

Charlton Musgrove Parish Council

Minutes of the Full Council meeting held in Charlton Musgrove Memorial Hall
on Tuesday 17 May 2022 at 7.30pm

Present:

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

In Attendance:

Two members of the public

Public Question and Comment Time:

There was none.

The meeting commenced at 19:30

5/22-1: Election of Chairman: Robin Bastable stood down as Chairman and was re-elected as Chairman. Proposed by Cllr Moore and seconded by Cllr Rochford – unanimous. Declaration of Acceptance received.

5/22-2: Election of Vice Chairman: Annie Sutton stood down as Vice Chairman and was re-elected as Vice Chairman. Proposed by Cllr Moore and seconded by Cllr Rochford – unanimous. Declaration of Acceptance received.

5/22-3: Apologies had been received from Cllr Ruth Kimber and Cllr Simon Turk who had advised that he would be joining the meeting later

5/22-4: There were no declarations of interest of any nature

The meeting was adjourned for two minutes whilst Cllr Turk joined the meeting

5/22-5: Adoption of minutes of Full Council Meeting of 15 March 2022 and minutes of the Extraordinary Meeting of 12 April 2022 – RESOLVED – proposed by Cllr Sutton and seconded by Cllr Bastable - unanimous.

5/22-6: Parish Accounts and Financial Matters:

5/22-6a: Cllr Moore had prepared the bank reconciliation which had been confirmed by Cllr Rochford. The bank reconciliation was signed by the Chairman following the recommendation set out in the internal audit carried out by Zoe Godden. Proposed by Cllr Sutton and seconded by Cllr Izard – **RESOLVED** unanimously

5/22-6b: The payments made under delegated authority and set out in the Minutes of the meeting of 15 March 2022 set out below and numbered from 1 – 12 were **RESOLVED**,unanimously – proposed by Cllr Moore and seconded by Cllr Rochford.

Payee	Amount £	Date	VAT?	Notes
1. CREDIT from Susan Bastable	3.00	19/1/22	N	Refund of Land Registry fee

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2. CREDIT FROM Country Memorials	60.00	26/1/22	N/A	Payment for Memorial stone
3. Water2Business	17.20	1/2/22	Y	Regular DD for St John's
4. Blackmore Vale	241.20	15/2/22	Y	Advert for Clerk
5. CM Mem Hall	26.40	15/2/22	N	Hall Hire for Jan
6. Pauline Williams	100.00	2/3/22	N	Feb salary (half-month)
7. HMRC	20.60	2/3/22	N	Employer Tax
8. SALC	30.00	2/3/22	N	Clerk Training
9. CM Mem Hall	57.20	9/3/22	N	Hire for Feb
10. SDC Playground Inspection	127.20	9/3/22	Y	Annual 2021-22 fee
11. Allout Play	330.04	30/3/22	Y	Replacement swing seats
12. Annie Sutton	4.99	30/3/22	Y	Light for defib

5/22-6c: The payments made under delegated authority below were proposed by Cllr Moore and seconded by Cllr Rochford – **RESOLVED** unanimously

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	2 keylocks from Toolstation for play area container
Robin Bastable	39.90	28/4/22	Y	Posts from Otter Nurseries for unsafe memorials in the Churchyard
HMRC	29.00	28/4/22	N	Employer Tax
Pauline Williams	303.23	29/4/22	N	April salary including holiday entitlement

5/22-6d: Cllr Moore confirmed that the internal audit had been completed and copies of the internal audit report had been circulated to all Cllrs. The internal audit report had been carried out within the required timescale and Scribe had been of great assistance with the collation of the information required by the internal auditor. Confirmation had been received from that internal auditor that the Parish Council had complied with the requirements of the transparency code. The Chairman and the Clerk were required to provide wet signatures to certain sections of the AGAR form which included the declaration that the Parish Council was exempt from an external audit and Cllr Moore confirmed that she held the Exemption Certificate. The documents were signed accordingly. Cllr Moore will now scan and submit the AGAR form within the required timeline (**CMPC A79**). It was agreed that the internal audit and supporting documentation would be published on the Parish Council's website on 30 June 2022 and would remain on the website until 10 August 2022 as required by the regulations. Proposed by Cllr Bastable, seconded by Cllr Izard – **RESOLVED** unanimously.

5/22-6e: Cllr Moore reported that the VAT claim covering the period 1 December 2021 to 31 March 2022 was submitted on 31 March 2022 and payment was received on 19 April 2022. Proposed by Cllr Izard, seconded by Cllr Sutton – **RESOLVED** unanimously.

5/22-6f: The response from Zurich Insurance as to the Clerk's query concerning the extent of the Parish Council's cover was read out by Cllr Bastable. The response received confirmed that the land in the Parish Council's ownership was covered under the Zurich policy of insurance provided the land is regularly inspected and maintained and any required maintenance works carried out. It was suggested that inspections be carried out by Cllrs Bastable and Sutton in the Autumn and the Spring and inspections be recorded to include the date of the inspection and the findings. It was agreed that the twice-yearly inspections be added to the annual calendar. Proposed by Cllr Moore and seconded by Cllr Rochford – **RESOLVED** unanimously.

5/22-6g: The response received from SALC as to the Parish Council's ability to sell land in its ownership had been circulated to all Cllrs. The Legal Briefing provided by SALC confirmed the Parish Council could not dispose of land at an under-value and were required to obtain a fair market price for it. It was considered therefore that the land must be sold on the open market. The Legal Briefing supplied confirmed that a short tenancy could be granted at less than the best consideration. Two Cllrs must be appointed to sign the necessary documentation if land is sold.

5/22-7: Planning applications:

5/22-7a: there were no updates on previous applications.

5/22-7b: It was reported that no updates had been received by Cllr Bastable or the developer's agent Gary Adlem regarding Heatherwood. Cllr Bastable will email Rachel Turner again, copying in her supervisor.

5/22-7c: 22/01034/FUL – affecting part land and part Riding Gate. Discussions took place as to the development proposals. Cllrs confirmed they had viewed the application online. It was understood that there was an intention to blend the new build into the ground, also blend it with the existing buildings. The architect had designed the new build to look as though it was originally a stable and it was believed that local stone would be used in the construction with the building being constructed with a sloping roof. It is understood that a sewage treatment plant is to be installed using a three-chamber system. Approximately 1000 tons of spoil is to be excavated and this will be dispersed on site. It is also understood that the applicants are considering installing a pond. A sample of the proposed composite slate tile to be used for roofing was provided and circulated. The tile has no thermal qualities but was more durable than slate.

It was agreed that serious consideration must be given to the dispersal on site of the 1000 tons of spoil and the waste disposal arrangements. It was understood that a specialist sewage disposal report had not yet carried out.

It was agreed that approval be given for the development subject to detailed proposals for dealing with the soil excavation material of approx. 1000 tons and the incorporation of the ecology recommendations. Proposed by Cllr Moore and seconded by Cllr Izard – **RESOLVED** unanimously. Cllr Bastable abstained. The Clerk to respond to the planning department accordingly.

5/22-7d: no planning applications had been received since the issue of the Agenda.

5/22-8: Update on the redrafting of Barrow Lane Licence:

Cllr Bastable reported that a response from the reviewer of the Licence should be received shortly. Various discussions followed as to whether a deposit be paid and/or a peppercorn rent. It was proposed that, provided the reviewer of the Licence confirms that it is in order, the current Licence be used and the deposit be set at the excess on the Zurich insurance policy or £100.00 if no excess and a peppercorn rent of £1.00. Proposed by Cllr Moore, seconded by Cllr Izard – **RESOLVED** unanimously. It was also **RESOLVED** that, provided confirmation was received that the current licence was in order, the Clerk would arrange a mutually convenient appointment with the owners of Brook House and Cllrs Bastable and Sutton. A copy of the Land Registry plan of the land would be incorporated in the Licence

5/22-9: Cemetery project:

Cllr Izard confirmed that a WhatsApp group had been set up to collate the information required to enable the Cemetery details to be uploaded to Scribe and he was currently awaiting contact details for Cllrs Turk and Kimber. It was agreed that a concerted effort be made at the end of May to enable the Cemetery information to be uploaded to Scribe.

5/22-10: Update by the Staffing Committee regarding the Clerk/RFO role:

It was reported that the current Clerk Pauline Williams would be ending her role on Wednesday 25th May and there would be a handover between the Clerk and Cllr Moore of the Council's accounts and equipment on that date. Cllr Moore would be meeting with the Locum Clerk Lucy Gibbons on Monday 30th May 2022 and the key Clerk's role would be handed over to Lucy. Lucy provides clerking duties for three other parishes.

As a result of Unity's delay in providing online access to the banking system, it was proposed by Cllr Bastable and seconded by Cllr Moore that payments would be made by cheque in the short term until a new Clerk was appointed. Cheques can be brought to the Council meetings and agreed and signed by two authorised Cllrs at those meetings – **RESOLVED** unanimously.

Cllr Moore reported that the Clerk's position had been advertised in The Blackmore Vale Magazine and the Clerk advised that five application packs had been sent out. Interviewing of shortlisted applicants would be carried out by Cllrs Bastable or Izard and Cllrs Rochford and Sutton.

5/22-11: Review Annual Calendar and agree items for next Agenda:

Cllr Bastable reviewed the Annual Calendar. The Microsoft licence is due for renewal in July, this will be discussed at the meeting to be held on 19th July.

The following items are to be placed on the Agenda for the next Council meeting:

- Highways:
 - a) Signposts and the Roth Bar and Grill's direction sign – the Roth Bar sign had been attached to the Parish Council's signpost at the end of Rectory Lane without the Parish Council's consent. It was agreed that a letter be sent to the Roth Bar and Grill advising that the sign had been removed as it was causing a visibility hazard (**CMPC 80**). The sign would be left in the vicinity of the signpost.
 - b) SID
- Play area update including the provision of a bench and mowing rota
- Parish plan
- Policy amendments carried out by Cllr Izard to be approved and resolved
- Microsoft licence

5/22-12: To agree the calendar of Ordinary meetings for the forthcoming year:

Meetings will be held on the 19 July 2022, 20 September 2022, 15 November 2022, 17 January 2023, 21 March 2023 and 16 May 2023.

5/22-13: The date of next ordinary meeting is Tuesday 19 July 2022 at 7.30 pm

Meeting closed at 21.08

Signed as a true record by RF Bastable Robin Bastable, Chairman on 19/7/22 (date)