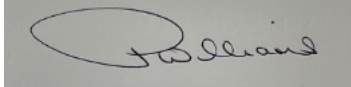


## Annual Meeting of Charlton Musgrove Parish Council

### NOTICE OF MEETING

The Annual Full Council Meeting will be held at 7.30pm on Tuesday 17 May 2022, immediately following the Annual Parish Meeting, at Charlton Musgrove Village Hall. 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:



Parish Clerk & Responsible Financial Officer  
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 acknowledge receipt of Declarations of Acceptance of Office and elect a new Chairman.
2. To receive and accept apologies for absence
3. To receive declarations of any Pecuniary or Other interests
4. To resolve to approve and sign, as a correct record, the minutes of the previous meetings held on 15<sup>th</sup> March 2022 and 12<sup>th</sup> April 2022
5. 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 the meeting held on 18 January 2022:

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	100.00	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
Allout Play	330.04	30/3/22	Y	Replacement swing seats
Annie Sutton	4.99	30/3/22	Y	Light for defib

HMRC	50.00	31/3/22	N	Employers tax
Pauline Williams	200.00	31/3/22	N	March salary
Starboard Systems (Zurich)	417.60	31/3/22	Y	Insurance
Bank service charge	18.00	31/3/22	N	Bank costs
Three Counties	156.00	8/4/22	Y	Grass cutting
CM Memorial Hall	52.80	8/4/22	N	Hall hire for March
SALC	30.00	8/4/22	N	Clerk training
SALC	20.00	8/4/22	N	Clerk Training
Sally Moore	33.99	8/4/22	Y	Voice Recorder from Amazon for Clerk
SALC	30.00	8/4/22	N	Clerk training
Robin Bastable	51.96	28/4/22	Y	Materials from Toolstation for play area container
Robin Bastable	39.90	28/4/22	Y	Posts from Otter Nurseries for unsafe memorials
HMRC	29.00	28/4/22	N	Employer Tax
Pauline Williams	303.23	29/4/22	N	April salary inc hol entitlement

- c) To consider and resolve the results of the internal audit and end of year update in preparation for the AGAR submission in June
  - d) To consider and resolve the current position regarding the VAT reclaim
  - e) To consider the clarification by Zurich of the extent of cover provided by its insurance policy
  - f) To consider the clarification provided by SALC as to the Parish Council's ability to sell land in its ownership
6. Planning applications – to consider the following:
- a) updates on previous applications where applicable
  - b) any update received on Heatherwood
  - c) 22/01034/FUL – affecting part land and part Riding Gate – demolition of existing building and erection of replacement dwelling
  - d) applications received since Agenda was prepared
7. To update on the current position regarding the redrafting of the Barrow Lane licence.

8. Cemetery project - to report on the current position regarding the creation of a Whats app group and the organising of meetings at the Cemetery – Cllr Izard.
9. Update by the Staffing Committee regarding the Clerk/RFO role.
10. To agree items for the next Agenda with reference to the Council’s calendar of events
11. To agree the calendar of Ordinary meetings for the coming year

*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.*