

Charlton Musgrove Parish Council

Draft Minutes of the Full Council meeting held in Charlton Musgrove Memorial Hall
on **Tuesday 15th March 2022 at 7.30pm**

Present:

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

In Attendance:

0 members of the public

Public Question and Comment Time:

Not applicable as no members of the public were present.

The meeting commenced at 19:31

3/22-1: Apologies had been received from Cllr Ruth Kimber

3/22-2: There were no declarations of interest of any nature

3/22-3: Adoption of minutes of Full Council Minute of 18 January 2022 and minutes of Extraordinary Meeting of 8 February 2022 – **RESOLVED**

The Council voted unanimously to approve and adopt the minutes as a correct record – proposed by Cllr Bastable and seconded by Cllr Sutton

3/22-4: Appointment of new Parish Clerk and RFO (part time) - **RESOLVED**

The appointment of Pauline Williams as Parish Clerk and RFO was proposed by Cllr Moore and seconded by Cllr Bastable and the resolution was carried unanimously. Pauline was introduced to the Cllrs.

3/22-5: Planning Applications

3/22-5a: applications received:

- i. 22/00495/FUL – application for retrospective permission for earthed banks at Stoney Stoke – Cllr Bastable advised it was for the Parish Council to make their own decision as he was District Councillor and wished it made clear that he had not predetermined the application. Various discussions took place upon the design and construction of the banks as well as the impact on the landscape, environment and highways. It was agreed that a response be sent to the Council advising that the Parish Council fully supported the expert opinions and as locals felt it has changed the landscape for the worst. No engineering design had been given to the creation of these banks and no consideration had been given to the impact on landscape, highways, environment, drainage and visual appearance. Proposed by Cllr Moore and seconded by Cllr Sutton and carried unanimously by 5 Cllrs with one abstention.
- ii. A member of the public had written to the Parish Council for a steer over some development he may apply for and a short discussion concluded that it would be unlikely that any objection would be made to what was suggested in this unofficial request.

3/22-5b:

- i. 21/03840/FUL and 22/00006/S73A - No updates had been received. The Council would have no objections to the details that were submitted.

- ii. Heatherwood footpath – Kelvin Moore (CMMH) and Cllrs Izzard and Bastable had a productive meeting with Gary Adlem (for the developer) who agreed to the Parish Council’s request; the section in the Village Hall grounds be piped and fenced; and the section in the Parish Council ground be ditched with a gated access (where the existing access is) and a gully under. SCC Highways engineers must agree to the piping of 25m in the Village Hall grounds. Gary Adlem will now submit this requirement to Rachel Turner (SCC). Kelvin wrote, at Gary’s request, confirming the proposals. Gary Adlem considered that delays were down to SSC. Cllr Bastable has emailed SSC emphasising that all parties are very keen to resolve this as soon as possible. It is believed that the original roadside ditch will be filled with Type 1 and Cllr Bastable was advised by Gary Adlem that a Bond had been paid by Andrew Hopkins to the SSC to cover any subsidence problems which would be held for one year.

3/22-6: Reports

3/22-6a: County Councillor Anna Groskop was not present at the meeting as she had not been notified of the meeting by the previous Clerk.

3/22-6b: District Councillor Robin Bastable confirmed elections were due in May for unitary and also parish councils. Cllr Bastable gave councillors their forms to complete and return to him no later than 31/3/22 as they must be hand-delivered to the Council by 5 April 2022.

Cllr Bastable advised that, if only seven people stand, an election will not be held and no fees will be incurred. If more than seven people stand then an election will be called and fees will be incurred.

The meeting was adjourned by Cllr Bastable at 20.07 and the meeting was reconvened at 20.09

3/22-7: Play Area

3/22-7a: Siting plan for new bench (**CMPC A43**) - Cllr Izzard circulated a preliminary plan but this did not show the proposed siting position for the bench. Cllr Izzard will obtain pictures and prices of types of benches to enable a decision to be made as to which bench to purchase. Once siting has been agreed and agreement has been reached on the bench type together with agreement on any surface below the bench then the information could be passed to Sir Cameron. Decision to be made at the May meeting.

(CMPC A65) As sufficient numbers of volunteers were achieved to create the mowing team for the coming season, the Clerk will get this started by contacting the volunteers.

3/22/7b: Grants for the Queen’s Jubilee - Cllr Turk advised that there are no grants available. The only funds available are lottery funds. The Clerk is to respond to Bex accordingly.

3/22-8: Defibrillator – RESOLVED

3/22-8a: Training (**CMPC A51**) – The Clerk has received several requests for (free) training so will contact SWAST for training dates which to share with interested parties.

Cllr Izzard reported a concern that the defibrillator had been tampered with as the cover has been dislodged. Cllr Bastable proposed this be monitored and seals purchased by Cllr Izzard to test for interference. Seconded by Cllr Moore – **resolved** unanimously.

3/22-8b: Dawn-to-dusk light - Cllr Sutton confirmed that the Dawn-to-dusk light has now been installed and passed the Clerk the supporting invoice. (**CMPC A55**)

3/22-9: Cemetery

3/22-9a: “Cemetery Project” Cllrs Bastable and Sutton will check the cemetery books in readiness for the information to be uploaded to Scribe, to be completed in June 2022. Proposed by Cllr Bastable, seconded by Cllr Moore and **resolved** unanimously. **(CMPC A15)**

3/22-9b: Cllr Sutton provided a written report on the safety inspection. Key points include

- The two conifers and the Ash tree were seen to be moving a lot in recent storms and may require pollarding. The Clerk will obtain 3 quotes from tree surgeons for pollarding works to be carried out in September/October. She will check the advice in the existing tree survey report as well as the specific risks covered in Parish Council’s insurance policy. **(CMPC A66)**
- five memorials are newly laid down and two memorials, which had previously been laid down, have not yet been repaired. Three memorials were unstable and required attention. It was suggested that these memorials be surrounded by tape for safety reasons, which Cllr Bastable offered to do.
- Various plots had planters and pots located on them and other plots had painted pebbles and glass vases. Some graves have had plants planted or pots added outside the cemetery policy regulations and this requires that the Clerk write to the family members of the deceased, where contact details are known, advising them of the current guidelines which should include the following wording: “any floral decorations either live or artificial should be removed when dead or unsightly and can be removed at the discretion of the Parish Council” **(CMPC A67)**. Letters will refer to those guidelines giving a timescale of three months in which to remedy the issues. To be checked at the next safety inspection in 6 months **(CMPC A68)**. These proposals were made by Cllr Moore, seconded by Cllr Bastable and resolved unanimously.

The Clerk has today received details from a funeral director of the death of Mrs Joan Jenner. Mrs Jenner is to be buried on 25/3/22. Cllr Moore confirmed that Mrs Jenner has a plot which will require marking by Cllrs Bastable and Moore. The Clerk will liaise with the funeral director to ensure correct procedure/documentation is followed.

3/22-9c: Cllr Moore has been trying to get three quotes for this year’s grass cutting but only one company has responded; Julian Shave would like to continue the contract at the same cost as last year. Cllr Bastable proposed, seconded by Cllr Turk and **resolved** unanimously to appoint Three Counties for 2022. Cllr Moore proposed there be no requirement for a purchase order to be raised, seconded by Cllr Bastable and **resolved** unanimously.

3/22-10: Highways to discuss and resolve upon outstanding item

Cllr Bastable reported that Gary Warren has agreed to carry out the outstanding works and it was agreed that the position would be checked on a three month cycle. Cllr Izard will take further photographs of the pot hole in Barrow Lane and will report to Highways if he feels it necessary as the pot hole is located in the verge

3/22-11: Parish Accounts and Financial Matters

3/22-11a-c were unresolved

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

3/22/11 d: Cllr Moore reported no response, as yet, to the letter sent regarding the small area of Council-owned land adjacent to Brook House. After discussion, Cllr Moore proposed she share the existing Licence Agreement with councillors to review/feedback by 31/3/22, allowing the Clerk to then write with the Licence and Rental agreement. Seconded by Cllr Izard, one abstention but otherwise **resolved** by the rest of the councillors. **(CMPC A69)**

Discussion took place regarding the application for first registration of this piece of land in Barrow Lane. Cllr Bastable advised that there were no deeds to the land so far as he was aware but he would be able to complete a declaration confirming the position over a period of years. It was agreed that a search be carried of the folders in storage to check if any documentation is held. **(CMPC A70)**

Cllr Bastable gave updates on AirBnB and containers previously reported at this site. Enforcement have made progress with the containers but no update is available regarding the business use of the outbuilding.

Discussion of this subject was adjourned in order to refer.

3/22-12b: Standing Orders

Cllr Bastable advised that, under the provisions of Standard Order 3.24, the meeting could not exceed two hours without an amendment to the Standing Orders. Cllr Moore proposed that Standing Order 3.24 be amended to read that the meeting must not exceed two hours unless resolved by the whole Council to extend the meeting. Seconded by Cllr Turk. Cllr Bastable proposed the meeting be extended by 30 minutes ending at 21.55 pm seconded by Cllr Moore, both points **resolved** unanimously.

3/22-11e: Cllr Bastable proposed, seconded by Cllr Rochford **resolved** unanimously, to renew the contract with Gooding Accounts Limited for payroll.

3/22-11f: Cllr Moore advised that we are not yet using Scribe to its full capacity and Scribe has agreed to charge the Council at the same rate as last year. She proposed to renew the Contract with Scribe at the previous year's price, seconded by Cllr Rochford – **resolved** unanimously.

3/22-11g: Cllr Izard confirmed that the Business Risk Assessment had been circulated. Cllr Izard advised that it is a living document and Cllr Bastable proposed that the Business Risk Assessment be published on the Council's website, seconded by Cllr Moore – **resolved** unanimously. The Asset Register does not have to be published but the Land and Building Asset List does, as advised by Cllr Izard. **(CMPC A71)**

3/22-11h: The Treasurer of St John's has requested fund towards the Parish in the region of £330.00 and Cllrs were not happy to provide this amount of funding although it was understood that other local Parish Councils do contribute. Cllr Moore requested that it be put on record that she was not happy for funding to be made as the Parish Magazine is delivered in other formats and the need for a paper copy to every household has not been established. She proposed that no contribution be made at this time, seconded by Cllr Izard – **resolved** unanimously. The Clerk write to the Treasurer that the Parish Council was unable to provide support at this time.

3/22-11i: Cllr Moore advised that insurance will be due for renewal next month and we expect a renewal quote from Zurich soon. She proposed that if the policy renewal is within 5% of last year's premium then the policy can be renewed. If it exceeds 5% the Clerk will write to all Cllrs accordingly. Seconded by Cllr Bastable – **resolved** unanimously. Cllr Bastable advised that in any event the Clerk could use delegated authority to renew the policy if the premium was under £500.00.

3/22-15: Review of Action Tracker to consider any outstanding/overdue actions not covered elsewhere (CMPC A41) Cllr Moore proposed we lock-in the budget as discussed and agreed at previous meetings. Seconded by Cllr Bastable, **resolved** unanimously.

3/22-17: The next Full Council meeting is the Annual Parish Council Meeting meeting @ 7.30 pm on Tuesday 17th May 2022 preceded by the Annual Parish Meeting at 7 pm

An Extraordinary meeting was provisionally booked for 12 April 2022 for discussion of Items 12, 13, 14 and 16 on the Agenda

Meeting closed at 9.55 pm

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