

MINUTES OF WEEK ST MARY ANNUAL PARISH COUNCIL MEETING
held on Thursday 14th May 2015 at 7.30pm in the Parish Hall.

PRESENT: Mr J Ward (Chair) Mrs M Smith, Messrs R Harris, P Sachs, S May, W Pearce, S Cluney and the Clerk.
Also in attendance for most of the meeting C Cllr N Chopak.

APOLOGIES – Mrs N Johns, Mrs C Slade & Mr P Coulson
No members of the public were present.

CHAIRMAN’S WELCOME – The Chairman welcomed everyone to the meeting and advised that he wishes to resign as Chairman. Mr W Pearce thanked Mr J Ward for his Chairmanship which was endorsed by all.

ELECTION OF CHAIRMAN. & CHAIRMAN’S DECLARATION.

Mr R Harris proposed Mrs M Smith for Chair, seconded by Mr S May, there were no other proposals and the vote to accept Mrs M Smith was unanimous. The Chairman’s Declaration was signed and witnessed.

ELECTION OF VICE CHAIRMAN.

Mr W Pearce proposed Mr J Ward for Vice Chair, seconded by Mr R Harris, there were no other proposals and the vote to accept Mr J Ward was unanimous.

NO DECLARATIONS OF INTEREST

NO COUNCILLOR DISPENSATIONS.

CONFIRMATION of the MINUTES of the MEETING held on 9th April 2015.

The minutes of the meeting were agreed and signed.

MATTERS ARISING

As Mr D Rogerson is no longer N Cornwall MP, the Clerk will send a letter to Mr S Mann regarding the concerns raised in March meeting about the police cuts.

Superfast – The Clerk will write to Superfast Cornwall (and copied to S Mann MP) as the service is still not available in Week St Mary.

Mr S Cluney will be given one of the spare parish office keys

NO OPEN FORUM AT THE DISCRETION OF COUNCILLORS

PLANNING – Decision Notices

1. PA15/03344 - Prior Notification: Agricultural steel framed building. Higher Thinwood. Mr Andrew Short.
Prior approval not req'd (AF/TEL/DEM)

PLANNING – Applications

1. PA15/02503 - Erection of an extension to existing dwelling. Steel Hill House Stewarts Road Week St Mary - Mr & Mrs Peter O'Shea. The plans had been circulated and it was unanimously agreed to make no comment.

PLANNING – No Queries Other Planning Matters -

REMOVAL OF OLD SCHOOL WALL

Cllr N Chopak advised that CC Planning Enforcement is aware of the wall being removed and as there has been a previous referral the matter is being dealt with.

COUNTY COUNCILLOR Mrs N CHOPAK

No trees on the Treetops site that are in the conservation area have been felled. The Environmental Agency has followed up the issue relating to the bonfires on the Treetops site. There is a meeting in North Tamerton on 18.05.15 regarding PA15/03083 - Installation of a solar farm and associated infrastructure, including photovoltaic panels, mounting frames, inverters, transformers, substations, communications building, fence and pole mounted security cameras, for the life of the solar farm. Land At Hornacott West Ditchen North Tamerton PL15 9RN. Lightsource SPV165 Limited. Week St Mary parish council have not been formally consulted about the application but as an adjoining parish it was agreed that a similar letter of objection to the original proposal should be sent to CC. It was noted that the applicants are offering 5mw (50%) as a community benefit but it was felt that there are many instances when the developers have reneged on these promises/agreement and it was agreed to state these concerns in the letter. Cllr Chopak advised that the Highways budget has been cut by £1.4million but that work already registered will not be affected. She also mentioned the Library and One Stop Shop consultations and that the Mobile Library service is constantly reviewed. There was a short discussion relating to the Case for Cornwall whereby CC are working to

acquire greater freedoms and powers across a range of areas; Cllr Chopak advised that the vote for the Case for Cornwall had been 50/50.

PS SOLAR FARM COMMUNITY BENEFITS

A meeting had been arranged for 14.05.15 but not all parish council representatives could attend so it will be re-arranged.

COUNCILLORS PREFERENCES FOR IDENTIFIED COUNCILLOR BUSINESS

Public Footpaths	Mr P Dorren (on behalf of the parish council)
Tree Warden	Mrs M Smith will ask Mr P Dorren
Public Conveniences	Mr P Sachs
Parish Office	Mrs M Smith
Public Transport Representative	Mr W Pearce
Playing Field	All councillors
Football Field	All councillors
Parish Greens	Mr P Sachs
Planning	All councillors
Highways	Mr S Cluney
Streetlights	Mr S Cluney
Dog Bins	
Finance	Mr P Coulson
Bude Community Network	to be decided after agenda published
Jacobstow Primary School	Mrs M Smith
Clerk’s Contract/Review	Chair & Vice Chair
Community Policing	Mr W Pearce
Parish Magazine & Website	Chair & Clerk
List of who to contact in an emergency	Mr P Coulson & Mrs N Johns
Library and Mobile Library	Mr P Coulson

CORRESPONDENCE

Correspondence circulate 17.04.15

1. CPRE How to shape where you live: A guide to neighbourhood planning
2. Letter from The Farming Community Network address to Parish Clerk, Week PCC.
3. CALC The Week 14.04.15.
4. LAIS 1378 Parking.
5. LAIS 1374.1 Councillor Travel Expenses Update.
6. LAIS Guide & Transparency Code.
7. LAIS 1377 Prayers.
8. LAIS Unauthorised Encampments.
9. **CC Library & One Shop Shop Service review consultation – the information will be sent to the parish magazine.**

Correspondence circulated 03.05.15

10. **Copy of letter from The Pensions Regulator - The staging date for Week St Mary Parish Council is 01.11.15 and information will be sent to the Clerk.**
11. Copies of emails:LAIS Up2Date (150428).
12. Victim Care.
13. CC Communities & Devolution Bulletin April 2015.
14. Vital Venues Newsletter April 2015.
15. Bude Community Network Meeting 13.04.15 Notes

Correspondence circulated 09.05.15

16. Copy of page from the Society Local Council Clerk Magazine re the Transparency Code.
17. Clerks and Councils Direct.
18. NHS Peninsula Community Health News - Spring 2015.
19. Monmouthshire Building Society investment statement and booklet.
20. **CC Communities & Devolution Bulletin re Code of Conduct training events – the nearest venue is Liskeard and the Clerk will write to ask for a session to cover the Bude area.**

21. CC The Case for Cornwall – Invitation to meeting dates - the information will be sent to the parish magazine.

ANNUAL INSURANCE PREMIUM RENEWAL

The 3 year long term agreement is active until 31.05.16. Specific items covered are the parish office/toilet block and the granite trough. All parish council property including the play equipment is covered for public liability. The new urinal is not listed separately but is covered in the general contents for the toilet and parish office. Property has been uplifted by the appropriate index linking percentages. It was agreed to pay the annual subscription of £428.45. The Clerk will check that the playing field is covered (as freeholders) for all activities.

PLAYING FIELD

Tennis Court Fence – Mr P Sachs will contact Mr Breyley for a date to erect the fence.
Annual Safety Check –Mr L Davies will be asked to check after the maintenance work is completed.

MEMORIAL IN THE VILLAGE IN RECOGNITION OF THE LATE MR I BARRIBALL

Mrs N Johns has advised that the suppliers are awaiting a delivery.

PARISH NOTICEBOARD

The noticeboard is wobbly, corkboard is loose and needs wood preserve. It was suggested asking the person awarded the work in the play area to repair the noticeboard.

ELECTRONIC SUMMONS

Since 30 January 2015 the Local Government (Electronic Communications)(England) Order 2015 has been in force, permitting email service of the summons. There is no obligation to adopt delivery of summons by email but councillors can formally consent to receiving their summons by email and they can withdraw their consent at any time. The following councillors agreed to receive their agendas by email: Messrs J Ward, W Pearce, S Cluney, P Sachs and Mrs M Smith. The Clerk will ask Mr P Coulson, Mrs C Slade and Mrs N Johns if they will accept the electronic summons.

TRANSPARENCY CODE

A copy of the code and guidance which takes effect from 01.04.15 had been circulated. Smaller councils with a turnover of less than £25K must place a copy of the full draft minutes on a freely accessible website within 28 days of the meeting. All agendas must be on a website 3 statutory days before the meeting. Other information to be published annually with effect 01.07.15 thereafter not less than annually and not later than 1st July in the year immediately following the accounting year to which it relates. This includes all items of expenditure above £100 net, end of year accounts, signed bank reconciliations, explanation of significant variances, (more than 10-15%), signed governance statement, signed internal audit report, list of councillors responsibilities, details of public land and building assets. The code for councils with a turnover exceeding £200,000 has another set of regulations. There is no transparency code for councils with an annual turnover exceeding £25K but less than £200,000K. The Clerk will ask Mr D Martin if he is willing to place the information on the Week St. Mary Village Community Web Site.

FINANCE

1. Payments totalling £137.17 as per schedule together with additional cheque payments (3) of £500.19 were approved.
2. No Income.
3. Bank Balances as at 05.05.15.

Nat West Bank Balances	£10,831.06
Monmouthshire B/Soc	£8,410.10.
4. Copies of Section 1, Section 2 of the Audit Return, the bank reconciliation, supporting notes, receipts & payments, income & expenditure and the variance details from section 1 had been circulated. All the relevant details were unanimously approved and signed by the Chair and Clerk.
5. Review/renew tenders
 - a) playing field grass. It was unanimously agreed to write to the football club committee to see if they are willing to continue under the same terms - £650 per annum.
 - b) Toilet cleaning – The current agreement continues until end of July 2016.
6. Nat West Signatory mandate – The forms to remove Mr I F Barriball and add Mr S Cluney were completed.

LIBRARY ONE STOP SHOP CONSULTATION

Mr P Coulson had attended the workshop at Launceston. CC gave details of 3 models – a library run by volunteers; a library run by the community and a library run by a not for profit business. There are not enough CC staff to supply and change the books at the various library hubs set up and the one van that is currently used for the mobile library will not

be replaced. The Clerk will send the consultation details for the magazine and website. There is a workshop planned for Bude on 21.05.15 2 – 4.30pm.

PARISH MATTERS

Dog bins – the Clerk has spoken to Stephanie Crocker, CC Contract Compliance Officer and there is a possibility that the bin that was removed from the original site by the public house can be re-located. A site meeting will be arranged.

RECEIVE UPDATES

Record book of Parish Councillors terms of office. The first meeting of the parish council was pre 1900. It will take some time to research and itemise details of councillors, terms and offices.

Responsibility for Ashbury Grove holding tanks – it has not been possible to find out who has overall responsibility.

Footpaths – Mr P Dorren has suggested, if there is a community benefit from PS Renewables, using some of the funds to develop a footpath link with Whitstone.

Community Policing – The Clerk was directed to write to the PC S South about the lack of a PCSO.

Highways – No response from CC re the damaged/missing bollards at Delabole Head.

Parish Greens/Defibrillator/Details of Emergency Contacts in the Parish/Parish Office/Transport/Public Toilets – No updates

RECEIVE REPORTS FROM VILLAGE ORGANISATIONS

No reports received.

ITEMS FOR NEXT AGENDA

S137 and other Grants. Annual Review of: Governance & Finance, Financial Regulations, Internal Audit, Risk Assessment and Councillors' Register of Interest, Parish Greens, Stationery requirements

DATES OF NEXT MEETINGS Extraordinary meeting Wednesday 20th May and Thursday June 11th 2015