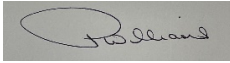


Full Council Meeting of Charlton Musgrove Parish Council

NOTICE OF MEETING

The next Full Council Meeting will be held on Tuesday 15th March 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 Pauline Williams, Parish Clerk and Responsible Financial Officer (Interim)
01747 822766

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 meetings held on 18th January 2022 and 8th February 2022
4. To resolve upon the appointment of the new Parish Clerk and RFO (part time)
5. Planning applications
 - a. Applications received since Agenda was issued
 - i. 22/00495/FUL: application for retrospective permission for earthed banks at Stoney Stoke
 - b. Updates on previous applications where available
 - i. 21/03840/FUL and 22/00006/S73A both awaiting decisions
 - ii. Heatherwood footpath update
6. Reports
 - a. County Councillor Anna Groskop
 - b. District Councillor Robin Bastable – **update on elections 2022**
7. Play Area updates (CMPC A43 & 64); siting of bench – Cllr Izard & grants for Queen’s Jubilee – Cllr Turk
8. Defibrillator (CMPC A51 & 55): to discuss and resolve upon free training (SWAST) for use of the device, with basic 1st aid techniques and receive update on the fitting of a small dusk-till-dawn light in the phone box

- 9. Cemetery: to discuss and resolve upon the following
 - a. Discuss and resolve upon how to progress the 'Cemetery Project' (CMPC A15)
 - b. (CMPC A45 & 56) Updates on safety inspections – Cllrs Bastable and Sutton
 - c. Discuss and resolve upon the grass cutting for 2022 – Cllr Moore

10. Highways: to review, discuss and resolve upon the outstanding items (CMPC A13, 47 & 57)

11. Parish accounts and financial matters

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

Payee	Amount	Date	VAT?	Notes
CREDIT from Susan Bastable	£3.00	19/1/22	N	Refund of Land Registry fee
CREDIT FROM Country Memorials	£60.00	26/1/22	N/A	Payment for Memorial Stone
Water2Business	£17.20	1/2/22	Y	Regular DD for St John's
Blackmore Vale	£241.20	15/2/22	Y	Advert for Clerk
C M Mem Hall	£26.40	15/2/22	N	Hall Hire for Jan
Pauline Williams	£100	2/3/22	N	Feb salary (half-month)
HMRC	£20.60	2/3/22	N	Employer Tax
SALC	£30.00	2/3/22	N	Clerk Training
CM Mem Hall	£57.20	9/3/22	N	Hire for Feb
SSDC Playground Inspection	£127.20	9/3/22	Y	Annual 2021-22 fee

- c. To discuss and resolve upon any invoices received outside the limit of Delegated Authority)
- d. To discuss and resolve upon peppercorn rent of Parish land on Barrow Lane (CMPC A59)
- e. To discuss and resolve upon renewal of contract with Gooding Accounts LTD for payroll
- f. To discuss and resolve upon renewal of contract with Scribe
- g. To discuss and resolve upon the publication of the Business Risk Assessment (CMPC A41)
- h. To discuss and resolve upon the request from the Treasurer of St John's for funding towards the Parish Magazine
- i. Confirm the annual insurance policy (Zurich) falls due for renewal in April 2022. Discuss and resolve upon action required

12. To discuss and resolve upon the annual review of the following policies
 - a. Terms of Reference
 - b. Standing Orders
 - c. Financial Regulations
 - d. Code of Conduct
 - e. Recording of Meetings Policy
13. To discuss and resolve upon the refresh of the Parish Plan and plan of Footpaths and RoW (raised in November 2021 meeting) – Cllr Izard
14. To discuss and resolve upon Councillor access to the Scribe system, its benefits and applications – Cllrs Izard and Moore
15. To review any outstanding / (over-)due actions on the Action Tracker not covered elsewhere on the agenda
16. Review Annual Calendar and agree items for next Agenda
17. Date of next ordinary meeting is Tuesday 17th May 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.