

Charlton Musgrove Parish Council

Minutes of the Meeting of the Parish Council held at Charlton Musgrove Village Hall on Tuesday 18 May 2021

The meeting started at 8.30 pm

In attendance: R Bastable, B Izard, A Sutton, S Moore, D Rochford, S Turk, R Kimber

Parish Clerk: Fran Hill

Public Open Time: No members of the public were 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 05-2/1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE None

CMPC 05-2/2 DECLARATION OF INTEREST: None received

CMPC 05-2/3 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27 APRIL 2021. As these had not been sent out in time for everyone to read them it was resolved to approve them at the next meeting.

CMPC 05-2/4 ACTIONS FROM THE PREVIOUS MEETING: **Cllr Moore** will send a PDF copy of the Staffing Terms of Reference to go on the website.

CMPC 05-2/5 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.
21/01007/HOU Erection of a Triple Garage at Wood View Charlton Musgrove Wincanton Somerset. This application had only just come in. **The Clerk** will request an extension in order to discuss at the next meeting in June.

CMPC 05-2/6 FINANCIAL MATTERS

a) To approve cheques to be raised for :

	Cheque No	Payee	Amount	Notes
	625	3 Counties	£156.00	

b) To consider any invoices arrived since the agenda was sent out.

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

	Cheque No	Payee	Amount	Notes

The **Proposal** to approve all payments as stated above.

Proposed Cllr Bastable Seconded Councillor Moore

RESOLVED 7-0-0

d) Financial Matters to be considered.

- i. The balance of the bank accounts was noted. All signatories have been notified via Unity Bank and need to log in. The **Clerk** will inform each one of the memorable word so they can access the account.
- ii. Update on Payroll: HMRC have not provided a Gateway ID yet so we cannot use Basics yet.
- iii. To resolve to certify Charlton Musgrove PC “exempt” from external audit (2020-21) (pg 3)

The **Proposal** to certify Charlton Musgrove exempt.
Proposed Cllr Bastable Seconded Councillor Moore

RESOLVED 7-0-0

- iv. To re-appoint Internal Auditor and consider the internal audit report (pg4). As the internal auditor has not finished her report consideration of this will be deferred to a later meeting.

The **Proposal** to re-appoint the Internal Auditor.
Proposed Cllr Bastable Seconded Councillor Izzard

RESOLVED 7-0-0

- v. To approve and sign the Annual Governance Statement (pg 5) As the internal auditor has not finished her report consideration of this item will be deferred to a later meeting.
- vi. To approve and sign the Accounting Statement for 2020-21 (pg 6) As the internal auditor has not finished her report consideration of this item will be deferred to a later meeting.
- vii. To note the Notice of Public Rights and Publication of Annual Governance & Accountability Return (exempt Authority) As the internal auditor has not finished her report consideration of this item will be deferred to a later meeting.

CMPC 05-2/7 PLAY AREA: There are holes to be filled in. Cllr Sutton has sharp sand but the ground must be dry before it can go in. Cllr Izzard will put it in when appropriate.

Cllr Izzard has a quote from the company who originally put the swings in. This is a single rubber seat for £137.52 + VAT. **Cllr Izzard** will speak to the working party to gauge their thoughts on the replacement swing. If the working party agree on the swing the council resolved to buy this.

The **Proposal** to purchase a replacement seat.
Proposed Cllr Kimber Seconded Councillor Moore

RESOLVED 7-0-0

CMPC 05-2/8 HIGHWAYS: Cllr Turk has finished the first part of the survey and passed it onto Cllr Izzard. It was reported that 2 new cheverons are in place along with the 20MPH sign.

The Clerk will chase Gary Warren and also write to the owners of the house on the corner of Barrow Lane requesting they cut the hedge back.

CMPC 05-2/9 DOG BINS: Cllr Kimber has ordered signs from the NFU to put up around the village.

CMPC 05-2/10 STAFFING: the staffing committee have dates in the diary to pick up phase 2 of the documentation policies. A review with the clerk is planned.

CMPC 05-2/11 CEMETERY RULES:

- e) To consider changing the permissible depth of graves. Following an issue with a recent grave it was decided that for the moment we would put a moratorium on allowing double graves. We should investigate creating a policy to cover the gravedigging. The policy should include rules not allowing graves to be dug more than 48 hours prior to burial, gravediggers should not be digging alone and the grave should be shored up.

Cllr Bastable will ask Jacksons for advice on having our own gravedigger or access to one.

The **Clerk** will do some additional research to see if we have sold any double graves, still to be used.

Cllrs Moore, Rochford and Sutton will review the cemetery policy.

- f) To consider the fees related to single/joint graves or ashes. The purchase of grave space relates to single / double EROBs and will be invoiced per EROB granted. For a double plot it will be two EROBs provided.

CMPC 05-2/12 RISK ASSESSMENTS: **the Clerk** will find out who can complete risk assessments; is it any member of the council or only those who have done the RA training.

CMPC 05-2/13 ITEMS FOR NEXT AGENDA:
Update on Play Area swings
AGAR
Planning

CMPC 05-2/14 DATE OF NEXT MEETING: Tuesday 8 June

The meeting closed at 9.33