

Charlton Musgrove Parish Council

Minutes of the Extraordinary meeting of the Parish Council held via 'Zoom'
on Wednesday 2 December 2020 (19.35 – 21.29)

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

Public Open Time: 1 member of the public was in attendance.

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.** Cllr A Groskop gave apologies via Cllr Bastable, he will forward these to the Clerk .
- CMPC 11/02** **DECLARATION OF INTEREST:** None received
- CMPC 11/03** **MINUTES:** The Council approved the minutes of the meeting held on the 3 November. The **Clerk** will send the previous minutes around to Cllr Bastable all the non-signed minutes for signature

The Proposal is to approve the minutes.
Proposed By: Cllr Izard **Seconded:** Cllr Moore
Resolved 6 – 0 – 0

- CMPC 11/04** **ACTIONS FROM THE PREVIOUS MEETING.**
- I. Standing Orders - S4.4.5 re Sub-committees . there is a question mark on how many days a member of a committee must inform whoever is in charge that they cannot make it. This item to be added to January's agenda
 - II. Recording of Meetings. Cllr Izard located an old policy that had been transferred from the old website to the new one, signed off in 2015. This will stand as our policy until we revisit. It was agreed **the Clerk** would send out a copy of historic document to Councillors to consider any changes to be agreed at the January Meeting.
 - III. In conjunction with the above it was further reported that we only have 2 or possibly 3 meetings before our next audit will be due and there is still documentation to be agreed and added to website. **The Clerk** will check what is required and send around copies for discussion and approval at January Meeting.
 - IV. The notice board has been ordered and a cheque sent.
 - V. Cllr Sutton has done the Countryside Code and Cllr Izard has added it to the website as a new page
 - VI. Defibrillator. The clerk had received the diagnostic instructions she requested and the new sign had arrived. **Cllr Moore and Cllr Sutton** had some maintenance to do now.

- CMPC 11/05** **PLANNING APPLICATIONS**
- I. **Applications to consider at the meeting to be considered:** None.
 - II. **Applications to consider that have arrived after agenda was sent out.** None

a) The Parish Council approved cheques to be raised for :

	Cheque No	Payee	Amount	Notes
	602	HMRC	£41.80	Tax on Clerk's Salary
	603	Mrs F Hill	£167.00	Clerks Salary
	604	SALC	£55	Training GDPR and Essential Clerk pt1

b) **Invoices received since agenda sent out.** A request from SPFA for renewal of membership has been received. The Clerk had sent it to the Chairman but he had not seen the email yet. **The Clerk** will resend email to the Chairman. Cllr Izard felt we had agreed not to renew this about 2 years ago. It was agreed to defer approval until the Chairman had seen this and knew what it was for.

Cllr Sutton noted that she was sending over two invoices. For the Finger Posts £1230 and an invoice for cement and silicone for payment; approx £40.03. These were approved and **the Clerk** will issue cheques once she has the invoices.

c) **The Council noted cheques previously raised since last meeting under delegated powers**

	Cheque No	Payee	Amount	Notes
	596	Poppy Appeal	21.00	Donation
	597	Three Counties Landscape	78.00	Graveyard maintenance
	598	P Furneaux	49.12	Petrol for mower
	599	SALC	50.00	Training - Council as a good employer
	600	Fitzpatrick Woolmer	1737.60	Notice Board
	605	Fitzpatrick Woolmer	1737.60	Notice Board replacement cheque

Discussion was had regarding the graveyard maintenance. It was agreed to add to the January agenda to discuss Three Counties prices and a company through SSDC who do cemeteries. **Cllr Bastable** has had a quote which he will send to the Clerk and we can discuss in the new year.

Meeting adjourned 20.00pm

Meeting reconvened 20.01pm

d) **Financial Matters were considered**

- i. The Council noted the balance of the bank accounts
- ii. Annual Budget: The Council considered the annual budget figures for year 2021-22 in preparation to agreeing the Precept in January 2021 when the tax base figures have been released by SSDC. Discussion took place regarding the budget. It was noted that the suggested precept covered the running costs of the council however the reserves

were high. Councillors felt that this year they would prefer to keep the precept at the same rate as last year and dip into the non-earmarked reserves to cover the shortfall. Councillors were advised that this might not be sustainable for many years. It was agreed to remove the project of salt/grit bins from the projects for this year. Discussion took place about adding SID and Dog Bins to the projects, but it was agreed these would go on a projects list and considered later when there was further information available in respect of costs.

It was noted that the AGAR stated the bank statement figure incorrectly. There was concern over how this had happened and how it had not been picked up during the Internal Audit. It was noted that we should come back to this in the future to see if it can be explained.

The Proposal is to for the Clerk to amend the budget and keep the precept the same as this year for agreement in January meeting.

Proposed By: Cllr Moore **Seconded:** Cllr Kimber

Resolved 6 – 0 – 0

- iii. The council authorised **The Clerk** to give 3 months' notice to the payroll company. This has been triggered by the present company having to be chased to file payroll reports with HMRC as well as having to be reminded to send payment details of PAYE through at the end of each month. The Clerk will get a quote from someone else and bring this to the next meeting.

Proposed By: Cllr Moore **Seconded:** Cllr Rochford

Resolved 6 – 0 – 0

- iv. The Council authorised **The Clerk** to instigate changing the current bank account to another. This is in response to the lack of access afforded to the Council and the bank not clearing cheques. The bank states that the cheques are not signed in accordance with the mandate. Although some they let through.

Proposed By: Cllr Kimber **Seconded:** Cllr Moore

Resolved 6 – 0 – 0

Meeting adjourned 20.44 pm

Meeting reconvened 21.01 pm

CMPC 11/07 PARISH PROJECTS COMMITTEE: The Parish Council considered the setting up of a new Committee in line with Standing Orders to look at projects within the Parish. The Member of the public was invited to consider heading up a working party in respect of the **Play Area**. She was happy to take this role on and would send a report with her ideas to the Clerk in time to be discussed at the next meeting.

It was agreed that the **Clerk** would develop a Projects list with projects to be looked at in the future. She should add SID, Dog Bins and Stiles to it initially. Also, to revisit the Parish Plan should be added to the Projects List. It was agreed that following discussion new projects would be assigned a project budget and be added to the website

The **proposal**: Not to form a parish Projects Committee at the present time but to set up a working party for the Play Area.

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

Resolved 5 – 1 – 0

CMPC 11/08 LETTER RE PARKING: Following complaints from parishioners concerned about safety where workmen and visitors were parking their vehicles on a corner, causing pedestrians, horse-riders and cars to have to go round a blind corner in the middle or on the wrong side of the road. There had been some near accidents and concern was raised that one might occur if this is not addressed. It was noted that sometimes there is a traffic holdup as larger vehicles cannot pass without requesting the owners of parked vehicles to move to allow through traffic. The parish council discussed what should be done and it was agreed that the **Chairman** or the **Clerk** would pass this to the PCSO for his thoughts. **The Clerk** will also write to Highways to register their concern and ask if anything can be done to make it safe travelling along the road. It was also noted that the hedge is very overgrown on the opposite side of the road which covers the 30mph and this is felt to be causing a traffic hazard.

Proposed By: Cllr Moore **Seconded:** Cllr Izard

Resolved 6 – 0 – 0

CMPC 11/09 ITEMS FOR THE NEXT AGENDA

- I. Standing Orders S4.4.5
- II. Recording of Meetings Policy
- III. Documentation for website (as per the audit)
- IV. Graveyard Maintenance
- V. Agree the Precept
- VI. Play Area
- VII. Highways
- VIII. Projects List

CMPC 11/10 DATE OF NEXT MEETING: Tuesday 19 January 2021 7.30pm

There being no further business, the meeting closed at 21.29