

Charlton Musgrove Parish Council

Minutes of the Extraordinary Meeting of the Parish Council held at Charlton Musgrove Village Hall on Tuesday 8 June

The meeting started at 7.30 pm

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

County Councillor: Anna Groskop

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 sound recorded. The recording would be kept until the draft minutes were signed as a true record.

It was requested that there was an opportunity for our County Councillor to speak. The **Clerk** will add it next meeting.

CMPC 06/1 APOLOGIES FOR ABSENCE were received from Cllr Turk. His absence was approved.

CMPC 06/2 DECLARATION OF INTEREST: None received.

CMPC 06/3 MINUTES

The minutes of the Annual Parish Meeting and the Annual Meeting of the Parish Council were **noted** and commented on. They will be formally ratified in the appropriate meetings in May 2022.

It was **noted** that the time of ending was 8.30pm not 9.38pm on the minutes for the 27 April, and it had been agreed that the Annual Parish Meeting would commence at 7.30pm on the 18 May. It was **noted** that agenda item CMPC 05-2/7 should read £137.52 + VAT in the minutes dated 18 May 2021.

It was **noted** that on the 27 April during the staff committee item Cllr Sutton volunteered to apply her risk assessment training to the play area and signposts etc... Cllr Sutton added that she has researched this and Risk Assessments can be done by a competent person preferably trained but the bigger the project and the more risks needs to be done by someone more experienced.

It was **resolved** that the minutes of the Parish Council meetings on the 27 APRIL 2021, 4 MAY 2021, 18 MAY 2021 were signed as a correct meeting record noting the above amendments.

CMPC 06/4 ACTIONS FROM THE PREVIOUS MEETING

There were no actions listed and it was felt these should be listed here. Cllr Moore stated that the Staffing Committee was introducing a new process for developing actions which would feed into this.

CMPC 06/5 PLANNING APPLICATIONS

- I. Applications to consider at the meeting to be considered: 21/01007/HOU Erection of a Triple Garage at Wood View Charlton Musgrove Wincanton Somerset.
Concern was raised that if this is supported it may allow a dwelling to be build in the future. The meeting was reassured that this would require further permission.

The Proposal is to **support** the planning application

Proposed Cllr Kimber

Seconded Cllr Sutton

5 – 0 – 1

Cllr Bastable abstained

- II. Applications to consider that have arrived after agenda was sent out.
A new application came in this afternoon 21/01596/S73. As no one had seen it the **Clerk** will request an extension until after the meeting on July 27.

CMPC 06/6 FINANCIAL MATTERS

a) To approve payments to be raised for :

	Payee	Amount	Notes
	Hoblake Services	£60	Internal Auditor
	3 Counties	£234	Cemetery Maintenance
	Cllr Sutton	£13.20	Sharp Sand

- b) To consider any invoices arrived since the agenda was sent out.
c) To note payments previously raised since last meeting under delegated powers. None presented.

The 3 Counties invoice was queried as it covered 3 cuts during the month; w/c 3/5, 21/5 and 27/5. It was noted the last two were only 6 days apart. Discussion took place whether to withhold payment until the Clerk reported back. It was agreed to approve the payment and the Clerk would query it.

	Payee	Amount	Notes

The Proposal is to **approve** the payments
Proposed Cllr Rochford
Seconded Cllr Izard
6 – 0 – 0

- d) Financial Matters to be considered.
i. To note the balance of the bank accounts

The balance of the bank account was noted. The HSBC Savings Account has not been closed yet.

Cllr Rochford noted that she had not seen the bank reconciliation so not signed off yet. The **Clerk** will send this through to her. It was agreed that the internal auditor has approved and checked the bank reconciliation. It was noted that the signatories will all have access to the Unity Bank accounts for checking anytime but the **Clerk** will continue to send copies to everyone prior to full council meetings.

- ii. Update on Payroll

There is no update on payroll yet.

- iii. To re- consider the internal audit report (pg4)

There was discussion about the report from the internal auditor. It was noted that we had not published our financial risk assessment. Concern was felt that we had addressed issues within the transparency code such as creating the website, publishing our standing orders and financial regulations in response to last year's audit, however the feedback given implies we are still missing things. It was acknowledged that the financial risk assessment, land assessment and variances were still to be published but the **Clerk** will follow up with the auditor to confirm there are no additional items to be added.

Discussion took place regarding the budget. It was noted that the precept does not cover the council's operating costs, although the reserves were higher than the precept. It was agreed that the council is in the process of trying to reduce the reserves without jeopardising the future financial stability of the council by lowering the precept to an unrealistic figure.

It was noted that the council mower may need replacing soon.

It was noted that the variances included the Walkers Group, the Smithy Project and The Environmental Group and when these were removed the figures were within the permitted levels of variance.

It was noted that the auditor had asked the Clerk to make 2 VAT claims. This was not done last year so this year the **Clerk** will do both.

The Proposal is to **approve** the internal auditor's report

Proposed Cllr Moore

Seconded Cllr Bastable

6 – 0 – 0

- iv. To approve and sign the Annual Governance Statement (pg 5)

The Proposal is to **approve and Sign** the Annual Governance Statement

Proposed Cllr Moore

Seconded Cllr Rochford

6 – 0 – 0

- v. To approve and sign the Accounting Statement for 2020-21 (pg 6)

Discussion took place regarding the accounting statement. It was agreed that Cllr Rochford will review the bank reconciliation every 3 months rather than 6 monthly. It was noted that once Scribe is up and running a bank rec will be available each meeting. An action was agreed that the **Parish Council** will review our asset register and value all our land assets.

It was **noted** there was a restated figure on the Accounting Statement. The Clerk explained that a figure was incorrect last year.

The Proposal is to **approve and sign** the Accounting Statement

Proposed Cllr Bastable

Seconded Cllr Sutton

6 – 0 – 0

- vi. To approve the Notice of Public Rights and Publication of Annual Governance & Accountability Return (exempt Authority)

The Proposal is to **approve** the Notice of Public Rights and Publication of Annual Governance and Accountability Return

Proposed Cllr Rochford

Seconded Cllr Moore

6 – 0 – 0

CMPC 06/7 PLAY AREA SWINGS

The play area swing order has been placed by Cllr Bastable from the people who installed it originally. The invoice for £165 (£135 + VAT) will be forwarded to the Clerk when it arrives.

CMPC 06/8 ELECTRONIC STORAGE

Cllr Izard reported that he had emailed Jimmy Flynn regarding the storage of documentation on the backend of our website. This would need everyone to have a login and could not limit access. He recommended Dropbox.

Cllr Izard also spoke to Scribe but is waiting for a response from them

Discussion took place regarding Dropbox and it was agreed it was safe. It was agreed that a system was needed to ensure whoever was working on a document had access to the latest version.

The Proposal is to **approve** Cllr Moore to try the free version of Dropbox for present time
Proposed Cllr Bastable
Seconded Cllr Izzard
6 – 0 – 0

CMPC 06/9 ITEMS FOR NEXT AGENDA:

- Cemetery – Cllr Bastable will explore the option of shuttering which is a mega expense to the Parish Council but it would allow double graves and might be an asset to the village.
- Asset Register
- Highways
- Dog bins
- Play Area
- Action List

CMPC 06/10 DATE OF NEXT MEETING: Tuesday 27 July

The meeting closed at 9.27 pm

Post Meeting Note - Cllr Bastable has requested that all minutes for the meetings, 27 April, 4 May and 18 May will be revisited following the suggested amendments and signed as a true record at the next full council meeting on the 27 July. The previous signed versions have been shredded. The minutes of the Annual Parish Council Meeting (4 May) and Annual Parish Meeting (18 May) will also be noted.