able to deliver. This is indicative information as actual dates of delivery will depend on circumstances such as resource, and the impact of other works taking place in the area.
The map has a number of layers displaying the different information depending on specific boxes which can be ticked. Residents may zoom in to view schemes. You can access the map by typing Somerset Highways Annual Works Map

Mapping will show Somerset Council works only and not those being undertaken by utilities or developers.

b) To **update** progress with the Abri Sale of property**. Cllr Archer.** Cllr Archer circulated a draft letter written in response to the sale of social housing. Cllrs resolved to send the letter expressing their concerns.

c) To **receive** a progress report on the revised Community Plan, grant access and working group schedule, work plan and volunteers secured **Cllr Archer.** Cllr Archer reported that a working group had been established representing the whole parish. The intention is to consult using an online survey as well as ensuring access to residents who do not have IT access. The construction of the survey is now underway and will include open questions relating to traffic and the parish infrastructure. An external advisor (Mat Day) with wide experience of neighbourhood plans, community and council experience has been engaged. The objective is to capture the views of the community and keep the community plan "live" with regular reviews and in step with the needs of the community.

Cllr Archer proposed the purchase of a licence for Survey Monkey. This was seconded by Cllr Lynch and carried unanimously.

d) To **receive** an update from the latest LCN meeting **Cllr Archer.** Cllr Archer reported that the minutes of the last meeting have not been circulated yet.

e) To **note** any further progress with Charwell Fields **Cllr Archer**. This matter remains on going.

f) To **review** risks **Cllr Pipe.** Cllr Pipe confirmed the risk register timeline is on track and budget preparation has begun.

g) To agree Items for the next meeting:

- Progress on the Community Plan project
- Progress with Abri complaint
- Budget approval
- Update on the Charwell Land

8. Date of Next meeting – The next proposed dates for the Parish Council meeting will be held on the **Date to be confirmed for January 2026**. 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 28 December 025**

Ann Lee Parish Clerk