

# Annual Council Meeting Charlton Musgrove Parish Council

## NOTICE OF MEETING

The Annual Meeting of the Council will be held at 7.30pm on Tuesday 21st May 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 15th May 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. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN**

To elect the Chairman and Deputy Chairman and receive acceptance of office.

#### **2. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

#### **3. DECLARATIONS OF INTEREST**

To receive declarations of any Pecuniary or Other interests.

#### **4. PARISH COUNCIL MINUTES**

To resolve to approve and sign, as a correct record, the minutes of the Parish Meeting on 19th March 2024.

#### **5. TO RECEIVE REPORTS FROM**

Chairman of the Council  
Somerset Councillors

#### **6. PLANNING APPLICATIONS**

To consider and make recommendations on the following:

None Received.

To discuss concerns regarding works being carried out at Somerlea Farm.

To receive any planning decisions from Somerset Council.

#### **7. 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 19<sup>th</sup> March 2024: (Appendix 1).
- c. To consider and resolve the current position regarding the VAT reclaim.
- d. To confirm a date to sign the AGAR for submission prior to 1<sup>st</sup> July 2024.
- e. To appoint an Internal Auditor due to the retirement of the previous one.

**8. OPEN SPACES**

- a. To receive an update on the picnic table.
- b. To receive an update on Highway issues.
- c. To discuss the installation of speed indicator devices.
- d. To discuss any cemetery matters.
- e. To receive the Police report.
- f. To receive an update on the value of the land at Barrow Lane.
- g. To discuss and confirm the appointment of a contractor to carry out the Parish Tree Survey.
- h. To confirm the defibrillator training date as the 29<sup>th</sup> June 2024.

**9. COMMUNITY REVIEW PROJECT**

To discuss carrying out a review for the Parish.

**10. ACTION LIST**

To review and update the action list.

**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 16<sup>th</sup> July 2024.

*All members are reminded that the Council has a general duty to consider the 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.*