

Charlton Musgrove Parish Council

Minutes of the meeting of the Parish Council held via 'Zoom'
on Tuesday 3 November 2020 (19.33 – 21.36)

In attendance: R Bastable, B Iazard, A Sutton, S Moore, R Kimber,
Parish Clerk: Fran Hill

Public Open Time: 2 members of the public were in attendance. Both wishing to stand for position of councillor

The Clerk informed the meeting that the meeting was being recorded. The recording would be kept until the draft minutes were signed as a true record.

CMPC 11/01 Apologies for Absence: S Turk was unable to access the link to join the meeting. It was agreed that in future meetings the meeting **The Clerk** will send the link again on the morning of the meeting. **The Clerk** will also ensure that Cllr Groskop is invited to the meetings

CMPC 11/02 Declaration of Interest: None

CMPC 11/03 Minutes: The Council approved the minutes of the meeting held on the 15 September 2020 with an amendment to the date which was showing incorrectly. The Council approved the minutes of the planning meeting held on the 21 October 2020. Request received to attach the letter to the planning inspectorate. **The Clerk** will attach.

CMPC 11/04 Matters Arising from the Minutes:

Planning application 20/02534/S73A. Cllr Bastable in his role as District Councillor received a Delegated Proforma Request from the Planning Officer concerned asking if he agreed with the officers recommendation of approval, as there is a recent Certificate of Lawfulness issued he felt this was not defensible at appeal and agreed with Planning Officer's decision. It was noted that the Parish Council had wished it not to be approved

CMPC 11/05 Councillor Vacancy: The council had two members of the public willing to take office as a councillor. Cllr Bastable stated we were very lucky to have two very different but capable ladies willing to join the Parish Council. The candidates were invited to address the council. They chose to wait in the waiting room while each other spoke. Following their presentations both candidates were invited to wait while the council deliberated at length on the suitability of both. It was agreed to invite Mrs Dibby Rochford to the council. Cllr Dibby Rochford was invited to join the Parish Council with immediate effect and attended the remainder of the meeting. However, the other candidate impressed members with her enthusiasm and skills and it was felt she would be an asset to working parties in particular the Play Field. This would also give her both a good understanding of the workings and limitations of a Parish Council.

CMPC 11/06 Planning Applications: No new applications had been received. **Cllr Moore** requested details of the Regulation Committee notification in respect of the infill at Verrington Lane in order to attend and report back to The Council. **The Clerk** will send them through.

CMPC 11/07 Standing Orders: The NALC model Standing Orders have been updated to reflect Charlton Musgrove Parish Council’s status. A question regarding Standing Order (SO) 18.6 which deals with European Commission. It was assumed NALC would send an update if and when we come out of it.

SO 9.2 to be amended to 7 days.

SO 9.3 to be amended to finish ... ‘correct obvious grammatical or typographical errors in the wording of the motion and then agree with the mover.’

The Proposal is to approve the Standing Orders with the amendments.

- **Proposed By:** Cllr Bastable **Seconded:** Cllr Moore
- **Resolved 5 – 0 – 1**

Discussion took place regarding Standing Order 3.1, recording of meetings. Concern was raised about other people recording and misquoting us. Should we record automatically to be able to cover ourselves. It was agreed that **The Clerk** and **Cllr Izard** will create a separate document to cover our policy regarding recording meetings and adopt it at a later meeting

CMPC 11/08 Financial Matters:

a) **To approve cheques to be raised for:**

- i. None
- ii. **To consider the below invoices arrived since the agenda was sent out**

Date	Cheque No	Payee	Amount	Notes
2/11/20	591	Jimmy Flynn	£400	To replace chq 584 that was refused by bank because signatories were not correct
3/11/20	592	SALC	25.00	Planning Training
3/11/20	593	Play inspection Company	66.00	Report on Play equipment
3/11/20	594	HMRC	41.80	Tax on Clerks Salary
2/11/20	595	Fran Hill	167.00	Clerk’s Salary

b) **To note cheques previously raised since last meeting under delegated powers**

Cheque No	Payee	Amount	Notes

i.	585	Payman	£96	Payroll processing to year end March 2020
ii.	586	Three Counties Landscaping	£156	Grass cutting
iii.	587	HMRC	£220.80	Tax in respect of former Clerk and Current Clerk
iv.	588	Mrs F Hill	£501.20	Salary for July, August and September
v.	589	Three Counties Landscaping	£156	Grass cutting
vi.	590	SALC	£30.00	Training Planning Cllr AS

c) Financial Matters to be considered

- i. To note the balance of the bank accounts. The clerk was concerned that there was no regular checks in place. It was agreed that **The Clerk** will include the most recent statements for review at Parish Council meetings going forward.
- ii. **The clerk** to find out if the bank will charge us for refusing to cash cheque 584. She will also try to find out who is a signatory on the mandate.
- iii. **Cllr Bastable** has an invoice for petrol for mowing the playing field he will send over. He requested **The Clerk** provide a list of historic payments to Three Counties as he has obtained a quote to compare.
- iv. **Remembrance Day Wreath.** Normally a village wreath goes to the Sunday service and then to the village hall. There will not be a service this Sunday. **Cllr Izard** volunteered to place a wreath we already hold, in his military capacity. It was agreed that rather than buy a new wreath that will not be used we would make a donation. **Cllr Bastable** will find out the cost and request a cheque from the **Clerk**

The Proposal is to support all financial payments and matters.

- **Proposed By:** Cllr Kimber **Seconded:** Cllr Izard
- **Resolved 6 – 0 – 0**
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CMPC 11/09 Fingerposts: Cllr Sutton updated the meeting. Our order is in the queue and may take even longer for delivery due to the latest lockdown.

CMPC 11/10 Highways: There has been some work started on the roads by Highways. **The Clerk** will chase up Gary Warren's scheme of planned work and forward to Cllr Izard. Cllr Kimber gave a report on the public use of footpaths around or through land owned by farmers. She stressed the fact that these fields may contain livestock and are the farmers livelihood. There is a surprising number of people currently using the footpaths. There is a real problem with dog mess not picked up which can lead to infection and loss of livestock or gates not closed. Sheep have escaped onto the highway, also one gate had the padlock superglued. Cattle have also been let out. It was requested that we try and educate the parish. **Cllr Sutton** will supply the Countryside Code to **Cllr Izard** to add to the website. **Cllr Sutton** will try and get some police notices to put around the village and in the parish magazine, email and facebook.

The Proposal is to add the Countryside Code to the website

- **Proposed By:** Cllr Kimber **Seconded:** Cllr Sutton
- **Resolved 6 – 0 – 0**

CMPC 11/11 Defibrillator: The Chairman offered thanks to Cllr Moore and Cllr Sutton for their daily and monthly checks. Cllr Moore has also completed the monthly report online. Cllr Sutton will replace the batteries in the cover from her own stock. Neither Cllrs Moore nor Sutton know how to run a diagnostic check. **The Clerk** will chase this information up. Cllr Bastable asked whether we have heard any more about our new sign. **The Clerk** will chase this up.

CMPC 11/12 St John’s Church: Cllr Kimber advised the Parochial Church Council have not met since the Parish Council fed back their findings from a site meeting.

CMPC 11/13 Notice Board. The notice board has been removed from outside the cemetery on Barrow Lane due to its poor condition rendering it unsafe. Cllr Bastable has researched different companies and prices for a low maintenance alternative. Discussion took place regarding features and necessity. Cllr Bastable will request a final quote as per tonight’s discussion and circulate for approval. If approval is gained a replacement will be ordered up to a cost of £1500 without recourse to a further Parish Council Meeting.

The Proposal is to assign **Cllr Bastable** delegated power to order the agreed notice board up to a maximum of £1,500

- **Proposed By:** Cllr Sutton **Seconded:** Cllr Moore
- **Resolved 6 – 0 – 0**

CMPC 11/14 meeting Land Adjacent Heatherwood Pedestrian Path this item was deferred to future meeting

CMPC 11/15 meeting Land at Barrow Lane next to Brook House this item was deferred to future meeting

CMPC 11/16 Map update this item was deferred to future meeting

CMPC 11/17 Date of next meeting: Tuesday 19 January 2021 7.30pm

There being no further business, the meeting closed at 21.36