

Charlton Musgrove Parish Council

Minutes of the Full Council meeting held in Charlton Musgrove Memorial Hall
on **Tuesday 16th November at 7.30pm**

Present:

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

In Attendance:

Somerset County Councillor Anna Groskop
Interim Parish Clerk & Responsible Financial Office Sally Moore

Public Question and Comment Time:

Not applicable as no members of the public were present.

The meeting commenced at 19:30

11/21-1: With all councillors present, there were no apologies

11/21-2: There were no declarations of interest of any nature

11/21-3: Adoption of Full Council Minutes of the meetings 21st September and 26th October 2021 – **NOT RESOLVED**

All councillors were satisfied that these two documents were a true reflection of their respective meetings, Cllr Bastable signed the paper copies which have been filed.

11/21-4: Planning Applications - **RESOLVED**

11/21-4a: to consider application 21/03051/HOU, “The erection of a side and rear two storey extension and the erection of a replacement garage with home office in the eaves”

After debate, which identified a lack of detail about elements of the proposal critical to the Council’s understanding, it was proposed by Cllr Kimber and seconded by Cllr Rochford to advise SSDC Planning Dept that there is no objection to the two x house extensions however there is strong objection to the height of the garage. Resolved 6 in favour, 1 abstention.

11/21-4b: no further applications have been received.

11/21-4c: Updates on previous planning applications:

- i. 21/02583/FUL – land opposite Greenlands farm, demolish and erect dwelling, no update
- ii. 21/00359/DOC – Burtons Mill Farm, applications to discharge conditions 4 (external lighting) & 8 (landscaping) of 19/03138/S73: both discharged
- iii. 21/02100/AGN – hardcore stone access track at Overdene Farm, decided ‘Permission Not Required’

11/21-5: Reports

11/21-5a: County Councillor Anna Groskop – C.Cllr Groskop’s monthly briefing for November was circulated on 1/11/21 to the Parish Council and via the Parish email and Facebook routes. While much remains up in the air as the new Unitary Council takes shape, the next elections are looking more likely to take place in 2022 than 2023.

11/21-5b: District Councillor Robin Bastable – echoes the above.

He then briefed the Council following a recent zoom meeting of the Somerset Bus Partnership (SBP). They intend to pursue a grant from Central Government for £163M to improve bus services in the county. To make their case, they need engagement and input from -especially - rural parishes and towns and we need to contribute to that effort if we are to retain, or better still improve, our rural Parish bus service. Various ideas were discussed at a high level including using the ‘safe space’ of the carpark at the

Memorial Hall as a pickup and drop-off point and Cllr Bastable will continue to liaise with SBP in the meantime, bringing any update to the next meeting. If anyone has any other ideas to contribute, please feed them back to Cllr Bastable as soon as possible.

Finally, Cllr Bastable will try to attend the meeting on 25/11/21 of Wincanton, Bruton and Castle Cary in their efforts to respond to the unitary authority programme. Cllr Sutton will check her availability as back-up.

11/21-5c,i: Cllr Sutton has produced a calendar of key events through the year to inform the agendas of meetings and support the Clerk's role. This was well received by the Council and councillors will contribute any items to be added, as they arise. It will be included as a rolling item on the agenda. This completes CMPC A19.

11/21-5d,i: Cllrs Bastable, Sutton, Rochford and Izard, together with two members of the public who have invested time heavily into the Play Area met on-site on 13th October, fulfilling CMPC A21. Cllr Sutton produced a summary report, circulated previously. Several actions have already been completed namely the hedge cutting, cleaning notices / graffiti and feelers put out for volunteers for 2022 mowing season. Cllr Izard will produce a plan for the details of and position of the bench ahead of the next meeting **[CMPC A43]**

11/21-5d,ii: It was agreed the Clerk will draft a call-out for volunteers to the mowing rota, to be posted on the CMPC website, shared via the email and social media platforms **[CPMC A44]**

11/21-5d,iii: Cllr Bastable completed the online survey about County play/recreation areas but does not expect anything more to come of this. CMPC A23 completed.

11/21-5d,iv: No update received from the Mackintosh Estate and the council agreed not to pursue further.

11/21-6: Correspondence – **NOT RESOLVED**

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.

11/21-6b: Council agreed the beacon we already own will be lit for the Jubilee Celebration event.

11/21-7: Cemetery - **RESOLVED**

11/21-7a: Clerk wrote on 22/9/21 to Richard Arnold having established the plot in question was only a single ashes plot, offering a plot nearby. No reply so far. Completes A24.

11/21-7b: Clerk wrote on 22/9/21 offering to help resolve and requesting more information. No reply to date.

11/21-7c: Following removal of waste bins and positioning of signage relating to use of the cemetery, no further reports have been received of issues. Cllr Bastable will follow up and provide an update after Christmas. CMPC A25 & 26 complete.

11/21-7d: Cllr Rochford has established, both with the funeral director Harold Miles and our gravedigger Mr Parfit, the council has no liability or responsibility for insurance for grave digging. This is the responsibility of the grave digger. This completes CMPC A27. Discussion followed as to whether it is incumbent on the Council to satisfy themselves, by sight of the relevant policy documents/certificates, that all risk arising from either grave digging specifically or more broadly for anyone working on Council land. In future the Clerk will request undertakers produce proof that their gravediggers are fully covered when booking burials.

11/21-7e: Cllrs Sutton and Rochford have completed a full annual review of the cemetery policy and issued their proposal for Council's consideration. Discussion ensued and the revised policy was adopted with the following amendments, having been proposed by Cllr Bastable, seconded by Cllr Turk, unanimous. Completes CMPC A14 + A28.

- Add "previously" to already-purchased EROBS for double depth burial plots. As all future EROBS will be single depth.
- Change the word 'risky' to "unsustainable" in the first point under this section.
- Clarified that the Parish Council can, if deemed unsafe, lay flat immediately upon discovery any memorial – rather than wait three months as inferred in the current policy.
- Add page numbers to the footer of the policy document.

It was also identified that the Parish Council need to establish an inspection schedule. **[CMPC A45]**

11/21-7f: Cllr Bastable will complete the NALC survey on behalf of St John's cemetery by 26/11/21. **[CMPC A46]**

11/21-8: Highways

09/21-8a: Clerk updated that she had written to the Barrow Lane landowner where the 30mph repeater sign is currently located. Also followed up previous chasers to Gary Warren at Highways to determine whether that sign can be moved. He has recently replied; the repeater will be relocated by the end of March 2022 and he also confirmed the SLOW signs will be painted onto the road as "part of a comprehensive package by Summer 2022". CMPC A29 complete. Clerk to write with thanks to Gary Warren and – after January's meeting - to John Nicholson with a 'Christmas/New Year's List' (supported by Cllr Groskop) of outstanding actions plus the issues identified in the parish road survey compiled by Cllrs Turk and Izard under CMPC A13, due date extended. **[CMPC A47]**

11/21-9: Footpaths & Rights of Way

11/21-9a: Heatherwood pedestrian footway - Cllr Bastable has succeeded in obtaining and sharing the plans for the footpath, previously submitted by the developer and already approved by the Planning Dept. He has since written to ask for a timescale for when the County Council will be able to issue a licence for the works to commence and will update at January's meeting. **[CMPC A3 date amended]**

11/21-9b: Cllr Bastable has researched different companies supplying durable metal gates to replace stiles within the Parish. There are 'standard' or 'wheel-chair accessible' gates costing £468 to £600, excluding installation costs. Completes A30. The overhead is therefore significant; the Homestead to Somerlea footpath has 6 stiles and – using standard gates– this would likely cost in excess of £3000 for one footpath. It was agreed that a significant number of wooden stiles could be repaired for the cost of one metal kissing gate. Cllr Sutton had very quickly repaired the dangerous stiles, identified at September's meeting, completing A32. The Council reiterated that Landowners are responsible for the upkeep and maintenance of all stiles on their property and considered writing to the Parish via the email/social media channels to raise awareness of this responsibility. Cllr Rochford highlighted, as a landowner, that it is confusing the issue of responsibility when the CMPC continue to repair and maintain stiles. After discussion, it was agreed the Parish Plan will need to be re-visited (now over 10 years since designed) and Cllr Izard has already begun compiling the various threads (Footpaths, Pub, Speed Limits etc) into a spreadsheet. The Clerk will write to Tim Cook at SSDC to request a copy of the original survey questions **[CMPC A48]** and Cllr Izard will produce a summary for discussion at the March 2022 meeting **[CMPC A49, absorbing A31]**.

11/21-10: Parish Accounts and Financial Matters

11/21-10a: Cllr Rochford has completed the first full bank reconciliation (manually and in Scribe) and it is now signed off, completing A6&33.

11/21-10b: Clerk updated that SSCAT payment number 2 of 3 (for £350) has now been paid after a fallow year due to Covid 19.

11/21-10c: Five payments have been made under delegated authority. The Clerk also clarified how a previous overpayment of invoice 3928 for Three Counties has been resolved, with a zero value on 4212.

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”

11/21-10d: No new invoices received.

11/21-10e: Clerk informed the Council that, despite the VAT reclaim for £2046.15 being ready now (covering late August 2019 – 6th November), the issues and delays experienced with Unity Trust Bank not completing the change-over from the previous Clerk in a timely manner mean it cannot be claimed until after the next bank statement is issued in early December. CMPC A20 will be updated accordingly.

Council discussed options to support Cllr Moore who is currently interim Clerk and also the lead member of the Staffing Committee, responsible for recruiting a permanent Clerk. It is untenable for her to fulfil both posts moving forwards. Either a locum Clerk is found, or another councillor takes over the interim Clerkship, or another councillor takes over on the Staffing Committee. The latter requires 3 councillors to perform.

As the two hour meeting limit has expired; councillors agreed unanimously to an extension till 9.50, proposed by Cllr Bastable.

Cllr Bastable would fulfil the third position if there is no other volunteer. The discussion went full circle until Cllrs Moore, Rochford and Sutton agreed to start the recruitment ball rolling by investing time drawing up the job specification and brief for an advert, which would be placed at the earliest opportunity. **[CMPC A50]**

11/21-10f: Cllr Moore confirmed Scribe is now up-to-date in terms of banking and accounting. Completes A35. Also, following Scribe training, the transfer of funds earlier this financial year from HSBC to Unity Trust Bank have been correctly categorised. The budget sheet now looks more sensible. Cllr Izard requested we carry over broader access to Scribe to the next meeting.

11/21-10g,i: Cllr Izard shared the current working budget forecast. The significant gap between Income and Operating Cost shows a deficit in the region of £3870, assuming no increase in operating costs.

11/21-10g,ii: Councillors were asked to consider this deficit and what would be an appropriate increase in the precept ready for the January meeting. Cllr Bastable had previously suggested £1000, which in combination with the VAT reclaim would ease the strain for the coming financial year, during which time

we will better understand our operating cost model moving forwards as progress is made with the Parish Plan.

11/21-11: Possible creation of an Environmental Group carried over to next meeting.

11/21-12: Cllr Sutton requested that if the defibrillator has been used, she or Cllr Moore are made aware and can check that it has been put back correctly. Cllr Sutton will create and hang a sign in the phone box to this effect. The Clerk will write in the village newsletter to ask parishioners with a desire for First Aid and Defib training to let us know, before investigating the options and costings. **[Action CMPC A51]**

11/21-13: carried over to next meeting

Cllr Iazard confirmed the Asset Register does not need to be brought into Scribe until the AGAR is due. We are however required to ensure all land owned by the Parish Council is valued before then, to comply with the audit requirements. **[Action CMPC A4 – date updated].**

Cllr Bastable will find a land valuer and share details for next meeting. **[Action CMPC A52]**

09/21-12: Non-standard items for next Agenda:

- Update on Somerset Bus Partnership – Cllr Bastable
- Create rota for cemetery inspections – Cllr Sutton
- Councillor access to Scribe – Cllr Iazard
- Carried over environment group (item 11 on this evening's agenda)

09/21-13: Dates of next meeting – Ordinary Full Council on Tuesday 18 January 2022.

Meeting closed at 21.55

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