

Charlton Musgrove Parish Council

Minutes of the Extraordinary Council meeting held in Charlton Musgrove Memorial Hall
on **Tuesday 12th April 2022 at 7.30pm**

Present:

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

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 19:30

4/22-1: Apologies were received from Cllrs Ruth Kimber and Sally Moore

4/22-2: There were no declarations of interest of any nature

4/22-3: The following policies were discussed and reviewed as follows:

- a. Terms of Reference – it was proposed by Cllr Sutton that these be agreed, seconded by Cllr Rochford and **resolved** unanimously
- b. Standing Orders – it was proposed that unless resolved a provision for an extension of meeting be added to paragraph 3.24.
Cllr Turk advised that there was a question mark over the timescale referred to in paragraph 4.4.5 – it was suggested and agreed that the notice period in this paragraph be 5 days.

Further discussion took place as to numerical errors in the Standing Orders and other anomalies.

It was agreed that the Standing Orders be adopted subject to the following caveats:

- (i) the inclusion of a provision to extend meetings at 3.2.4;
- (ii) amendments to the identified numerical errors;
- (iii) the timescale in paragraph 4.4.5 be 5 days;
- (iv) the appointment of a GDPR officer;
- (v) the adoption of a personal data breach policy;
- (vi) an up to date copy of the Standing Orders be obtained from NALC.

Proposed by Cllr Bastable and seconded by Cllr Sutton – **resolved** unanimously. Cllr Izard will make the necessary amendments (**CMPC A72**)

- c. Financial Regulations – general discussion took place as to the numerical errors and other anomalies in the Financial Regulations – these should be updated to reflect that the Council now used online banking facilities. It was confirmed that the bank reconciliation was carried out by Cllrs Rochford and Moore.

The Financial Regulations stated that assets be based on current value but the accounting system Scribe defaults to purchase price. Cllr Izard confirmed the default had been amended to current value in line with the Financial Regulations.

Further discussion followed and it was proposed by Cllr Bastable and seconded by Cllr Izard that a new paragraph be added to the Financial Regulations “Assets shall be recorded and reported at their Current Value for the purpose of record keeping and annual reporting”. **(CMPC A73)** It was agreed that valuations be obtained of the three pieces of land owned by the Council, proposed by Cllr Bastable, seconded by Cllr Izard and **resolved** unanimously. Cllr Bastable will make enquiries of local land agents **(CMPC A74)**

- d. Code of Conduct – general discussion took place in which it was again pointed out that there were various numerical errors in this document. Reference to “Monitoring Officer” was made in the Code and it was confirmed that the Clerk held this position. It was proposed by Cllr Bastable that the Code of Conduct be adopted subject to amendment of the numerical errors, seconded by Cllr Turk **resolved** unanimously.
- e. Recording of Meetings Policy – Cllr Bastable proposed adoption of the Recording of Meetings policy, seconded by Cllr Turk and **resolved** unanimously.

4/22-4: to resolve to certify Charlton Musgrove PC exempt from external audit

As the Council continues to meet the specific criteria for exemption from external audit as a Parish Council which spends less than £25,000 per annum, by completion of AGAR Form 2, it was proposed that the Parish Council be exempt from external audit, proposed by Cllr Izard and seconded by Cllr ST, **resolved** unanimously.

4/22-5: To discuss and resolve upon the refresh of the Parish Plan and plan of footpaths & Rights of Way

It was agreed that a search of the archives be carried out to locate the Parish Plan survey previously carried out to enable further discussion to take place. It was agreed that the matter be discussed further at a future meeting to decide how to refresh the Parish Plan. Proposed by Cllr Bastable, seconded by Cllr Sutton, **resolved** unanimously.

4/22-6: To discuss and resolve upon Councillor access to the Scribe systems, its benefits and applications

After discussion it was agreed that it would be beneficial for all Councillors to have access to Scribe on a “read only” basis. Proposed by Cllr Sutton, seconded by Cllr Rochford – **resolved** unanimously.

4/22-7: To discuss and resolve upon the sum of peppercorn rent under licence for land at Barrow Lane

The provisions of the current draft Licence had been reviewed and it was felt that the Licence should be redrafted to incorporate provisions for insurance, restrictions on use, amount of payment/deposit/bond to be paid, etc. Clerk to check whether the land is specifically referred in the Parish Council’s insurance documents **(CMPC A75)**. It was suggested that the Land Agent, when carrying out valuations of the Parish Council’s land, be asked to re-draft the Licence. Proposed by Cllr Bastable, seconded by Cllr Izard – **resolved** unanimously.

Once the Licence has been re-drafted Cllrs Bastable and Sutton will contact the owners of the Barrow Lane property. The Clerk to advise the owners of the Barrow Lane property of the current position i.e. Licence currently being redrafted. **(CMPC A76)**.

Discussion took place as to whether the land could be sold privately if ever anyone expressed an interest. The Clerk to check with SALC as to whether the land can be sold and whether it must be offered on the open market **(CMPC A77)**.

4/22-8: To discuss and resolve upon any planning applications received since the Agenda was published

No details of any planning applications had been received.

4/22-9: To agree items for next Agenda with reference to the Council's calendar of events

4/22-9a – it was agreed that the following would be invited to the Annual Parish Meeting:

- (i) the Church,
- (ii) the Charlton Musgrove Memorial Hall,
- (iii) the Parochial Church Council,
- (iv) Cllr Rochford re Coffee Morning,
- (v) the PCSO

4/22-9b – the following items were suggested for the Agenda for the Annual General Meeting:

- (i) Planning.
- (ii) Heatherwood. Cllr Bastable advised that he had heard nothing from Somerset County Council or the developer. The Clerk to write to Gary Adlem for update **(CMPC A78)**
- (iii) Barrow Lane Licence and peppercorn rent.
- (iv) Play area and Parish plan.
- (v) Finances – to include update on End of Year, internal Audit and AGAR submission.
- (vi) Cemetery Project to facilitate upload to Scribe. It was agreed a Wats app group be set up by Cllr Izard to organise Councillor team meetings at the Cemetery

4/22-10: The date of the Annual General Meeting is Tuesday 17 May 2022 at 7.30 pm preceded by the Annual Parish Meeting at 7 pm.

Meeting closed at 21.10

Original signed as a true record by Robin Bastable, Chairman on 17 May 2022