

Charlton Musgrove Parish Council

Minutes of the Full Council Meeting of the Parish Council held at Charlton Musgrove Village Hall on Tuesday 27 July 2021

The meeting started at 7.30 pm

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

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. Cllr Groskop sent her apologies.

CMPC 07-2/1 APOLOGIES FOR ABSENCE were received from Cllr Turk and Cllr Kimber. Their absence was approved.

CMPC 07-2/2 DECLARATION OF INTEREST: None Received

CMPC 07-2/3 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 27 APRIL 2021, 4 MAY 2021, 18 MAY 2021, 8 JUNE.

ALSO TO NOTE THE AMENDED MINUTES OF THE ANNUAL PARISH COUNCIL MEETING ON THE 4 MAY AND THE ANNUAL PARISH MEETING ON 18 MAY.

It was **noted** that at the meeting on 23 March item 03/06 the cheque number 618 did not include the Employer NI contribution. This cheque was subsequently paid at £231.81

It was noted that at the Annual Parish Meeting on the 18 July there was no increase in the price of coffee and cakes. **The Clerk** will amend this.

It was noted that the minutes of the 8 June did not have 2021 on the date. Also, item 06/07 it was Cllr Izzard who ordered the swing not Cllr Bastable.

It was noted that the VAT claim had been a negative on the audit from the internal auditor, as it was not claimed last year. The clerk has now received a Government Gateway ID, which will allow her to claim the VAT back. It was noted that we have three years to claim VAT and the **Clerk** will claim both years together.

Discussion took place regarding page numbering it was agreed the **Clerk** would use a footer with page number of pages, date of the meeting and Charlton Musgrove Parish Council Meeting.

Discussion was had regarding the publishing of minutes. Draft minutes currently appear on the website and as Parish Council meetings are over a month apart, it is not possible to sign off within the required month's timing. It was noted that it was possible to have a further column on the website for approved minutes, but this would require a cost to set up. The matter was not resolved at this meeting.

Following the meeting of 8 June Cllr Bastable had requested that the required amendments to the minutes of the 27 April, 4 May, and 18 May signed minutes were amended and these were re-signed.

The Proposal is to **Approve and Sign** the minutes of the 27 April, 4 May and 18 May which were incorrectly signed at the last meeting and to **Approve** the minutes of the 8 June with the above amendments.

Proposed Cllr Moore
Seconded Cllr Rochford
4 – 0 – 1

Cllr Bastable abstained

CMPC 07-2/4 ACTIONS FROM THE PREVIOUS MEETING

- i. The minutes have been amended as required
- ii. Cllr Rochford is still waiting for the closing statements from HSBC. The **Clerk** will forward them.
- iii. The Clerk reported back from the company that mows the lawn at the cemetery that the grass was missed one week because of bad weather which in turn made the grass grow exponentially - hence the cut a week later. They will endeavour to stick to the 2 week cycle going forward. Concern was expressed that the grass was being cut too often and next year when the contract is renewed the council will seriously consider the cost of cutting.
- iv. The Clerk reported back the response from the internal Auditor that she could do an audit and charge the council. It was agreed the **Clerk** would write back asking for a list of the failings she alluded to in her report.

CMPC 07-2/5 PLANNING APPLICATIONS

- v. Applications to consider at the meeting: None
- vi. Applications to consider that have arrived after the agenda was sent out: None

CMPC 07-2/6 FINANCIAL MATTERS

a) To approve payments to be raised for:

	Payee	Amount	Notes
	3 Counties	156.00	Cemetery maintenance
	Play Inspection Company	66.00	Inc VAT
	SALC	117.28	Membership including NALC

a) To consider any invoices arrived since the agenda was sent out.

b) To note payments previously raised since last meeting under delegated powers

	Payee	Amount	Notes
	Tj Young	56.23	Lawnmower maintenance
	Milborne Port Computers	156.00	Annual hosting

c) Financial Matters to be considered.

- vii. Councillors noted the balance of the bank accounts. It was noted that Unity bank are charging £18 every 3 months. It was also noted that there is a direct debit to pay for the water used at the cemetery.
- viii. The Clerk now has a Government Gateway but the system still is not allowing her to submit payroll information. The Clerk has tried to speak to HMRC but they are not answering the phone. **The Clerk** will continue to try and contact them, in order for them to guide her through the process. **Cllr Moore** will have a look and see if she can help having used Basics in the past.

The Proposal is to **Resolve** to pay the three payments and to note the 2 previously paid under delegated powers.

Proposed Cllr Sutton
Seconded Cllr Moore
5 – 0 – 0

CMPC 07-2/7 STAFFING COMMITTEE

d) Staffing Matters to be considered. Cllr Moore talked the meeting through a spreadsheet following the Staffing Committees audit of the Clerk's hours and workload.

- ix. The Staffing Committee propose to increase Clerk's contracted hours to 22 per month with effect from 1 July
- x. Staffing committee proposal to pay Clerk's cost April – June as follows:
Additional hours April – June total 33.75 hours £352.35
Expenses claim April - June total £109.50
Holiday allowance for April - June at 2.86 hours per month equates to 8.58 we propose rounding up to 8.75 hours £91.35
Homeworking allowance for 3 months at £20 per month totalling £60
Clerks salary April – June £626.40
Tax and NI Contributions to Tax Office (Amount TBC) will be taken off the total figure of £1239.60.

The Staffing Committee also requested the council consider the payments to the clerk that will be made for July and August and asked that following the audit they believe the costs will come in under £800. If anything above this a new meeting to be called.

It was noted that these costs must be taken into consideration when setting this year's budget and requesting the precept.

The Proposal is to **Resolve** to pay the clerk £1239.60 less the tax and NI payments in respect of April to June and to **Resolve** to pay the clerk's future payments for July and August up to an estimated figure of £800.

Proposed Cllr Bastable
Seconded Cllr Izzard
5 – 0 – 0

CMPC 07-2/8 PLAY AREA - Cllr Bastable had been asked by a member of the public if spikes could be put above the swings to deter birds doing their business on the play equipment. Following

discussion, it was agreed to buy the spikes as they were not expensive. We may need two to reach across. **Cllr Izzard** will measure the frame to make sure we have the correct size.

The Proposal is to **Resolve** to buy spikes for the swings to a value of £70.

Proposed Cllr Sutton

Seconded Cllr Moore

5 – 0 – 0

CMPC 07-2/9 CEMETERY – this item was deferred as Cllr Bastable is still waiting on a reply from the grave digger at Jacksons. **Cllr Bastable** will chase him and also the price of shuttering.

CMPC 07-2/10 ASSET REGISTER - **Cllr Izzard** will add the Asset Register to Scribe and also email round a copy to all councillors for discussion at the next meeting.

CMPC 07-2/11 HIGHWAYS

e) Highway Matters to be considered.

xi. Heatherwood Pedestrian Footway – Cllr Bastable. This is an ongoing issue for the pathway to be built. Cllr Bastable has been in contact with Somerset County Council. There are complications with the need for planning and a flood soak away and concern the footpath may not be built. **Cllr Bastable** will go back to Somerset County Council and ask for more clarification so the council may decide how to press forward for the future.

xii. Kissing Gates - This item is deferred as Cllr Kimber was not present. It was agreed a survey will need to be done initially.

CMPC 07-2/12 DOG BINS: Cllr Rochford reported that she had put her posters up and also offered thanks to Cllr Kimber and her son who had sourced the posters.

CMPC 07-2/13 ACTION LIST - The Staffing Committee have been working on a live action list to track actions. **The Staffing Committee** plan to demonstrate the template at the next meeting.

CMPC 07-2/14 JUBILEE EVENT – Further to a request for funds and report at the Annual Parish Meeting there was a lot of discussion regarding the planned jubilee event in the village. It was felt that to offer to support the costs of between £3000 and £5000 for an event that not everyone might wish to attend did not have justification. It was noted that there was a perfectly usable hall available rather than the hire of an expensive marquee and this too lacked justification. It was noted that we can only reclaim VAT for an event the Parish Council put on, this would not be possible in this instance. If the Council was presented with a detailed business plan in the future they may look at this again

The Proposal is to **Resolve** not to support the request at the present time

Proposed Cllr Moore

Seconded Cllr Rochford

5 – 0 – 0

CMPC 07-2/15 ITEMS FOR NEXT AGENDA:

- Staffing Committee
- Play Area
- Asset Register
- Action List
- Cemetery
- Highways
- Footpaths, Rights of Way and Kissing Gates

CMPC 07-2/16 DATE OF NEXT MEETING: Tuesday 21 September 2021

The meeting closed at 9.29 pm