

# Full Council Meeting of Charlton Musgrove Parish Council

## NOTICE OF MEETING

The next Full Council Meeting will be held on Tuesday 21 September 2021 at Charlton Musgrove Village Hall, commencing at 7.30pm. All members of the Council are hereby summoned to attend the above meeting, to resolve on the business outlined below. All Councillors and members of the public should be aware this meeting may be recorded.

Signed:



Mrs Sally Moore, Parish Clerk and Responsible Financial Officer (Interim)  
07941 201620

## Agenda

### Public Question and Comment Time:

The Chairman allows 3 minutes for a member of the Parish electorate to speak before the meeting begins. Duration of the public session is at their discretion. Any questions raised during this time will not be discussed by Council nor minuted; items for the next agenda to be put to the Clerk in writing as listed in the final item.

1. To receive and accept apologies for absence
2. To receive declarations of any Pecuniary or Other interests
3. To approve and sign, as a correct record, the minutes of the previous meeting held on 27<sup>th</sup> July 2021
4. To note circulation of the Action Tracker and discuss any matters arising
5. Planning applications
  - a. Applications received prior to issue of Agenda

Application Ref	Proposal	Applicant Details
21/02583/FUL	Erect dwelling (demolish existing agricultural building), form access and driveway	Land Opposite Greenlands Farm Charlton Musgrove

- b. Applications received since Agenda was issued
  - c. To determine whether Council wish, in future, to hear updates on previous applications
6. Reports
  - a. County Councillor Anna Groskop
  - b. District Councillor Robin Bastable
  - c. Staffing Committee
    - i. Updates on payroll for July/August salaries, total paid £594.95 (- £4.40 refund due from HMRC) is within the range approved under CMPC 07-2/7d)x. plus new Payroll provider appointed
    - ii. To discuss plans and timing of recruitment of new Clerk and resolve on actions
    - iii. To discuss and resolve upon preparation of an annual calendar, at-a-glance timings of key events and list of standard financial outgoings
    - iv. Updates on VAT reclaims for 2019-20 and 2020-21
  - d. Play Area including updates from Working Party
    - i. help with maintenance (grass mowing training and rota)
    - ii. sourcing of the picnic bench to be financed from funds already secured
    - iii. (Clerk) SSDC survey on recreation facilities
    - iv. Update on letter to Cameron Mackintosh Ltd

7. Correspondence: to discuss and resolve upon the following
  - a. SALC letter regards moving Parish Elections
  - b. Yeovil Shopmobility application for a grant
  
8. Cemetery: to discuss and resolve upon the following
  - a. Email from Richard Arnold
  - b. Mis-use of wastebins and use of cemetery as a cut-through
  - c. To receive update on grave digging and resolve on actions required as next steps
  - d. To receive an update on the progress of transferring the cemetery records onto Scribe and resolve on action required as next steps
  
9. Highways: to discuss and resolve upon the following
  - a. Barrow Lane's 'blind corner', 30mph sign becoming obscured again – Cllr Rochford
  
10. Footpaths & Rights of Way: to discuss and resolve upon the following
  - a. Heatherwood Pedestrian footpath – Cllr Bastable
  - b. Kissing Gates – Cllr Kimber
  
11. Parish accounts and financial matters
  - a. To receive the Full Council bank statements, noting the balance at the bank and hear from Cllr Rochford the outcome of her latest bank reconciliation. To confirm these have been signed.
  - b. To review payments made since last meeting under Delegated Authority (£500)

Payee	Amount	Date	VAT reg?	Notes
ICO	£35	16/8/21	N	Annual £40 fee reduced as we pay by DD. Awaiting an invoice for our accounts / check VAT position.
F Hill	£425.50	27/8/21	N	Salary for April 2021, incl expenses and allowances
F Hill	£373.59	1/9/21	N	Salary for May 2021, incl expenses and allowances
Three Counties	£156	1/9/21	Y £26	Cemetery maintenance June 11th & 25th. Invoice 3928, approved at CMPC meeting on 27/7/21.
F Hill	£371.50	1/9/21	N	Salary for June 2021, incl expenses and allowances
HMRC	£24.40	1/9/21	N	Tax/NI for April 2021
HMRC	£25.20	2/9/21	N	Tax/NI for May 2021
Three Counties	£156.00	2/9/21	Y £26	Cemetery maintenance July 9th & 23rd. Invoice 4014
HMRC	£19.40	2/9/21	N	TAX/NI for June 2021
F Hill	£316.91	8/9/21	N	Salary for July 2021, incl expenses and allowances
F Hill	£252.91	8/9/21	N	Salary for August 2021, incl expenses and allowances

- c. To discuss and resolve upon payments now due on the following invoices

Payee	Amount	VAT reg?	Notes
Three Counties	£234	Y £39	Cemetery maintenance Aug 6 <sup>th</sup> , 20 <sup>th</sup> & 29 <sup>th</sup> . Invoice 4126. Have queried '3 cuts in the month' and the cut due first week of September had to be pulled

			forward to last week of August owing to BH weekend and staffing / commitments.
Jimmy Flynn	£100	N	Annual web support charge. No increase over 2020. Invoice 72 due 5/10/21
Gooding Accounts	£126	Y £21	Annual payroll fee. Likely this will fall due April 2022. Invoice 17671
Mrs Sally Moore	£3.49	Y £0.58	Reimbursement of monthly subscription to HP Ink. Invoice 27/8/21

- d. To discuss and resolve upon any invoices received since the Agenda was issued
- e. To discuss and resolve upon any actions relevant to Scribe
  - i. Councillor access to the system, benefits and application (Cllr Izard to lead)
- f. To receive an update on preparations for the next Budget and resolve upon actions
  - i. Cllr Izard to advise the latest position regarding the Asset Register
  - ii. Timetable of events and actions required to achieve our deadlines for budget prep, including the setting of the annual Precept
  - iii. To receive a copy of last year's budget and resolve upon how to discuss and complete this year's

12. Items for next Agenda: Parish / Council appetite for environmental group in response to volume of emails from SSCC, DEFRA, SSDC

13. Date of next meeting: Tuesday 16 November 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.*