

# Charlton Musgrove Parish Council

## NOTICE OF MEETING

The next Full Council Meeting will be held at 7.30pm on Tuesday 19<sup>th</sup> May 2026 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.

*Lisa Gilby*

Parish Clerk & Responsible Financial Officer

[clerk@charltonmusgrovepc.org.uk](mailto:clerk@charltonmusgrovepc.org.uk)

01747 821240

## Agenda

### Public Question and Comment Time:

The Chair 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.

### **26/01. APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

### **26/02. DECLARATIONS OF INTEREST**

To receive declarations of any Pecuniary or Other interests.

### **26/03. PARISH COUNCIL MINUTES**

To **resolve** to approve and sign, as a correct record, the minutes of the Parish Meeting on 17<sup>th</sup> March 2026.

### **26/04. TO RECEIVE REPORTS FROM**

Chair of the Council

Somerset Councillors

Staffing Committee

### **26/05. PLANNING APPLICATIONS**

To consider and make recommendations on the following or to show any recommendations made since the last meeting:

Application	Details	PC Decision

To receive any planning decisions from Somerset Council.

Application	PC Decision	SC Decision

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## 26/06. 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** to pay the following payment and any that come in after the agenda has been sent out.

Zurich Town & Parish Insurance	£409.70	
3 Counties Landscaping	£189.60	

- c. To **review** and **resolve** upon Delegated Authority (£500) payments made since the meeting held on 17<sup>th</sup> March 2026: (Appendix 1).

Clerks Wages (Mar/Apr)	£643.46	Paid
Starboard Systems (Scribe)	£501.12	Paid
Memorial Hall Hire (Inv H746)	£14.52	Paid

## 26/07. OPEN SPACES

- a. To receive an update on Highway issues.
- b. To discuss any cemetery matters.
- c. To discuss registration with the Land Registry of the patch of land owned by the Council.
- d. To discuss necessary work on the parish council land adjoining the Memorial Hall
- e. To receive an update on the CM Memorial Hall

## 26/08. END OF YEAR ACCOUNTS

To consider the adoption of the end of year accounts

(a) Acceptance and Approval of Internal Auditors Report for End of Financial Year Accounts 2025-26

(b) To formally certify Charlton Musgrove Parish Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

(c) To consider the Annual Governance Statement and, if approved, to authorise Chair to sign on behalf of Council (Section 1)

(d) To consider Accounting Statements and, if approved, to authorise Chair and RFO to sign on behalf of Council (Section 2)

(e) To confirm the dates for publication of the Notice Period for the Exercise of Public Rights from 1<sup>st</sup> July to 11<sup>th</sup> August 2026.

**26/09. DEFIB / BLEED KITS TRAINING**

**26/10. POSSIBLE PLANNING BREACH**

To **Discuss** reports of a person living in a commercial property

**26/11. CARAVAN ON BARROW LANE UPDATE**

**26/12. REPORTS AND CORRESPONDENCE FROM THE CLERK**

The clerk had forwarded all correspondence and reports to councillors prior to the meeting.

**26/13. ITEMS FOR THE NEXT AGENDA**

To agree items for the next agenda and confirm the next meeting as Tuesday 19<sup>th</sup> May 2026 (Annual Meeting).

*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.*