

# **AGENDA for Musbury Parish Council Meeting**

Dear Parish Councillors and Members of the Public,

Councillors are summoned and members of the public are invited to attend the Council Meeting of Musbury Parish Council to be held on **Monday 24th January 2022 at 7:30pm at The Village Hall.**

**Jo Boyce**  
**Clerk to the Council**

- 1 Apologies to be given**
- 2 Minutes of the Meeting held Monday 6<sup>th</sup> December 2021 to be agreed and signed by Chairman**
- 3 Declaration of Interests to be made**
- 4 Local Government Business and Community Issues:**
  - 4.1 Fixed Asset List** – Councillors to review Fixed Asset List for completion and values / maintenance needs.
  - 4.2 Risk Register** – Councillors to review Risk Register and make amendments as appropriate.
  - 4.3 DAAT** – Clerk to update Councillors on the progress of the project.
- 5 Accounts:**
  - Pending transactions to be approved for payment
  - Monthly Treasurer's Accounts to be presented and approved – December
- 6 Planning Matters:**  
Comments Required

21/3333/FUL – **2 Drake's Farm, Musbury, Axminster, EX13 8AJ** - Concreting existing farmyard area
- 7 Highways and Public Spaces**
  - 7.1 Axminster Road** – Councillors to discuss potential action regarding the Mountfield wall and tree.
- 8 P3 Footpaths** – P3 Councillors to update the Council
- 9 Reports from District and County Councillors**
- 10 Police matters – Crime statistics to be shared if provided**
- 11 Matters brought forward by permission of the Chariman**
- 12 Questions from Parishioners**

Please contact the clerk for further details – [musburyparishclerk@gmail.com](mailto:musburyparishclerk@gmail.com)

- All attendees will follow the one-way system in place at the venue.
- Hand sanitiser is available at the entrance to the hall, the Clerk will bring an additional supply.
- Please sign in on arrival
- The hall will be well ventilated.

- Arrival and departure of councillors and public to be staggered - councillors to arrive before members of the public, at the end of the meeting members of the public to leave before councillors.
- Councillors to arrive between 7:00pm and 7:15pm
- Members of the public to arrive between 7:15pm and 7:30pm
- On arrival, please move directly to a seat and do not gather with others outside your household.
- Seating to be within household bubbles or 2 metres apart and Chair to remind attendees of regulations at start of meeting.
- Members of the public to be advised to wear face coverings which may be temporarily removed should they wish to ask a question.
- The meeting to be paperless as far as possible - members of the public will not be provided with papers.
- Any papers essential for council business will not be shared to minimise the number of individuals that handle them and will be taken by that individual at the end of the meeting. The Clerk will circulate all necessary documents via email and Councillors are asked to print out their own copies as far as possible.
- Seating to be arranged so that councillors and members of the public are not directly facing each other and where possible 2 metres apart.