

Charlton Musgrove Parish Council

Minutes of the Extraordinary Meeting of the Parish Council held via 'Zoom'
on Tuesday 27 April 2021

The meeting started at 7.30 pm

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

Parish Clerk: Fran Hill

Public Open Time: 2 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 04/01 TO RECEIVE APOLOGIES FOR ABSENCE AND ACCEPT THE REASONS GIVEN: Cllr Kimber sent her apologies, and the Parish Council accepted the apologies.

CMPC 04/02 DECLARATION OF INTEREST: None received.

CMPC 04/03 PLANNING APPLICATIONS

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

21/00501/FUL Riding Gate, Wincanton

Conversion of an existing barn into a two-bedroom holiday let.

Cllr Moore thanked the applicants for their attendance at the meeting and their allowing her a site visit prior to this meeting. Discussion took place and the applicants were asked questions in respect of the application. Cllr Bastable offered his thanks to Cllrs Moore and Rochford for their work in respect of this application.

The Proposal is to support the application with the comments that the new footprint should not be larger than the original concrete slab. There should be a condition that the property is dog proofed with adequate fencing around the accommodation. Also, to ask the question regarding the conversion of a stable block to holiday let, does this come under Class Q?

Proposed: Cllr Moore Seconded: Cllr Rochford

Resolved 5 - 0 - 1 (Cllr Bastable abstained)

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

CMPC 04/04 BANKING

Following the refusal from Lloyds Bank to move the bank account across as the PC already has a bank account in existence, the clerk had sent round details regarding Unity Trust Bank.

The Proposal is to complete the application for Unity Trust Bank

Proposed: Cllr Bastable Seconded: Cllr Moore

Resolved 6 - 0 - 0

CMPC 04/05 STAFFING COMMITTEE

III. The Parish Council discussed and approved the Staffing Committee Terms of Reference which were agreed on at the 19 January meeting. **Cllr Moore** will send to the Clerk for publishing on our website.

The Proposal is to agree the Terms of Reference.

Proposed: Cllr Moore Seconded: Cllr Bastable

- IV. The Parish Council discussed and approved the CMPC Employee Handbook which has been created in conjunction with Milborne Port Parish Council. A Question was asked regarding the Accident Book and Risk Assessments. It was noted that these would be in a future tranche of policies. Cllr Sutton has volunteered to apply her Risk Assessment training to the play area and signposts etc...

The Proposal is to approve the Employee Handbook

Proposed: Cllr Moore Seconded: Cllr Turk

Resolved 6 - 0 – 0

- V. The Parish Council discussed and approved the Training Log.
VI. The Parish Council discussed and approved the Training Evaluation Log.
VII. The Parish Council discussed and approved the Interim Review.
VIII. The Parish Council discussed and approved the End of Year Performance Appraisal.
IX. The Parish Council discussed and approved the Performance Improvement Plan.

The Parish Council discussed and approved items **v to ix** on the agenda in a bulk discussion. It was suggested that there should also be a training log for councillors.

The Proposal is to agree items **v to ix**

Proposed: Cllr Moore Seconded: Cllr Turk

Resolved 6 - 0 – 0

CMPC 04/06

DATE OF NEXT MEETING:

- X. Annual Parish Meeting and Finance Meeting Tuesday 18 May 7.30pm

The meeting closed at 20.30