

Charlton Musgrove Parish Council

Minutes of the meeting of the Parish Council held via 'Zoom'
on Tuesday 23 March 2021 (19.30 – 21.38)

In attendance: R Bastable, B Izard, A Sutton, 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 03/01 APOLOGIES FOR ABSENCE. Cllr Moore sent her apologies; she would join as soon as she could.

Approved 6-0-0

CMPC 03/02 DECLARATION OF INTEREST: None received

CMPC 03/03 MINUTES: The Council approved the minutes of the meeting held on the 19 January and the planning meeting on 16 February 2021.

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

Proposed By: Cllr Sutton **Seconded:** Cllr Rochford

Resolved 6 – 0 – 0

CMPC 03/04 ACTIONS FROM THE PREVIOUS MEETING. There are no actions that are not covered by agenda items.

CMPC 03/05 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.**

CMPC 03/06 FINANCIAL MATTERS:

a) To approve cheques to be raised for :

| Cheque No | Payee | Amount | Notes |
|-----------|--------|----------|---|
| 617 | F Hill | £1068.58 | Expenses £168.08 Overtime £456.75 – tax £ Holiday £268.83 – tax £ Homeworking £170.00 March Salary £208.80 - tax £41.80 |

Cllr Rochford explained she and Cllr Moore had broken down the payment and studied the overtime figures, holiday payment and homeworking allowance and this was now due as an annual payment but in the future would if agreed be paid monthly.

| | | | |
|-----|-----------|---------|------------------------------|
| 618 | Payman | £203.88 | Total tax payable from above |
| 619 | Read Agri | £165.60 | St John's Gate |

Cllr Bastable had queried this bill as the quoted figure had been for £100 + VAT. It was agreed the job had been a good one and prices of parts may vary slightly from quote to actual work. Thanks were issued to Cllr Bastable for arranging it.

- b) To consider any invoices arrived since the agenda was sent out.
- c) The Council noted cheques previously raised since last meeting under delegated powers

| Cheque No | Payee | Amount | Notes |
|-----------|------------|---------|-------------------------------------|
| 611 | SALC | £60.00 | Essential Clerk parts 1 and 2 |
| 612 | HMRC | £83.20 | Tax on salary Dec 2020 and Jan 2021 |
| 613 | Mrs F Hill | £334.40 | Salary for Dec 2020 and Jan 2021 |
| 614 | SSDC | £95.40 | Playground inspections |
| 615 | HMRC | £41.80 | Tax on salary Feb 2021 |
| 616 | Mrs F Hill | 167.00 | Salary for Feb 2021 |

d) Financial Matters to be considered.

- i. The Council noted the balance of both bank accounts and the clerk updated on change of bank. The Lloyds application has been initiated and they are waiting for the four signatories to upload their signatures and agree T&Cs.
- ii. It was resolved that in the future the Council would pay the 'clerk' her additional costs ie holiday, overtime, expenses and homeworking on a monthly basis rather than annually.
- iii. It was discussed and agreed that we should change our accounting system to Scribe at a cost of £264 + Vat. There is a need for a system and this offers all councillors a login to oversee the accounts. It also allows a councillor to step in and cover in the event of the Clerk being unavailable. To include the cemetery package for £119 + VAT per year. As the Council needs to buy a Grant of Burial Certificate book for £120 this would be saved by the first year's payment. This will save the Clerk a lot of time which can be utilised on something else.

The Proposal is to agree the financial matters and change the accounting system over to scribe including cemetery package.

Proposed By: Cllr Turk **Seconded:** Cllr Sutton

Resolved 6 – 0 – 0

- iv. Scribe do not yet do payroll and it was discussed that with Cllr Izard and someone from the Staffing committee helping with the payroll we will use HMRC basics

The Proposal is to change the payroll over to 'in house'.

Proposed By: Cllr Izard **Seconded:** Cllr Kimber

Resolved 6 – 0 – 0.

CMPC 03/07 RECORDING OF MEETINGS POLICY: The Parish Council resolved to accept the update of the Recording Meetings Policy 2015 with the amendments. To change the word Chair to Chair-man throughout and to amend the type at 2.3 to say recording.

The Proposal is to approve the Recording of Meetings Policy.

Proposed By: Cllr Rochford **Seconded:** Cllr Turk

CMPC 03/08 FINANCIAL REGULATIONS: The council resolved to approve the Financial Regs 2020 now the amendments are in place. The clerk read out the statement from the Parish Council's insurance cover that implies we are covered against a bad financial decision.

The Proposal is to approve the Financial Regulations Policy.

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

Resolved 6 – 0 – 0.

CMPC 03/09 CODE OF CONDUCT: The Council resolved to approve the Code of Conduct Policy.

The Proposal is to approve the Code of Conduct Policy.

Proposed By: Cllr Sutton **Seconded:** Cllr Izard

Resolved 6 – 0 – 0.

Cllr Moore Joined the meeting at 20.15pm

CMPC 03/10 PLAY AREA: Cllr Izard had emailed an initial draft letter to all councillors for comment regarding the play area. There was discussion on the wording of the final version. Cllr Bastable has researched grants, but they would want a guarantee of 10 years. The discussion revolved around the question of whether to open the conversation with a request to have guarantee of tenure of 10 years or to open dialogue about the lease. It is felt that there is now a driver from the village residents including an active parents group pushing this idea forward. It was agreed that Cllrs Izard, Moore and Bastable would work together to produce the letter.

CMPC 03/11 VILLAGE HALL: Kelvin Moore gave a report on the Village Hall in his capacity as the new chairman. He also informed the meeting that Dibby Rochford was the new vice-chairman. There is a trustees' meeting in April but the plan is to open in adherence to the government guidelines in June. It was noted that the Government was unlikely to extend the legislation for Parish Councils to meet on Zoom and therefore we would need to meet in the hall during May. It was agreed they would see how to accommodate the PC. The Hall trustees are looking to focus on availability for the community rather than the commercial aspect of the Hall. They are already in discussions with regular hirers. They now need to find a sustainable way to cover costs given the legacy of Covid as well as offer a community facility. Cllr Bastable thanked Kelvin for his report.

CMPC 03/12 HIGHWAYS: There was discussion about several issues with highways. The drainage ditches on Rectory Lane & Road Repairs on Barrow Water Lane which are repaired but they do not finish them off. It was noted that the hole full of traffic cones had previously been reported to the council. The pull ins are on heavy clay which cars get stuck. **Cllr Turk** and **Cllr Izard** will do a report to be passed to the Highways Department at South Somerset for **The Clerk** to pass on to John Nicholson at Somerset. It will include a request for the District Council to adopt one or more of the pull-ins on Barrow Water Lane. Cllr Moore flagged up a further area that has pot holes in Rectory Lane to be included.

CMPC 03/13 SIGNPOSTS: The signposts are looking good although some still require some TLC. The signpost on the triangle at Roundhill has been repaired but it is very rusty and will possibly require money spent on it in the future. Cllr Sutton stated she will keep on top of it as much as she can. She will go and clean the winter debris from them. She was reminded that she should not work alone on the signposts and there were other councillors available to help when she requires help. Cllr Sutton assured the meeting she does have help but she would call if she needs help.

CMPC 03/14 DOG BINS: Cllr Rochford had sent a report to all councillors with her research into having dog bins provided. Questions were raised and Cllr Rochford will do more investigating and bring her findings to the next meeting. She has had reassurance that verges are classed as council land. The council have told her that there is a huge backlog so it will not be a while. It was

discussed that we could produce a leaflet or join in with Shepton Montague Council to produce a joint one. It was noted that the dogs come into the village with visitors. Concern was raised that we will not change the behaviour of those who already do not pick up. It was agreed we need a strong approach to stress dogs must be on the leads in the fields and owners must pick up the poo. It was agreed to think about it, discuss in the community. Think about flagging and photographing to put on social media. It was agreed to bring ideas back to the next meeting.

CMPC 03/15 OPERATION LONDON BRIDGE: The protocol for the death of a public figure was discussed and agreed. The clerk will get a book of condolence. The flag-pole at St Johns was donated to the Church and the Parish Council. The Parish Council does not own flags. There are two union flags owned by the Church and one is very tatty. In this kind of event St Stephens would also need to fly a flag so it was agreed the Parish Council will buy a flag. Cllr Izard will put a directive and pop up page on the website when the occasion calls for it. **Cllr Izard** can share the protocol for information via email. Cllr Sutton stated that if there are flowers left at the church she will come down at an appropriate time after and collect flowers for composting and boxes and packaging for recycling.

The Proposal is to buy a both a Flag and a Book of Condolence.

Proposed By: Cllr Sutton **Seconded:** Cllr Kimber

Resolved 7 – 0 – 0.

CMPC 03/16 ITEMS FOR THE NEXT AGENDA

- I. Highways
- II. Play Area
- III. Dog Bins

CMPC 03/17 DATE AND VENUE OF THE ANNUAL PARISH MEETING – Providing Government allows this to go ahead this will be held immediately before the Annual Parish Council Meeting on Tuesday 18 May

CMPC 03/18 DATE OF NEXT MEETING:

- I. Extraordinary Staff Committee Meeting Tuesday 20 April
- II. Annual Parish Council Meeting Tuesday 18 May 2021 7.00pm
- III. General Parish Council Meeting Tuesday 18 May 2021 7.30pm

The meeting closed at 21.38