

Notice of Charlton Musgrove Parish Council Meeting

Dear Councillors

I hereby give notice that on Tuesday 27 July 2021 a meeting of Charlton Musgrove Parish Council will take place at Charlton Musgrove Village Hall, commencing at 7.30pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business set out hereunder.

All Councillors and members of the public should be aware this meeting may be recorded.



Signed by Fran Hill, Clerk

Date 20 July 2021

Public Session

An opportunity for members of the public or other authorities to address the Council on any agenda item or matter concerning the village. Anybody wishing to speak at the meeting may do so but must inform the Clerk on clerk@charltonmusgrovepc.org.uk. A maximum of three minutes will be allowed for each person to speak at the Chairman's discretion. Due to current Government guidelines, there will be limited spaces in the hall. Any members of the public wishing to join via Zoom should email the clerk for details.

Agenda

- CMPC 07-2/1** TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
- CMPC 07-2/2** DECLARATION OF INTEREST: Members to declare interests they may have on the agenda items.
- CMPC 07-2/3** TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27 APRIL 2021, 4 MAY 2021, 18 MAY 2021, 8 JUNE, 6 JULY. ALSO TO NOTE THE AMENDED MINUTES OF THE ANNUAL PARISH COUNCIL MEETING ON THE 4 MAY AND THE ANNUAL PARISH MEETING ON 18 MAY
- CMPC 07-2/4** ACTIONS FROM THE PREVIOUS MEETING
- i. Amended minutes
 - ii. Cllr Rochford has now had all the bank documentation
 - iii. Update regarding additional cut from 3 Counties
 - iv. Update on response from the internal Auditor
- CMPC 07-2/5** PLANNING APPLICATIONS
- v. Applications to consider at the meeting:
 - vi. Applications to consider that have arrived after the agenda was sent out:
- CMPC 07-2/6** FINANCIAL MATTERS
- a) To approve payments to be raised for :

	Payee	Amount	Notes
	3 Counties	156.00	Cemetery maintenance

	Clerk	TBC	Salary and expenses
--	-------	-----	---------------------

- a) To consider any invoices arrived since the agenda was sent out.
- b) To note payments previously raised since last meeting under delegated powers

	Payee	Amount	Notes
	Tj Young	56.23	Lawnmower maintenance
	Milborne Port Computers	156.00	Annual hosting

- c) Financial Matters to be considered.
 - vii. To note the balance of the bank accounts
 - viii. Update on Payroll

CMPC 07-2/7 STAFFING COMMITTEE

- d) Staffing Matters to be considered.
 - ix. Staffing committee proposal to increase Clerk’s contracted hours to 22 per month with effect from 1 July
 - x. Staffing committee proposal to pay Clerk’s cost April – June as follows:
 Additional hours total 33.75
 Expenses claim total £TBC
 Holiday allowance for 3 months at £2.86 per month equates to 8.58 we propose rounding up to 8.75 hours
 Homeworking allowance for 3 months at £20 per month totalling £60
 Clerks salary April – June £TBC
 Tax and NI Contributions to Tax Office TBC

CMPC 07-2/8 PLAY AREA – Anti-bird spikes on swing frame – Cllr Bastable

CMPC 07-2/9 CEMETERY

CMPC 07-2/10 ASSET REGISTER

CMPC 07-2/11 HIGHWAYS

- e) Highway Matters to be considered.

- xi. Heatherwood Pedestrian Footway – Cllr Bastable
- xii. Kissing Gates - Cllr Kimber

CMPC 07-2/12 DOG BINS

CMPC 07-2/13 ACTION LIST

CMPC 07-2/14 JUBILEE EVENT

CMPC 07-2/15 ITEMS FOR NEXT AGENDA:

CMPC 07-2/16 DATE OF NEXT MEETING: Tuesday 21 September 2021

All members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability) Crime and Disorder, Health and Safety, Human Rights.