

# Full Council Meeting of Charlton Musgrove Parish Council

## NOTICE OF MEETING

The next Full Council Meeting will be held on Tuesday 16 November 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 meetings held on 21<sup>st</sup> September 2021 and 26<sup>th</sup> October 2021

#### 4. Planning applications

##### a. Applications received prior to issue of Agenda

Application Ref	Proposal	Applicant Details
21/03051/HOU <i>Issued on email to cllrs 26/10//21</i>	The erection of a side and rear two storey extension and the erection of a replacement garage with home office in the eaves	1 Dibbens Row Barrow Lane Charlton Musgrove

##### b. Applications received since Agenda was issued

##### c. Updates on previous applications where available

- i. 21/02583/FUL – land opposite Greenlands farm, demolish and erect dwelling
- ii. 21/00359/DOC – Burtons Mill Farm
- iii. 21/02100/AGN – hardcore stone access track at Overdene Farm

#### 5. Reports

- a. County Councillor Anna Groskop
- b. District Councillor Robin Bastable; to include an update on the Somerset Bus Partnership and Unitary Somerset meeting 25<sup>th</sup> November
- c. Staffing Committee (Outstanding Actions Due CMPC A19)
  - i. To present annual calendar, at-a-glance timings of key events (CPMC A19) – Cllr Sutton
- d. Play Area updates (Outstanding Actions Due CMPC A21-23)
  - i. Findings following site meeting in October (CMPC A21) *Cllr Sutton's report issued with agenda*
  - ii. Resolve upon how to tackle the challenges of (a) parish engagement and (b) reliable help with ongoing maintenance for 2022 and beyond (CMPC A22) - ALL
  - iii. Update re SSDC survey on recreation facilities (CMPC A23) - Cllr Bastable
  - iv. Any update from the Mackintosh estate - Clerk

6. Correspondence: to discuss and resolve upon the following
  - a. Yeovil Shopmobility application for a grant (carried over from 21/9/21)
  - b. Queen’s Jubilee beacon
  
7. Cemetery: to discuss and resolve upon the following (Outstanding Actions Due CMPC A14, 24-28)
  - a. To receive an update on the ashes burial request from Richard Arnold (CMPC A24) - Clerk
  - b. To receive an update on the November 2020 request from Alexandra Donald to place a memorial plaque on a burial plot near her family
  - c. To receive any update on misuse of cemetery re walkers / waste bins (CMPC A25-6)
  - d. To receive update on grave digging liability (insurance) (CMPC A27) – Cllr Rochford
  - e. To resolve on revisions to the cemetery policy identified in the review by Cllrs Sutton and Rochford (CMPC A14+28)
  - f. To resolve on next steps in response to NALC’s consultation on Environmental Permitting Regulations (*issued via email on 29/10*)
  
8. Highways: to discuss and resolve upon the following (Outstanding Actions Due CMPC A29)
  - a. To resolve upon any action required following Traffic Management’s update on Barrow Lane’s ‘blind corner’, 30mph sign (CMPC A29) – *Clerk issued email on 5/11/21*
  
9. Footpaths & Rights of Way: to discuss and resolve upon the following (Outstanding Actions Due CMPC A3, 30-32)
  - a. Heatherwood Pedestrian footpath – Cllr Bastable (CMPC A3) *ref emails 5/11/21*
  - b. Kissing Gates / Stiles (CMPC A30-32incl) – Cllrs Kimber (CMPC A30) / Bastable & Rochford (CMPC A31) / Sutton (CMPC A32)
  
10. Parish accounts and financial matters (Outstanding Actions Due A4, A6&33, A20, A35)
  - a. To hear from Cllr Rochford the outcome of her latest bank reconciliation. To confirm this has been signed. (CMPC A6&33) – Cllr Rochford
  - b. To update on grant paid to SSCAT for the 2021-22 financial year - Clerk
  - c. To review payments made since last meeting under Delegated Authority (£500)

Payee	Amount	Date	VAT?	Notes
Update only				Duplicated payment of Three Counties inv 3928 (pymts on 4/8/21 and 2/9/21) rectified by £0 due on invoice 4212 for September 2021 (£156.00 value, two cuts in September).
CM Mem Hall	108.90	10.11.21	N	Hire May-Sept 21 inclusive
CM Mem Hall	13.90	10.11.21	N	Hire Oct 21
SSCAT	350.00	10.11.21	N	£350 donation for 2021-22
SALC	25.00	10.11.21	N	Training for Cllr Rochford 23.9.21 “Essential Councillor Part 2”
SALC	25.00	10.11.21	N	Training for Cllr Rochford 28.10.21 “Essential Councillor Part 1”

- d. To discuss and resolve upon any invoices received since the agenda was issued
- e. To update on outstanding VAT claim (CMPC A20), to clarify how councillors charge VAT-able expenses to the council, affecting VAT reclaim – Cllr Moore
- f. To discuss and resolve upon any actions relevant to Scribe
  - i. Update on Scribe entries and current financial year (CMPC A35) plus change made in Scribe to classification of transferred money from old to new bank accounts – Clerk
  - ii. Councillor access to the system; benefits and application – Cllrs Izard and Moore

- g. To receive an update on preparations for the next Budget and resolve upon actions
  - i. Discuss latest draft 2022-23 budget (excluding precept) prepared in Scribe and receive an update on the Asset Register (CMPC 4) – Cllr Izard
  - ii. Timetable of events and actions required to achieve our deadlines for budget prep, including the setting of the annual Precept – Clerk

11. To discuss the appetite within the Parish / Parish Council for the creation of an environmental group

12. To discuss and resolve on a request for defib and basic first aid training from a parishioner – Cllr Sutton

13. To review any outstanding / (over)due actions on the Action Tracker not covered elsewhere on the agenda

14. Items for next Agenda

15. Date of next year's meetings:

Tuesday 18<sup>th</sup> January

Tuesday 15<sup>th</sup> March

Tuesday 17<sup>th</sup> May (*Annual Parish Meeting at 7pm, followed by the Annual Parish Council Meeting*)

Tuesday 19<sup>th</sup> July

Tuesday 20<sup>th</sup> September

Tuesday 15<sup>th</sup> November

*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.*