

Charlton Musgrove Parish Council

Minutes of the meeting of the Parish Council held via 'Zoom'
on Tuesday 19 January 2021 (19.30 – 22.02)

In attendance: R Bastable, B Izard, A Sutton, S Moore, R Kimber, D Rochford, S Turk
County Councillor: A Groskop
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 01/01 APOLOGIES FOR ABSENCE. None received
CMPC 01/02 DECLARATION OF INTEREST: None received
CMPC 01/03 MINUTES: The Council approved the minutes of the meeting held on the 2 December and 14 December.

The Proposal is to approve the minutes from 2 December 2020 and 14 December 2020.

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

Resolved 7 – 0 – 0

CMPC 01/04 ACTIONS FROM THE PREVIOUS MEETING.

- I. Bank – Cllr Kimber and Cllr Bastable have signed all the recent cheques, and these have all been received and cleared. This follows the action of Cllrs Moore, Izard and Sutton who have each signed their bank mandates and they have been sent to HSBC
The clerk confirmed that she had received a statement from HSBC. They have amended the account name from an earlier clerk to the previous clerk, but they do have the correct address. **The Clerk** will continue to chase HSBC to amend the name.
None of the new signatories has been contacted for information or to say they are in place yet.
Lloyds Bank are still not opening new accounts. The clerk had checked today.
- II. Payman - The clerk sent the letter of termination to the payroll company. She requested confirmation which was received. Since then, they have not sent details of December pay or details for HMRC. **The Clerk** was asked to chase them and reflect that we may be forced to break early if they do not deliver the service we are paying for.
- III. AOS Accounts – have quoted £150 to take over the payroll from March. **The Clerk** was asked to get two further quotes for the March meeting. Ebooks was suggested as an in-house package. The clerk was asked if she was happy to use this. The clerk stated she was happy to use software but as the only employee and no-one to oversee she was not happy doing this for her own payroll.

CMPC 01/05 PLANNING APPLICATIONS

- I. **Applications to consider at the meeting to be considered:**

20/03661/PAMB Prior approval for the conversion of a barn to a dwelling at Greenlands Farm, Charlton Musgrove. This was duly noted by all.

II. **Applications to consider that have arrived after agenda was sent out.** None

CMPC 01/06

FINANCIAL MATTERS:

- a) **The Parish Council approved cheques to be raised for :** None
- b) **Invoices received since agenda sent out.** Cllr Bastable was in discussion with Read Agri regarding repairing the hinges on the church gate. The company was doing work in the area and were able to sort it that day. Cllr Bastable is very pleased with the quality of their work. They are yet to send an invoice for £100. It was agreed this was a very good price and we could pay it when it is submitted.
Cllr Bastable has had an invoice from Vale Tree Surgeons from April 2020. The Clerk has been investigating but it looks like it has been paid. The Clerk will continue to investigate.
- c) **The Council noted cheques previously raised since last meeting under delegated powers**

Cheque No	Payee	Amount	Notes
606	Somerset Forge	£1230.00	Fingerposts
607	A Sutton	£40.08	Post-crete and silicon (previously agreed)
608	Fitzpatrick Woolmer	£1737.60	Notice Board (replacement cheque)
609	Jimmy Flynn	£400.00	Website (replacement cheque)
610	Three Counties	£78.00	Inv 2365 mowing of the Cemetery

d) Financial Matters were considered

- i. The Council noted the balance of the bank accounts
- ii. Annual Budget: The Council considered the amended annual budget figures for year 2021-22.

The Proposal is to accept the amended budget.

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

Resolved 7 – 0 – 0

- iii. The Precept. Following acceptance of the revised budget the Council agreed to keep the precept for 2021-22 the same as last year’s precept £6700.

The Proposal is to request a precept of £6700.

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

Resolved 7 – 0 – 0

CMPC 01/07

STANDING ORDERS: The Parish Council resolved to agree to change S4.4.5. of our standing orders to add 1 day.

Proposed By: Cllr Rochford **Seconded:** Cllr Izard

Resolved 7 – 0 – 0

CMPC 01/08 RECORDING OF MEETINGS POLICY: The policy was discussed at length with various changes that **the Clerk** will initiate. Concern arose regarding the length of time recordings can be kept, the Clerk informed the meeting that they should be kept until the minutes of that meeting are ratified as a true and correct representation of the meeting. **The Clerk** was asked to add to the guidance notes a declaration of our retention and disposal policy. Further concern was raised that we need to protect ourselves if someone has recorded the meeting and uses clips out of context in the future. **The Clerk** was asked to find out if we can keep the recording indefinitely.

CMPC 01/09 FINANCIAL REGULATIONS: Discussion took place, and the Financial Regulations were scrutinised by all in the meeting. A question was raised “does our insurance cover us as councillors against a poor financial decision?” **The Clerk** will look into this.

Cllr Izard will prepare the risk assessment list of assets for review.

The Clerk will make various changes and send the amended version to **Cllr Moore** to review before sending them with the minutes in order that any additional amendments can be highlighted in time to ratify the Financial Regulations at the March meeting. Cllr Rochford stated that she is happy to oversee the bank reconciliations if the Clerk sends them through to her. It was agreed that any document published on the website should be in exactly the format it was signed off by the Parish Council

Cllr Moore offered her thanks for the work put into preparing the policies. Cllr Bastable and Cllr Sutton asked for their thanks to be noted.

CMPC 01/10 GRAVEYARD MAINTENANCE: The meeting considered two quotes presented for on-going maintenance of our graveyard. The two quotes covered different items. It was agreed that in the future when asking for quotes we would have a prepared tender template, so all parties were quoting like for like. It was agreed to renew all contracts annually.

The Proposal is to ask Three Counties to continue providing graveyard maintenance for the 2021/2 year.

Proposed By: Cllr Moore **Seconded:** Cllr Turk

Resolved 7 – 0 – 0

The Chairman requested a vote for the meeting to extend beyond 2 hours. All members agreed.

CMPC 01/11 PLAY AREA:

- i. Amber Butt gave a report on behalf of the Working Party regarding their engagement with the local community. They have spoken to, sent out mailshot and created Facebook discussion groups for the residents of the village. She presented ideas for play equipment with a few costings.
- ii. It was noted that the makeup of the working party was slightly one-sided in favour of females; this was not deliberate, but more females were prepared to engage and join.
- iii. There is funding for the benches thanks to the flower show.
- iv. The working party need to have a reassurance from the landowner that they can remain on the site for an extended time period for the justification of acquiring the play equipment. The group need support from the Parish Council with approaching the landowner to ask for an extension. It was discussed that previously the response had been to only offer a year-on-year agreement. **Cllr Izard** will draft a

- letter and share with the members of the Parish Council for agreement before sending it. It will request the opportunity to meet up.
- v. Cllr Bastable noted that the gate to the field cannot be altered but the hedge could be cut back to show gate more. He also informed the meeting that the current voluntary help including Councillors must be taken on by the working party.
 - vi. It was noted that with the additional equipment there will be additional costs, insurance, Inspections, and general maintenance. The Parish Council will only be able to support an agreed amount the rest will have to be raised. Amber said there were lots of ideas for fund raising. Grant funding will only be accessible with a longer agreement to use the ground.
 - vii. The question was raised would it not be better to have the play area on land owned by the Council. It was discussed. The only other location would be on land around the Village Hall, however this is a hazardous walk for a mother with a pram and/or toddlers.
 - viii. We have been sent the SSDC Inspection Report. Cllr Izard has walked around the Play Area with the report and is unable to locate the graffiti highlighted in the report. There is nothing immediate to be mended. It was suggested that if we replace equipment two swings and one cradle would be better than the current arrangement of two cradle swings and one normal.

CMPC 01/12 STAFFING COMMITTEE: Cllr Moore informed the meeting that following the training she and Cllr Bastable attended; 'The Council as an Employer', it had become apparent that we were lacking a staffing committee to deal with all employee related issues. She had invited Cllr Sutton (as Vice Chair) and Cllr Rochford (with her HR experience) to form a Staffing Committee. She presented interim Terms of Reference.

The Proposal is to form a Staffing Committee appointing Cllr Moore, Cllr Sutton and Cllr Rochford and to approve the interim Terms of Reference.

Proposed By: Cllr Izard **Seconded:** Cllr Bastable

Resolved 7 – 0 – 0

CMPC 01/13 VILLAGE HALL: Sue Parroy was not present to give an update. This item will be moved to the meeting on 16 March. Sue Parroy has sent a message to the Parish Council indicating she will be stepping down from the Chairmanship of the Village Hall Committee. Cllr Bastable led a vote of thanks to Sue for all her hard work over the years, in particular her work leading the team on getting the Village Hall built.

CMPC 01/14 HIGHWAYS: The PCSO went to speak to the owners of the house causing parking issues on Barrow Lane. They apologised and explained they would soon be gone. Other councillors were able to confirm that the issue had now resolved itself. The Clerk reported that Highways had responded with a suggestion to speak to our PCSO as they could only put double yellow lines on the corner and that didn't seem to be a sensible solution. He had also informed the Clerk that the works suggested previously (Type A gateway markings, 3 no sets of 30 roundels, existing bend changed to 20mph, sign opposite Shalford Lane relocated, and slow markings added, extra chevrons and horse sign to be removed) would all be at least started by the financial year end as it was all budgeted for this year.

The Clerk will follow up with Traffic Management on the overhanging hedge which is obscuring the 30 MPH sign. **Cllr Izard** will send some photos to highlight the issue. **The Clerk** will also ask if they will repaint the Slow signs.

The Clerk will ask Traffic Management to investigate the deep water gulleys on Rectory Lane, **Cllr Turk** to send a location map.

Cllr Bastable updated the meeting in respect of the footpath at Heatherwood to say the agent has now received authority to pipe the ditch over which the footpath will pass.

CMPC 01/15

ITEMS FOR THE NEXT AGENDA

- I. Payroll
- II. Recording of Meetings Policy
- III. Financial Regulations
- IV. Code of Conduct
- V. Village Hall
- VI. Play Area
- VII. Highways – Drainage ditches on Rectory Lane and Road Repairs on Barrow Water Lane
- VIII. Signposts
- IX. Staffing Committee update
- X. Projects List – Dog bins

CMPC 01/16

DATE OF NEXT MEETING: Tuesday 16 March 2021 7.30pm

There being no further business, the meeting closed at 22.02