

# Full Council Meeting of Charlton Musgrove Parish Council

## NOTICE OF MEETING

The next Full Council Meeting will be held on Tuesday 18 January 2022 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 resolve to approve and sign, as a correct record, the minutes of the previous meeting held on 16<sup>th</sup> November 2021 and resolve upon the previously approved minutes of 21<sup>st</sup> Sept and 26<sup>th</sup> October 2021
4. To resolve upon items 11/21-6 and 11/21-10c from last ordinary meeting
5. Planning applications
  - a. Applications received since Agenda was issued
  - b. Updates on previous applications where available
    - i. 21/03051/HOU – two extensions and replacement garage 1 Dibbens Row
    - ii. 21/02583/FUL – land opposite Greenlands farm, demolish and erect dwelling
6. 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 (CMPC A18&50); update on recruitment – Cllr Moore
  - d. PCSO Mortimer's offer to train up volunteers for speed watch
7. Play Area updates (CMPC A22, 43 & 44); mowing rota update - Clerk and siting of bench – Cllr Izard
8. Defibrillator (CMPC A51): to discuss and resolve upon free training (SWAST) for use of the device, with basic 1st aid techniques and whether to purchase and fit a small dusk-till-dawn light in the phone box
9. Cemetery: to discuss and resolve upon the following
  - a. To receive any update on misuse of cemetery re walkers / waste bins
  - b. Discuss and resolve upon how to progress the 'Cemetery Project' (CMPC A15)
10. Highways: to discuss and resolve upon the following (CMPC A13&47)
  - a. To resolve upon the action to be taken in making Highways aware of findings of our survey.

11. Footpaths & Rights of Way: to discuss and resolve upon the following (CMPC A3)
- Heatherwood Pedestrian footpath – Cllr Bastable (CMPC A3)
  - Kissing Gates / Stiles (CMPC A48) – Clerk update on previous Parish Plan survey questions
  - Update on proposed footpath division WN8/5 at Burton Mills

12. Parish accounts and financial matters (CMPC A7&34, A20, A41, A42, A52)

- Confirm latest bank reconciliations and records are signed up-to-date – Cllr Rochford
- To review and resolve upon Delegated Authority (£500) payments made since last meeting:

Payee	Amount	Date	VAT?	Notes
Wincanton Poppy Appeal	21.00	1/12/21	N	Cheque 300001
Land Registry	7.00	3/12/21	N	Cheque 300002
CM Mem Hall	13.20	3/12/21	N	Hire for a meeting (budget and precept prep)
Unity Trust Service Charge	18.00	31/12/21	N	Quarterly charge for period Dec-Feb
Three Counties	78.00	4/1/22	Y	Last cut of the season 8/11/21
CM Mem Hall	6.60	10/1/22	N	Hire for a meeting (budget)

- To discuss and resolve upon any invoices received outside the limit of Delegated Authority
- To update on VAT
  - outstanding VAT claim (CMPC A20) – Clerk
  - charging VAT-able expenses to the council, affecting VAT reclaim – Cllr Moore
- To discuss and resolve upon asset (land) valuation ahead of the budget and audit (CMPC A52)
- To discuss and resolve upon peppercorn rent of Parish land on Barrow Lane
- To discuss and resolve upon the 2021-22 Precept, instruct the Clerk to register the Precept
- To discuss and resolve upon A7&34, regarding obtaining quotes / purchase orders for cemetery grass cutting

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

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

15. Review Annual Calendar and agree items for next Agenda:

- Parish Plan and plan of Footpaths and RoW (raised in November 2021 meeting) – Cllr Izard
- Councillor access to the Scribe system, its benefits and applications – Cllrs Izard and Moore

16. Date of next ordinary meeting is Tuesday 15<sup>th</sup> March 2022

*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.*