

Week St. Mary Parish Council

Minutes for the Annual Meeting
Thursday 13th May 2021

All meetings are open to the press and public unless the Council decides otherwise

1. Election of Chairman, Vice-Chairman & to Elect committee & members to outside bodies

It was **resolved** to elect Cllr May to Chair

Proposed: Cllr Slade Seconded: Cllr Stephens unan 20/006
Chair signed acceptance of Office

It was **resolved** to elect Cllr Slade to Vice-Chair

Proposed: Cllr May Seconded: Cllr Stephens unan 20/007

It was **resolved** to elect Portfolio Holders to positions as follows:

Playing Fields: Cllr Johns, Cllr Slade, Cllr Cluney

Finance: Cllr Ward

Highways, Street Lights: Cllr Cluney

Toilets: Clerk

Greens: Cllr Cluney

Health: Cllr Slade

Transport: Cllr Stephens

Policing: Cllr tbc

Parish Office: Clerk

Primary School: Clerk

Adult Social Care: Cllr Slade

Planning/Trees: Cllr Stephens

Footpaths Phil Dorren

2. Public question time (15 minutes allowed for this)

1 member of the public was present to discuss the possibility of moving the 30mph limits on all access points into the village. CCllr Chopak discussed some of the reasons why this hasn't been successful in the past. Cllrs agreed in principle that they would support the proposal and it was agreed to keep a watching brief on this and for updates to be circulated and shared.

2a. To receive County Councillor's report on Matter's Arising

CCllr Chopak reported the following;

She thanked Cllrs for their support during her previous term and is looking forward working with the parish for the next 4 years. CCllr Chopak is now 1 of only 13 Lib Dem Cllrs left on Cornwall Council, which will inevitably mean cuts, particularly adult social care and waste and recycling.

3. The Opening, Councillors present

The Meeting was opened by the Chair Cllr May at 1930 with 8 Councillors present; Cllr Ward, Cllr Stephens, Cllr Peters, Cllr Wickett, Cllr Slade, Cllr Johns, Cllr Richardson, Cllr Gubbin. Beth Sachs – Clerk

4. To receive Apologies for absence with reasons

Cllr Cluney - personal

5. To receive Declarations of Interest & Approve Dispensations

6. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the meeting held on Thursday 1st April 2021.

Proposed: Cllr Ward Seconded: Cllr Johns unan 21/008

7. To receive Clerk's report on Matter's Arising:

Football Club – The football club have requested permission to dig a new drain to improve pitch drainage. Cllrs agreed to this in principle. The Parish Council requested a plan of the current drainage on the pitch. The senior team is reforming for the 21/22 season and will apply to the Duchy League for re-entry.

Terry Martin Land - several enquiries have been received regarding works on the land which the late Terry Martin owned. It appears groundworks are on-going, with stone and water pipes installed. The Clerk will report to planning enforcement due to it being a change of use.

Electricity in Office – the Clerk reported that the electric keeps tripping. Cllrs resolved to contact an electrician to look into the problem.

Toilet Cash Box – Clerk to purchase replacement box and reclaim expenses

Toilet Money - £41.25 was collected from the donation box.

Acceptance of Office and Register of Interests forms – Cllrs were reminded to hand forms in by the end of May.

8. Planning

Any late applications received will be discussed under this section

8a. Applications

PA21/03368 | Proposed kitchen extension, new separate garage and alterations to existing garage | Lambley House Week St Mary Holsworthy Cornwall EX22 6XN
Cllrs resolved to make no comment.

Proposed: Cllr Gubbins Seconded: Cllr Stephens unan 21/009

PA21/00175 | Demolition of existing garage and shower block outbuildings, and erection of new garage, store and studio outbuilding. | Higher Bakesdown Marhamchurch Bude Cornwall EX23 0HJ
Cllrs resolved to make no comment

Proposed: Cllr Johns Seconded: Cllr Stephens unan 21/010

PA21/03932 | Householder application for 2 storey extension | The Stable Barn Odd Mill Whitstone Holsworthy Cornwall EX22 6TW

Cllrs resolved to make no comment

Proposed: Cllr Ward Seconded: Cllr Gubbins unan 21/011

8b. Decisions

PA21/02437 | Construction of proposed livestock building | Higher Whiteleigh Farm Whitstone Holsworthy EX22 6LB. APPROVED

9. Portfolio Reports:

Public Transport – Nothing to report.

Community Policing – Nothing to report.

Playground / Playing Field –. Dogs have been reported on areas of the playing field they are not allowed. Signs will be put on the bottom gate and half-way on the path towards the tennis court indicating dogs are not permitted in these areas. Cllr Wickett will put a reminder in the Parish magazine.

Highways, Footpaths & Greens –.CCllr Chopak reported that the surface along Stewarts Road will be re-laid next week due to the problems encountered by residents.

Adult Social Care – Nothing to report.

BAN – next meeting 7th June.

10. Correspondence

CALC newsletter

Bev Mills – remembrance bench.

Football Club – request to install new drain.

11. Agenda Items

1. To **prepare and review** the Annual Governance Statement and **resolve to approve** it (Annual Governance and Accountability Return 2020/21).
Cllrs resolved to approve the Annual Governance Statement.
Proposed: Cllr May Seconded: Cllr Wickett unan 21/012
2. To **consider and resolve to approve** (to be signed and dated by the Chairman) the Accounting Statements (Annual Governance Statement and Accountability Return 2020/21).
Cllrs resolved to approve the accounting statement.
Proposed: Cllr May Seconded: Cllr Wickett unan 21/013
3. To **discuss** playpark project and agree action plan.
Cllr Slade and Cllr Wickett will request a meeting with a local play company. 2 further quotes will need to be obtained after a specification is agreed.
Proposed: Cllr Gubbins Seconded: Cllr Stephens unan 21/014
4. To **discuss** tennis court netting and tennis sheds.
Cllrs resolved to find out what the requirements are for the tennis netting before proceeding. Chris Woolf has offered to repair the shed roof. Cllrs thanked him for his offer and resolved to accept it.
Proposed: Cllr Gubbins Seconded: Cllr Stephens unan 21/015
5. To undertake fixed assets **review**.
Deferred to June
6. To **discuss** remembrance bench request from Bev Mills
Agreed in principle. Cllr Wickett will discuss the placement of the bench with Mrs Mills in due course.
7. To **update** Monmouthshire Building Society Mandate.
Cllrs resolved to remove Micheline Smith and Bill Pearce from the mandate and add Cllrs Ward and Peters.
Proposed: Cllr May Seconded: Cllr Slade unan 21/016
8. To update Natwest Mandate
It was **resolved that:**
The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories.
Cllrs resolved to add Cllr Stephens and Cllr Richardson to the Natwest mandate.
Proposed: Cllr May Seconded: Cllr Slade unan 21/017
9. To **discuss** having an emergency petty cash box (picked up in internal audit).
Cllrs resolved to use the toilet money as the petty cash.
Proposed: Cllr Stephens Seconded: Cllr Ward unan 21/018
10. To **discuss and resolve** to sign up to backblaze (backing up data) at the cost of \$60/year (picked up at internal audit).
Cllrs resolved not to purchase at his point in time.

11. To **discuss** financial investments.
 Cllrs discussed investing unallocated funds from the reserve account into a higher interest account. Due to the upcoming playpark expenditure this will be deferred to September.

12. Accounts

Balances 30th April 2021

Current Account	£ 11,141.81
Reserve Account	£ 44,003.92
Monmouth BS	£ 7,674.11

12a. To approve Accounts for Payment

Beth Sachs	Clerk Wages and Expenses	Chq	£332.10
Virgin Money	Pension	Chq	£25.83
WSM Football Club	Grass Cutting	Chq	£375.00
Came & Co	Insurance	Chq	£762.48

12b To note Income

Precept £9,000
 CTS Grant £159.35
 VAT Reclaim £204.20 (Clerk submitted claim in March 2021)

Cllrs proposed to make the payments.

Proposed: Cllr May Seconded: Cllr Slade unan 21/019

13. Items for June Agenda.

Moving 30mph signs.
 Tennis netting.
 Fixed Assets Review
 Finance Overview
 Parish Office
 War Memorial

The Meeting closed at 21.32

The date of the next Ordinary Meeting will be on Thursday 3rd June at 7:30pm.