


Charlton Musgrove Parish Council

NOTICE OF MEETING

The next Full Council Meeting will be held at 7.30pm on Tuesday 19th March 2024 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.



Parish Clerk & Responsible Financial Officer
07786 071147 11th March 2024

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. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

2. DECLARATIONS OF INTEREST

To receive declarations of any Pecuniary or Other interests.

3. PARISH COUNCIL MINUTES

To resolve to approve and sign, as a correct record, the minutes of the Parish Meeting on 16th January 2024.

4. TO RECEIVE REPORTS FROM

Chairman of the Council
Somerset Council Councillors

5. PLANNING APPLICATIONS

To consider and make recommendations on the following:

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| 24/00220/COL | Application for a Lawful Development Certificate for the existing use of 4 of the 5 holiday caravans approved by planning permission reference 900042 (alternative reference 90/00625/FUL) dated 14/02/1990 as permanent residential occupation, Sunnyhill Park Campsite Riding Gate Wincanton Somerset BA8 9NG |
| 24/00353/HOU | Extension and alteration of the existing farmhouse comprising a single storey timber clad extension (retrospective), the replacement of kitchen windows with French Doors and new window on eastern elevation, in addition to the construction of a first-floor balcony, Stokeford Farm Stoney Stoke Wincanton Somerset BA9 8HR |

To receive any planning decisions from SSDC:

6. FINANCE

- a. To resolve to accept and approve the latest bank reconciliations, prepared by the Clerk, verified by Cllr Rochford and signed off by Cllr Bastable.
- b. To review and resolve upon Delegated Authority (£500) payments made since the meeting held on 16th January 2024: (Appendix 1). To approve the annual payment to Scribe for £501.12, due for payment 31st March 2024.
- c. To review the payment authorisations at Unity Bank.

7. OPEN SPACES

- a. To receive an update on the picnic table.
- b. To discuss and resolve to report any Highway issues.
- c. To discuss any cemetery matters.
- d. To receive the Police report.
- e. To receive an update on the land at Barrow Lane.
- f. To further discuss and resolve any action regarding the Speed Indicator Devices.
- g. To receive an update on St John's gate posts.
- h. To receive an update on works commencing at Heatherwood.
- i. To discuss the Hedgehog Highway project.
- j. To confirm the Cemetery mowing contractor for 2024/2025.
- k. To discuss and confirm the commission of a Parish Tree Survey.

8. ACTION LIST

To review and update the action list.

9. ANNUAL REVIEW

To discuss and review the following Parish Council Documents:

- a. Terms of Reference
- b. Standing Orders
- c. Financial Regulations
- d. Recording of Meetings Policy
- e. Risk Assessment
- f. Annual Calendar
- g. Insurance requirements/policy

10. INTERNAL AUDITOR

To discuss the auditor reporting documentation and appointment of an auditor for 2024/2025.

11. REPORTS AND CORRESPONDENCE FROM THE CLERK

- a. Receive correspondence and updates.

12. ITEMS FOR THE NEXT AGENDA

To agree items for the next agenda and confirm the next meeting as Tuesday 21st May 2024.

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.