

MINUTES OF WEEK ST MARY ANNUAL PARISH COUNCIL MEETING

held on Thursday 11th June 2015 at 7.30pm in the Parish Hall.

PRESENT: Mrs M Smith (Chair), Messrs R Harris, P Sachs, S May, W Pearce, S Cluney, Mrs C Slade, Mrs N Johns and the Clerk.

Also in attendance for most of the meeting C Cllr N Chopak.

APOLOGIES –Mr P Coulson.

No members of the public were present.

CHAIRMAN’S WELCOME – The Chairman welcomed everyone to the meeting.

DECLARATIONS OF INTEREST Mrs N Johns and Mrs M Smith re PA15/03983

NO COUNCILLOR DISPENSATIONS.

CONFIRMATION of the MINUTES of the MEETINGS held on 14th & 20th May 2015.

The minutes of the meetings were agreed.

MATTERS ARISING

Broadband – Superfast Cornwall advised (June 4th) that information from Openreach shows that the work has now been completed on Week St Mary Exchange which means that the area will pass to the commissioning team to sign off for service and allow orders to be made. This process normally takes between two and four weeks. S Mann MP has sent copy of his letter to E Vaizey MP Minister of State for Culture and Digital Economy highlighting the Superfast Broadband delays in Week St Mary.

Code of Conduct training – CC has advised there are no plans to have any more sessions in 2015.

Case for Cornwall –No one attended the meeting in Bude.

Transparency Code – Mr D Martin has agreed to place the additional details required on the village website.

Nat West has confirmed that Mr S Cluney has been added as a parish council signatory.

NO OPEN FORUM AT THE DISCRETION OF COUNCILLORS

PLANNING – Decision Notices

1. PA15/02503 - Erection of an extension to existing dwelling. Steel Hill House Stewarts Road Week St Mary - Mr & Mrs Peter O’Shea. APPROVED

PLANNING – Applications

1. PA15/03983 - Erection of a conservatory. 4 Market Place Week St Mary. Mr & Mrs Coulson. Mrs M Smith and Mrs N Johns left the room. Mr W Pearce took the Chair. The councillors unanimously agreed to make no comment. Mrs M Smith and Mrs N Johns returned to the meeting and Mrs Smith resumed the Chair.

PLANNING – Queries Other Planning Matters

1. Parish Council action regarding Planning Enforcement matters. There was a short discussion and it was confirmed that as previously agreed, and endorsed by Cllr Chopak, it is the duty of the parish council to act as messenger and notify the County Councillor of any planning queries and she contacts CC Planning Authority who investigate. It is not the responsibility of the parish council to enter in any sort of communication with property owners or details of any enquiries.

COUNTY COUNCILLOR Mrs N CHOPAK

Cllr Chopak mentioned she had received enquiries from some residents about parking issues and if the parish council can consider a parking for residents only sign. It was suggested that the residents need to ascertain ownership of the land. The solar farm planning application at North Tamerton was refused by the planning committee 15 v3. The electric substation installation at Whitstone is 2 meters too high. Cllr Chopak will make enquiries about someone coming to Week St Mary to train people to use the Speedwatch equipment.

PS SOLAR FARM COMMUNITY BENEFITS

A meeting had been planned for 11th June 2015 but Primrose Solar had cancelled and another meeting will be arranged.

CORRESPONDENCE

Correspondence circulated 05.06.15

1. CC Community Network Panels Guide
2. Vital Venues.
3. Cornwall 4 Change.

4. Grant Thornton Limited Assurance Newsletter Spring 2015
5. Letter from Historic England.
6. **Devon & Cornwall Police Survey. – Mr W Pearce has completed and returned the survey.**

Correspondence circulated 11.06.15:

7. Statement Re ‘Communities will get power to block Wind Farms.
8. Legal Topic Note (LTN) 79 Staff Pensions.
9. LTN 16 Control of Litter.
10. LTN 45 Legal Proceedings.
11. NALC Legal Briefing LO3 – 15 Religious etc Observances Act 2015.
12. NALC Briefing L15 -08 Co-option
13. CC Communities & Devolution Bulletin May 2015.
14. CC Communities & Devolution Bulletin dd 04.06.15.
15. CC Annual Report.
16. Email from J Pollard re Case for Cornwall.

Correspondence dealt with at the meeting:

17. Copy letter from S Mann MP – to Andrea Leadsom Minister of State for Energy and Climate Change

PLAYING FIELD

Tennis Court Fence – The fence has been erected and the Clerk will write to thank Mr Breyley for his good workmanship.

Repairs to Play Area and Equipment – Mr M Slade has advised that he has an account with his suppliers which qualify him for 20% trade discount which he has included in his price when calculating his quote. If his suppliers invoice the parish council, thereby enabling the parish council to reclaim the VAT, they will not be able to include the discount. The councillors agreed to accept that Mr Slade will not be able to provide VAT invoices and it was noted that a high proportion of the overall cost is labour.

Playing Field – Zurich Municipal confirm that the football club should have their own insurance and they recommend that as landlords, the parish council are given a copy. The Football Lease states that the tenant is to maintain Public Insurance for its activities and should provide the landlord on request once a year particulars of the policy and evidence from the insurer that it is in force. The Clerk will ask for a copy of the insurance document and make a note to get the information annually. Zurich Municipal confirmed that there is public liability cover for all parish council property and land.

Playing Field Grass - Mr Caesar-Gordon has signed the agreement dated 01.06.15 confirming that the Football Club will cut the grass in the Playing Fields from April 15 – March 16 for the annual sum of £650.

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

Due to a delay with the original suppliers, a birdbath had been obtained from a different supplier. It was unanimously agreed that Mr N Barriball will place it on the Lower Green, near the bench but not underneath the tree and to leave space for the mower.

PARISH NOTICEBOARD

Mrs C Slade advised that Mr M Slade has agreed to repair the noticeboard.

CC SMALL SOCIETY ANNUAL LOTTERY MANAGER REGISTRATION FEE

In order to avoid any delay, the annual renewal cheque for £20 had been signed on 20.05.15 and posted to CC. Mr L Davies has offered to continue as the named person for the License. Unanimous approval for the cheque and for Mr L Davies to continue was given. Expenditure covered under S252, 258

SOCIETY LOCAL COUNCIL CLERKS (SLCC) - RENEWAL

Annual renewal subscription £149.00 – shared between 2 parish councils – Week St Mary £74.50. It was unanimously agreed to pay £74.50. .

DATA PROTECTION RENEWAL - £35

Registration is a legal requirement.

FINANCE

1. Payments totalling £1748.82 as per schedule together with two additional cheque payments (SLCC and J Sachs) of £234.50 were approved
2. No Income.

3.	Bank Balances as at 05.06.15.	Nat West Bank Balances	£9,987.61.
		Monmouthshire B/Soc	£8,410.10.

The Clerk has contacted Nat West about having a savings account. For balances up to £25K interest is currently only 0.05% but it was agreed worth opening a Nat West interest account in addition to the cheque account.

4. Annual Grants – including Section 137. - In 2014 the budget had allowed £700 for S137, £240 for S142 & S214 and £800 for S133 expenditure. Section 137 of the Local Government Act 1972 states funds should only be granted for any purpose which in the Council’s opinion is in the interests of or will directly benefit the areas or its inhabitant and will benefit them in a manner commensurate with the expenditure. Maximum allowed is £7.36 per electorate which currently is 535. After a discussion, the following were unanimously agreed:

S 137	Cornwall Air Ambulance	100
	Stratton Hospital League of Friends	50
	Holsworthy Longhouse Appeal	100
	Farming Community Network	50
	Campaign to Protect rural England	36
	<u>Village Website</u>	<u>75</u>
	Sub Total	411 (+ Magazine Paper and RBL Poppy Wreath in due course.
S133	Week St Mary Parish Hall	800 payable quarterly
S214(6)	Week St Mary Cemetery	60
	<u>Week St Mary Churchyard</u>	<u>150</u>
	TOTAL	1421

PARISH MATTERS

Multi-use Bins – Mrs M Smith, Mrs C Slade, Messrs R Harris, P Sachs, S Cluney and the Clerk had met with Ms S Crocker from CC on 5th May. Ms Crocker reviewed all the bins in the parish and confirmed that all bins are joint rubbish and dog waste bins. After a discussion she agreed to ask her contractors to move the one in the field to the roadside of the hedge. She agreed that the best place to re-site the one that had been by the public house would be to attach it to the upright of the footpath sign (pointing to Lambley Park) where it will be below wall height and not visible from the adjoining property or garden. It was agreed to write to the owners of Greenlyn to notify them of the plan and advise CC accordingly. It was noted that there had been some fly-tipping by the footpath sign which has since been removed.

Cllr N Chopak left

ANNUAL REVIEW of:

GOVERNANCE & FINANCE – The Clerk is mindful of Statutory Regulations and Local Government Acts which are taken into account. The parish council subscribe to CALC whose newsletters and correspondence are circulated. Appropriate training when required is considered. The parish council contribute to the Clerk’s membership of SLCC who also provide advice. The Clerk liaises with CALC & SLCC when necessary. Comprehensive figures are provided in good time to enable the councillors to give full consideration when setting the Precept.

FINANCIAL REGULATIONS – Each councillor has a copy which was updated and adopted in 2014.

INTERNAL AUDIT – The Clerk forwards copies of all agendas, minutes and payments to the Internal Auditor (IA) monthly. The IA and Clerk liaise as and when necessary. The IA undertakes spot checks prior to completing the annual return. All invoices are provided at each meeting when payments are approved and cheques signed. All finance documents are given to the finance portfolio councillor quarterly. Arrangements are in place to comply with the new Transparency Code. The councillors are of the opinion that the IA is adequately qualified for her role. The Councillors are of the opinion that the further checks undertaken quarterly by Mr P Coulson are adequate. Appropriate notices and information are advertised as required. Quarterly balance sheets and bank reconciliations are circulated

RISK ASSESSMENT – Each councillor has a copy of the Risk Assessment which was checked. It was agreed to add a section relating to the Public Conveniences and Parish Office regarding safety checks. The Clerk is organising a file with the parish council policies and protocols which will be reviewed during the course of the year together with a diarised check list. Councillors are mindful of risk implication throughout the year.

COUNCILLORS’ REGISTER OF INTEREST – Councillors were reminded to check their list for any changes and to notify the clerk as and when any changes occur.

RECEIVE UPDATES

Defibrillator – No update

Details of Emergency Contacts in the Parish – The Chairman mentioned that it is important that people are aware of names and contact details of keyholders.

Record book of Parish Councillors terms of office. In the safe there are Minutes books – i) 31.12.1894 – 26.05.1956; ii) 18.10.1956 – 05.10.1982, iii) 02.11.1982 – 10.04.2001, iv) 15.05.2001 – 13.10.2003. Later minutes are in the metal cabinet. It was agreed an historic record of all councillors from the first parish council meeting in 1894 is preferable but that it will take a considerable time to list the information and it was suggested that each councillor is involved in extracting the details in turn. Mrs C Slade agreed to start and Mrs M Smith offered to organise a spreadsheet. The Clerk has not been able to source a suitable leather bound book.

Footpaths - CC have sent confirmation of agreement for the 2015/16. The Clerk is awaiting the signed paperwork and public liability insurance details from either Messrs J Sachs or P Dorren.

Parish Greens – The contractor’s insurance documents are awaited.

Parish Office Mr S Cluney has been given a parish office key. Risk Assessment – need to make a visual check that there is no damage to electrical wires, burn marks etc., portable appliances needs to be checked annually and mains electrical supply every 5 years. Mrs N Johns agreed to ask Mr Cunningham to undertake the checks.

Community Policing - See Correspondence above.

Transport – No updates

Public Toilets – Risk Assessment –Electrical checks required as for Parish Office. Legionella testing checks were considered but as there are no water storage tanks and the water systems/taps are used daily there is no need.

Highways – The Clerk has reminded O Jones, Highways about the damaged Delabole Head bollards (previously notified in Nov 2014) but he has not responded.

NO REPORTS RECEIVED FROM VILLAGE ORGANISATIONS

ITEMS FOR NEXT AGENDA 1st QTR Bank Reconciliation and Balance Sheet, Review variable Direct Debits as per Financial Regulations. Compare Savings accounts interest rates, Consider opening savings account with Nat West and/or Transferring funds to Monmouthshire Building Society. Parish Council Policies/Protocols.

DATE FOR MEXT MEETING July 9th 2015