

# Charlton Musgrove Parish Council

Minutes of the Full Council meeting held in Charlton Musgrove Memorial Hall  
on **Tuesday 18<sup>th</sup> January 2022 at 7.30pm**

Present:

Parish Councillors: Robin Bastable (Chairman), Annie Sutton (Vice Chairman), Barrie Izard, Dibby Rochford, Simon Turk.

In Attendance:

2 members of the public

Public Question and Comment Time:

Members of the public expressed general interest in the meeting, including one item from the agenda

The meeting commenced at 19:30

1/22-1: Apologies had been received from Cllr Sally Moore, Cllr Ruth Kimber and County Cllr Anna Groskop

1/22-2: There were no declarations of interest of any nature

1/22-3: Adoption of Full Council Minutes of three meetings 21<sup>st</sup> September, 26<sup>th</sup> October and 16<sup>th</sup> November 2021 – **RESOLVED**

The Council voted unanimously to approve and adopt the minutes of all three previous meetings, 21<sup>st</sup> September, 26<sup>th</sup> October and 16<sup>th</sup> November 2021. Proposed by Cllr Turk, seconded by Cllr Rochford and the Chairman has signed the most recent minutes for the records.

1/22-4: Resolution on items 11/21-6 and 11/21-10c - **RESOLVED**

1/22-4 The Council reminded themselves of the payments listed in 11/21-10c and resolved unanimously upon these, following a proposal by Cllr Izard, seconded by Cllr Rochford. At the end of the meeting, Cllr Rochford reminded the meeting that no resolution had been achieved for 11/21-6a “Council discussed and agreed not to support Yeovil Shopmobility with a grant at this time. It was felt we should support charities closer to our community.” Cllr Sutton proposed, Cllr Rochford seconded and the resolution was carried unanimously.

1/22-5: Planning Applications – no resolution required, updates only

1/22-5a: no applications received.

1/22-5b: Updates on previous planning applications:

- i. 21/03051/HOU – two extensions and replacement garage 1 Dibbens Row. Approved with a condition controlling use of the outbuilding (garage).
- ii. 21/02583/FUL – land opposite Greenlands farm, demolish and erect dwelling. Approved with several conditions.

1/22-6: Reports

1/22-6a: County Councillor Anna Groskop’s monthly briefings for December and January were previously circulated to the Parish Council. Cllr Turk highlighted the Highways Department online portal, enabling any member of the public to immediately report damage / concerns about the highway.

1/22-6b: District Councillor Robin Bastable – updated on the fraud case involving a senior councillor at SSDC, no final resolution at this time. Focus continues on the Unitary Council; a meeting 25<sup>th</sup> November is to be followed up with a meeting next week and Cllr Bastable hopes this will start to crystallise the future shape and nature of the unitary authority which will be formed later this year, in May. Somerset Bus Partnership (SBP) have an app users can download to their phones allowing them to book a seat on an existing advertised route. No news, as yet, on the £163M rural support grant applied for from central government.

1/22-6c: Staffing Committee update from Cllr Rochford on Clerk recruitment which is currently running until 31<sup>st</sup> January '22; 9 people have requested an application pack; 1 application has been returned.

1/22-6d: PCSO Mortimer and Speed Watch – no information available at this evening's meeting as the Clerk had intended to report personally; the Council requested she share the details with them via email and post information on the Parish website, using the usual communications channels to invite parishioners to volunteer their interest in training / taking part. **[CMPC A53]**

Cllr Bastable updated that Bayford Parish Council have recently expressed interest in purchasing a SID which they may be able to do in conjunction with Charlton Musgrove. Bayford have been told the SID must be installed by someone with the appropriate training; a training course is £500. Cllr Bastable has asked them to establish more details about that cost and whether it can be shared. **[CMPC A54]**

#### 1/22-7: Play Area

1/22-7a: Clerk has received 5 volunteers for the mowing rota, which makes this a realistic option for 2022's management of the grass area.

1/22-7b: Siting plan for new bench – Cllr Izard has yet to complete the siting plan; extend A43 deadline.

#### 1/22-8: Defibrillator - RESOLVED

1/22-8a: Training (CMPC A51) – Clerk had advertised the SWAST training to residents last year, however received no interest. The Council instructed the Clerk to send a reminder.

1/22-8b: Dawn-to-dusk light suggested by the SWAST member for our area – Cllr Sutton has researched a small LED light to plug into the existing spare electric socket, costing 2p/wk to run, will light the box gently and cost under £10. Cllr Sutton also reported an issue discovered when she replaced the old dome, which was very difficult to operate; when the original backboard was fitted, it has been fitted such that it bows and the screws have all been rounded off, making it impossible to simply remove. She sought Council's approval for her and her partner to drill out the old screws and refit the backboard. Concerns around liability, given there are electrical connections involved were discussed and options explored before Council resolved unanimously to accept Cllr Sutton's offer to purchase the light, fit it and re-fit the backboard. Proposer Cllr Izard, seconded by Cllr Turk. **(CMPC A55)**

#### 1/22-9: Cemetery

1/22-9a: Cllr Bastable checked the areas of the cemetery being misused and reported there is no further sign or report of any issue. There is no dog waste either. There are Christmas decorations on several graves, reminding the Council of the end of January deadline for these to be removed, in accordance with the published Cemetery Regulations. The Clerk was instructed to issue a gentle reminder via the email and social media platforms that at the end of the month any decorations remaining will be removed by the Council. **(CMPC A56)**

1/22-9b: Discuss and resolve upon how to progress the 'Cemetery Project' (CMPC A15) - carry over to next meeting.

#### 1/22-10: Highways to discuss and resolve upon the following (CMPC A13 & 47)

1/22-10a: The outstanding actions to create a comprehensive survey of the village highways and write accordingly to the Highways Department were updated on by Cllr Izard, who has not had opportunity to complete the survey yet and has concerns that the programme of works previously (2020) promised by Highways has not fully materialised. Cllr Izard will therefore email the Clerk with an update against the original list, in order for this to be followed up, along with the remainder of the wish-list. **(CMPC A57)**

Cllr Turk thanked the local contractor who has recently re-dug the drainage channels on two parts of Rectory Lane. As this is a privately commissioned job, instigated by one or two landowners whose fields are involved, the Council feel it does not require any formal acknowledgement by them. They do wish to

ensure that Mr Brain is recognised each year for his voluntary effort to litter pick the verges and keep our village looking tidy. Clerk to add to the events calendar and action accordingly. **[CMPC A58]**

1/22-11: Footpaths & Rights of Way (CMPC A3 & A48)

1/22-11a: Heatherwood pedestrian footway - Cllr Bastable has, again, received no update despite continuing to chase. He therefore intends to write formally and escalate the matter to senior staff tomorrow. **[CMPC A3 date amended]**

1/22-11b: This update (A48) is not due until the next meeting. The Clerk has spoken with Tim Cook and learned there is no electronic copy of the historic Parish Plan survey questions therefore we need to check for a paper version in our archives.

1/22-11c: Cllr Bastable mentioned a resident has complained about the diversion in the past week.

1/22-12: Parish Accounts and Financial Matters (CMPC A7&34, A20, A41, A42, A52) RESOLVED

1/22-12a: Cllr Rochford confirmed latest 2x bank reconciliations and records are signed up-to-date.

1/22-12b: payments made under delegated authority below; the Council resolved unanimously on these, proposed by Cllr Izard and seconded by Cllr Turk.

Payee	Amount	Date	VAT?	Notes
Wincanton Poppy Appeal	21.00	1/12/21	N	Cheque 300001
<b>Land Registry*</b>	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)

**\* Cllr Bastable has received a refund of £3.00 against the £7 Land Registry fee.**

1/22-12c: No new invoices received.

1/22-12di: CMPC A20 complete; the full VAT reclaim has been received.

1/22-12dii: Councillors were reminded to ensure any receipts for items they buy, on behalf of the Parish, should please be made out to / include “Charlton Musgrove Parish Council” to aid VAT reclaim.

1/22-12e: CMPC A52 Cllr Bastable confirmed the three parcels of land belonging to the Parish do not need formal land valuation as they were never purchased. Cllr Izard has established the Parish Council simply need to list the land, not to value it. We will rectify this for the approaching audit and place a nominal £1 value against each. Proposed by Cllr Bastable, seconded by Cllr Sutton, resolved unanimously.

1/22-12f: Cllr Bastable reminded Council of the history of the peppercorn rent. The last payment on record is for £75 in 2018. Brook House moved into new ownership following this; we have never invoiced them because we have not determined our future plan for the area of land. Council discussed the way to move forward, resolving to write to the owners requesting a meeting where we can explore the options, including the sale of the land to them. Any sale would need to be advertised on the open market; the letter should reference this. Cllrs Bastable and Sutton volunteered to attend any meeting. Proposed by Cllr Turk and seconded by Cllr Izard, the Council resolved unanimously to this approach. **[CMPC A59]**

1/22-12g: Discuss and resolve upon the 2022-23 Precept: notwithstanding the artificially low operational cost of running the Parish business this current financial year, mainly due to the absence of a paid Clerk, there is now a real need, after five years of holding it level, to raise the precept. If the soon-to-be-formed play area mowing group are happy to maintain the grass cutting there, it is very likely we will need to buy a new mulching mower (current estimate circa £6,000) for the start of the 2023 mowing season, among other costs. Cllr Sutton proposed an increase of £500 which is the sum modelled in Cllr Izard's budget preparation, equating to a £2.50 increase per household on a Band D property, seconded by Cllr Rochford and resolved upon unanimously. The Precept form was signed and the Clerk will submit this. Thanks to Cllr Izard for his work leading the preparation of the budget/precept.

1/22-12h: CMPC A7 & 34, regarding obtaining quotes /using purchase orders for cemetery grass cutting – the Clerk will have three quotes for cutting ahead of the next ordinary meeting and Council resolved unanimously that use of Purchase Orders (in Scribe) will help us to manage the cutting budget during the coming financial year. Proposed by Cllr Bastable and seconded by Cllr Turk.

1/22-13: Discuss the creation of an Environmental Group

CMPC A49 already records, from November 2021's Council meeting, the need to reinvigorate the Parish Plan, acknowledging this has several strands. At the discussion on 16<sup>th</sup> November, footpaths and RoW were mentioned as one of several of those strands; this evening the Parish Council agreed there will be a strand for 'Environment', seeking out any appetite within the Parish for volunteers. Proposed by Cllr Izard, seconded by Cllr Turk and agreed unanimously.

1/22-14: Review of Action Tracker for any outstanding items not covered elsewhere

The Action Tracker has been updated with new/extensions to dates as appropriate.

1/22-15: Review Annual Calendar and agree items for next Agenda

In order to deliver the bi-annual cemetery inspection by the end of February we must establish the current regulations for Cemetery safety inspections. Cllr Bastable will check at SSDC. **[CMPC A60]**

Items for the next agenda will include:-

- Highways
  - o update following wish-list and 'chaser'
  - o Heatherwood footpath
- Cemetery
  - o safety checks/inspection
  - o removal of decorations
  - o planning for cemetery project
- Parish Plan
- Councillor access to the Scribe system; benefits and applications

1/22-16: Date of next ordinary meeting is Tuesday 15<sup>th</sup> March 2022

Meeting closed at 21.09

Original signed as a true record by Robin Bastable, Chairman on 15 March 2022