

# Charlton Musgrove Parish Council

Minutes of the meeting of the Parish Council held via 'Zoom'  
on Tuesday 21 July 2020 (19.30 – 21.20)

**In attendance:** R Bastable, B Izard, A Sutton, S Moore, S Turk

**County Councillor:** A Groskop

**Parish Clerk:** Fran Hill

**Public Open Time:** No members of the public were in attendance

**1 Apologies for Absence:** None Received

**2 Declaration of Interest:** None

**3 Minutes:** The Council approved the minutes of the meeting held on the 22 July 2020.

**4 Matters Arising from the Minutes:** There were no matters arising.

**5 Planning applications to be considered:** 20/02502/AGN Linley Farm, Charlton Musgrove, BA9 8HD.  
Notification of intent to erect an agricultural building to store agricultural machinery and equipment  
deadline 29/9/20.

**The Proposal** is to support this application

**Proposed By:** Cllr Moore **Seconded:** Cllr Sutton

**Resolved 5 – 0 – 0**

[for-against-abstain]

A further application has come in 20/02522/NMA for a Non-Material Amendment to approval  
20/00015/HOU, since the publication of the agenda. The Clerk will send details. If a meeting is required,  
it will be called in time for the deadline 6/10/20

**6 Financial Matters:**

Cheque payments were agreed and raised for:

- Three Counties Landscaping: inv 2044 £156.00 for cemetery maintenance
- SALC Membership inc (NALC): £114.53
- Milborne Port Computers – annual domain: £156.00
- Milborne Port Computers – back up and MS 365 £143.99
- Jimmy Flynn – website build £400

Also agreed were previous cheques raised under delegated powers

- Three Counties Landscaping: inv 1959 £156.00 for cemetery maintenance  
Chq 576
- Andrew Hopkins – Rootzone £390 chq 577  
Cllr Bastable offered his thanks to Cllrs Izard and Turk for their hard work fill-  
ing in the rootzone into the playing field.
- SALC – training Planning Applications £60 Chq 578.  
Cllr Moore had attended this and said it was very worthwhile and reminded  
the members of the benefit of training and the importance for all Councillors  
to keep up-to-date with their role. The Clerk will share details of available  
training.

It was agreed

- Water2Business Memorial Chapel £7.51 Chq 579
- To pay The Clerk by BACS for 20 hours per month at £10.44. The Clerk will set this up. Additional hours for projects will be agreed and paid by cheque at meetings.
- The Clerk informed the meeting that she had been chasing final payments too the former clerk and had informed him. His response was that he wanted nothing more from or to engage with the Parish Council. The Clerk took advice from SALC it was agreed to follow his wishes and not pay. There is an audit trail to this effect.
- Now the new website is up and running The Clerk informed the meeting we need to publish this year's AGAR (Annual Governance and Accountability Return) and Notice of Public Rights – need to be published. The Clerk will forward them to Cllr Izard to put up
- The Clerk updated the meeting that she is still waiting for the bank to send statements to her. At the moment they are being delivered to the former clerk who puts them in his post box with return to sender however the postman is bringing them to our Chairman. The Clerk is able to check the accounts online and she has the cheque book to issue cheques.

**The Proposal** is to support all financial payments and matters.

- **Proposed By:** Cllr Moore **Seconded:** Cllr Sutton

- **Resolved 5 – 0 – 0**

7 **Website:** Cllr Izard explained the website is now up and running. Google isn't finding it yet as it is still too new and not many people are looking for it. The Clerk will resend the link for everyone to look at it. Cllr Bastable had looked at it and was very pleased with it.

Cllr Izard detailed areas that need work on it. He and The Clerk will work over together over the next few weeks.

All the email addresses are now set up and everyone should be using their own dedicated Parish Council email for any PC discussions. All those present agreed their accounts were now up and running. Cllr Izard has access which allows us to upload our own documents, he is in the process of asking Jimmy Flynn to grant The Clerk access as well.

We can now ask the village website to remove the documentation on its site and point all Parish Council business to our dedicated website. The Clerk will instigate this.

Cllr Izard has been putting all documentation in a standard format which both he and The Clerk will continue to use to keep it uniform.

**Policies:** The Clerk informed the meeting that she had searched through some of the policies and found them not complete or out of date.

**The Proposal** is for The Clerk to work on an audit of all policies but initially Standing Orders, Code of Conduct and Financial Regulations. These will be forwarded by email to all members and can be ratified at the next meeting. They can then be put on the website.

- **Proposed By:** Cllr Sutton **Seconded:** Cllr Moore

- **Resolved 5 – 0 – 0**

8 **Laptop:** The Clerk updated the meeting regarding the state of the old laptop. There had been nothing wrong with that cleansing of temporary files hadn't sorted. However, the version of Microsoft is

no longer supported. Windows also needs updating. The battery needs replacing. It would cost about £100 - £150 to update it to a usable system and then you would need MS on top but we have MS360 so could use one of those licences if it was needed. Discussion took place regarding what to do with it. It was agreed that The Clerk would keep it for the moment. Members were asked to think about a suitable recipient for the laptop. It would be wiped clean and passed on. Cllr Bastable will approach the Village Hall and see if they would like it.

- 9 Fingerposts:** Cllr Sutton updated the meeting. The order has been sent for the fingerposts and The Clerk has a copy for the records. The cost will be as quoted. It was noted that there is a minimum of 12-15 week wait but it could be longer if they are waiting for deliveries.

In the meantime Cllr Sutton is planning to go round the village and tidy up the current signage which she feels was looking tired and mucky. Cllr Moore offered to join her.

- 10 Highways:** Gary Warren, senior Traffic Engineer has agreed to meet Cllr Izzard and The Clerk on Thursday this week to discuss redoing the Multi Day Speed Report following the installation of the 30MPH zone.

- 11 Defibrillator:** It has come to light that we no longer have a volunteer in the village monitoring the Defib. The job is not onerous and would suit someone traveling along Barrow Lane daily as they just need to check the green light is visible. Once a month they need to check the battery and equipment. Cllr Moore volunteered to cover this for the few months she is staying in Barrow Lane. Cllr Bastable will show Cllr Moore how to check. We will continue to ask around for a volunteer.

- 12 St John's Church:** Cllr Bastable informed the meeting of the history of this. Cllr Kimber had informed him that there was a damp area at the church and as a member of the Parochial Church Council she hoped to ask the Parish Council for a donation to repair. The Clerk had taken advice from SLCC on this point and told the meeting this was not permitted. She referenced NALC Legal Note L01-18. Cllr Bastable further informed the meeting that the damp patch was on the wall that had a shed belonging to the Parish Council. Discussion took place regarding the necessity of the Parish Council continuing to keep old and unused equipment in the shed. It was agreed that we could remove this if it was thought to be causing problems. It was noted that a parishioner had fed back that a gutter was also leaking as well. Whilst discussing the Church it was noted that the Gate hinges seemed to not be working properly. It looked like someone might have reversed into it. A suggestion to put concrete posts in but these have to be able to open wide on occasions such as funerals. It was also noted that the bench outside had had a leg hanging off although someone had bracketed it back on and it appeared stable for the moment. Concern was raised that it may not be safe in the long term for people to sit on it. It was commented that the family of Glenda Taylor had been keen to donate a bench to the village in her name. The Clerk will write to the family and see if they were still wanting to do so. It was then pointed out that previous plans to repair the existing noticeboard may no longer be practical for the parishioner who kindly offered and therefore we will revisit previous quotes to replace it.

A decision was made for members of the Parish Council to attend the church on Thursday informally and look at all the issues and then it can be added to the agenda for next meeting. Members will also look at the land next to the church, which discussion had been put on hold awaiting a site visit.

**Discussion took place regarding the sending of letters.** Cllr Moore posed the question; If a letter is sent from the Parish Council should every member have seen it and agreed with the comments held within. The Clerk explained that if a decision is made in a meeting and delegated to The Clerk, she can sign the letter in her name on behalf of the Parish Council. This is deemed to be a Parish Council decision. Cllr Groskop was in agreement.

- 13 Playground:** Cllr Bastable informed the meeting that the playground was now open. It was agreed that it was looking particularly tidy. He requested that anyone passing might pop in and check it all remained so. It was commented there had been a mole but that had been caught. Now there appeared to be a second one. Cllr Bastable will ask if this can be dealt with as well. It was commented that the rootzone hadn't moved and didn't appear to need re-doing. Cllr Bastable will cover the remainder of the rootzone so it stays dry for the future. Cllr Sutton said she could collect and house it if required.
- 14 Councillor Vacancy:** Cllr Haskett has indicated to the Chairman that he no longer wishes to continue on the Parish Council. He would still be happy to help out with trimming the hedges and other things required in the village. He has failed to attend meetings for six consecutive months which renders him unable to continue as a member. Cllr Bastable wished to thank him for his 12+ years on the Parish Council and for all the time and effort he has put into working into the village hedges without charging to do so. The Clerk will write a letter to him thanking him. Cllr Bastable will ask him to put his resignation in writing and The Clerk will trigger the process with South Somerset District Council on receipt.
- 13 Date of next meeting:** Tuesday 3 November 2020 at 7.30 pm.

**There being no further business, the meeting closed at 21.20**

*Fran Hill, Parish Clerk & Responsible Financial Officer 22/07/2020*