

Charlton Musgrove Parish Council

Minutes of the Extraordinary Full Council meeting held in Charlton Musgrove Memorial Hall
on **Tuesday 26th October at 7.30pm**

Present:

Parish Councillors: Robin Bastable (Chairman), Annie Sutton (Vice Chairman), Barrie Izard, Sally Moore, Dibby Rochford, Ruth Kimber.

In Attendance:

Interim Parish Clerk & Responsible Financial Office Sally Moore

Public Question and Comment Time:

One member of the public was present.

The meeting commenced at 19:30

10/21-1: No apologies received.

10/21-2: There were no declarations of interest of any nature.

10/21-3: Planning Applications - **RESOLVED**

10/21-3a: to consider application 21/02583/FUL, “erect dwelling (demolish existing agricultural building), form access and driveway”.

Discussion focused on the main change to the design, reducing the roof profile and height.

Cllr Moore moved to support the redesigned plans, as submitted, seconded by Cllr Sutton.

Resolved 5 in favour, 1 abstention.

10/21-3b: Since the agenda was issued, a planning application has been received for 1 Dibbens Row. The Clerk will send on the details this evening. SSDC Planning case officer has agreed an extension to 17th November to allow for CMPC to comment as consultee; this application has been added to the agenda for the next meeting.

10/21-3c: Cllr Bastable updated following a call from the planning case officer this evening; the updates are therefore verbal only at this stage. Cllr Bastable had sent an email last week following Cllr Izard’s concerns that conditions had been discharged without reference to the consultees. According to the information given this evening, the developer apparently submitted plans for a footpath that they propose to create which covers ground not owned by the developer. SSDC subsequently discharged the condition based on that plan however the plan is not in the public domain, having not been updated on the planning portal and cannot be examined by CMPC or anyone else. Cllr Bastable will email the case officer in follow up tomorrow to request these documents are added and will chase the matter in a week if no response is forthcoming. **[Action CMPC A38]**

10/21-4: Budget

Cllr Izard presented the prepared budget template in Scribe. This system allows the Council to enter details that fulfil both the need for accounting and the need for budgeting. Therefore, there is occasionally some overlap between those two functions, as demonstrated in the case of the Council’s monies being transferred from the (old) HSBC bank accounts to the (new) Unity Trust bank account in May 2021. From an accounting perspective, the cheque payment of £500 (opening fund deposit) and the subsequent bank transfer of £20,759.27 (balance of monies) appear in the budget report only because they have been necessarily recorded to reflect transactions in the bank records. In future years, this will not appear on the budget report.

All councillors will be granted view-only access to Scribe reports and at a future session we will cover how to use the system. **[Action CMPC A39]**

A brief discussion of earmarked reserves covered what is 'in' those pots and the future flexibility to move monies if/where needed. Cllr Bastable proposed that the reserve currently titled "Flower Show" be renamed "Play Area", the amount of £796.12 currently in Mrs Izard's care be transferred to the Parish Council and it be minuted that any future fund-raising activity e.g. another Flower Show is likely to require money for promotional material or other overheads. It was agreed said money would be made available on request to cover such expenses. Cllr Kimber seconded the motion which was carried unanimously. The Clerk will write to Mrs Izard with details of how to transfer the funds to the Parish Council bank account. [\[Action CMPC A40\]](#)

Scrutiny of the document "Income vs Expenditure" highlighted clearly that budgeted expenditure and actual expenditure is out of kilter and projecting forwards the next 5 years based on recent experience shows a knock-on impact to the operating deficit. The precept has not altered for at least the past 5 years. In the meantime, costs and necessary spending have increased and this position is not sustainable.

Cllr Bastable reminded the council that guidance states the reserve should be no more than twice the precept.

The operating costs of the Parish Council are largely down to the staff costs involved. Detailed discussion and examination of these costs took place before the focus moved on to complete the budget figures for presentation at November's meeting and sign-off if full council agree on 16th November.

The figures agreed per line of the 2021-22 budget are documented on the following page. All councillors are reminded that they must attend at least one training session per year. It was recognised that the precept cannot be proposed until more is understood about the number of qualifying households in the parish and the value impact of the precept on the overall council tax bill per household / tax band. Cllr Rochford shared knowledge from her recent training that precept increases should be based on monetary not percentage increases.

At 21.28, Cllr Bastable proposed an additional 10-minute extension to the meeting, to complete the budget review; carried unanimously.

Prior to the November meeting, the figures agreed this evening will be entered into Scribe and the reports used for this evening's meeting reissued together with precept information [\[Action CMPC A41\]](#), showing example increase bandings with their corresponding impact on council tax charges [\[Action CMPC A42\]](#).

10/21-5: Non-standard items for next Agenda:
Budget presentation for final discussion and sign-off

10/21-6: Date of next meeting – Ordinary Full Council on Tuesday 16 November 2021

Meeting closed at 21.40

Charlton Musgrove Parish Council – Extraordinary Full Council Minutes 26th October 2021

100 Gen Income	101 Precept	TBC
	102 Interest	0
110 Staff	111 Salary	3200
	112 HMRC	750
	113 Training (Staff)	300
	114 Payroll	150
	115 SLCC	78
120 Councillors	121 Training (Councillors)	300
	122 Elections	600
130 Administration	131 Insurance	425
	132 Computer	150
	133 Website	256
	134 Audit	100
	135 Bank Charges	72
	136 Bank Transfer	Nil
	137 Accounting Software	348
	138 Office Supplies	65
	139 Professional Fees & Valuations	1000
140 Donations	141 RBL Poppy Appeal	25
	142 S137 Donations	<i>Likely to be a category not a cost</i>
	143 CAB	30
	144 SSCAT	333
	145 AGE UK	25
150 Subscriptions	151 SALC	120
	152 ICO	35
160 General Expenditure	161 Projects	0
210 Play Area	211 Capital (PA)	0
	212 Maintenance (PA)	300
	213 Grass Cutting (PA)	250
	214 Inspection (PA)	160
220 Cemetery	221 Capital (Cem)	0
	222 Maintenance (Cem)	500
	223 Grass Cutting (Cem)	1200
	224 Water (Cem)	25
	225 EROBs	200
	226 Burials	200
230 Other Land	231 Capital (OL)	0
	232 Maintenance (OL)	0
240 Highways	241 Capital (H)	1000
	242 Maintenance (H)	0
250 Rights-of-Way	251 Capital (RoW)	1200
	252 Maintenance (RoW)	0
260 Defibrillator	261 Capital (D)	0
	262 Maintenance (D)	50
	263 Electricity (D)	45
	264 Training (D)	300

Signed as a true record by Robin Bastable Chairman on(date)