

# **SOUTH PETHERWIN PARISH COUNCIL**

## **Annual General Meeting & Parish Council Meeting**

A meeting of South Petherwin Parish Council was held in the Village Hall on Wednesday 11<sup>th</sup> June 2014.

Present Councillors: A Hosking, R Kneebone, P Parsons, Mrs Dawn Rogers, Mrs M Tyler.

Apologies Councillors: R J Whiting A Finnimore Mrs C Goodman, T Goodman, M Screech. PCSO Clare Danson. County Councillor: N Burden.

Representations from the public. Three members of the public were present and, having expressed an interest in progress with Wind Turbines, members present summarised progress to date. At a point later in the meeting Standing Orders were suspended so that Mr Rik Jones, a new resident in the village, was able to introduce himself and his willingness to become involved in the community. The members welcomed his interest. Clerk undertook to send Mr Jones a listing of contacts for local organisations and a list of councillors.

### 14/081 Annual General Meeting of South Petherwin Parish Council

1. Declaration of Acceptance of Office and Register of Interests – Acceptances of Office were confirmed in 2013. Councillors were asked to advise Clerk of any changes to Interests. Councillor Rogers notified a change.
2. To Appoint a Chairman. It was proposed by Cllr Mrs Rogers that Cllr Whiting serve a third year as chairman of the council., proposal seconded by Cllr Hosking, proposal carried unanimously. Clerk advised in Cllr Whiting's absence due to ill health that the councillor would be accepting the appointment.
3. To Appoint a Vice Chairman. It was proposed by Cllr Mrs Tyler that Cllr Mrs Rogers be appointed Vice Chairman, proposal seconded by Cllr Parsons, proposal carried unanimously. Mrs Rogers accepted the post and signed the acceptance document.
4. To Appoint Representatives to Committees of Council. Members decided to defer this matter until the next meeting when more Councillors would be present.
5. To Appoint Representatives to Outside Bodies – This matter was also deferred.

14/082 Declarations of Interest. Cllrs Parsons & Hosking declared an interest in PA14/03186.

14/083 In the absence of Cllr Whiting, Cllr Mrs Rogers chaired the meeting.

14/084 Minutes – Annual Parish Meeting. The minutes of the Annual Parish Meeting were approved and signed. Proposed by Cllr Mrs Tyler, seconded by Cllr Mrs Rogers.

14/085 Matters Arising. Comment from a member of the public about attendance of councillors was noted. Clerk reported a summary of the meeting was printed in the Post.

14/086 Minutes The minutes of the meeting of 14<sup>th</sup> May were approved and signed. Proposed by Cllr Parson, seconded by Cllr Mrs Tyler.

14/087 Matters Arising

1. WWI Grant. After discussion, for avoidance of doubt the Council decided it would be advisable to clarify the minute 14/040 regarding the Memory Day Exhibition. After due consideration the Council resolved in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, to make a grant for the payment of the advertising costs which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. The remainder of the £600 grant to be made from the funds previously transferred to the Council from the Social Group fund.
2. As requested by Council thanks had been sent to Stuart Blackie of Cornwall Housing.

14/088 Planning.

1. Applications Received.

1. PA14/03186 Agricultural building, West Honiton Barn. Cllr Parsons left the meeting. Application supported proposed by Cllr Kneebone, seconded Cllr Mrs Rogers. Cllr Parsons rejoined the meeting.
2. PA14/03269 Listed building consent repairs Treguddick Manor. Application supported, proposed Cllr Parsons, seconded Cllr Kneebone.
3. PA14/04184 Listed building consent roof Water Wheel Barn. Application supported, proposed Cllr Parsons, seconded Cllr Hosking.
4. PA14/04337 Reserved matters demolition/construction Homeleigh, Tregadillett. Original application supported by Council. This application supported, proposed Cllr Mrs Tyler, seconded Cllr Parsons.

2. Applications Received after preparation of Agenda

1. PA14/04413 Dormer extension, The Willows, Petherwin Water. Application supported, proposed by Cllr Kneebone, seconded Cllr Hosking.
2. PA14/03270 Change of use to café, Treguddick Manor. (Supported in conjunction with application PA14/03269)
3. PA14/04027 Ground floor extension, 1 East Park, Tregadillett. Application supported, proposed Cllr Parsons, seconded Cllr Hosking.

3. Approvals

PA14/03246 –Shepherds Barn – Sand practice area – has been approved.

AB

Clerk advised he had notified St Thomas Rural of the applications in Tregadillett and would offer access to the hard copy applications.

14/089 Police Matters

No Police matters had been notified to the Clerk.

Signed

14/090 Highways and Footpaths.

1. Notification of surfacing works in parish during 2014/15 had been received, announced at the APM and posted on noticeboards.
2. Footpaths – first cut completed and invoice received.

14/091 Current and on-going business

1. Parish Pump. An offer had been received from Paul Barham a new resident to assist with restoration. Cllr Kneebone raised the need for a risk assessment to be conducted and insurance cover checked. Cllr Parsons is to liaise with Mr Barham to arrange works. PP
2. Bench – Clerk queried the matter of a bench currently in storage needing to be located in the Parish. After discussion the Clerk was asked to request suggestions from residents via the Parish Magazine for consideration of the council. AB
3. Play Area – After a lengthy discussion regarding funding for this and other projects the council unanimously resolved
  - To fund the Play Area from reserves to a maximum of £10,000 although further grants and external funds are to be sought to mitigate this cost.
  - To sign the contract with the supplier. AH
  - To make payment of £14,652 as initial deposit. AB
  - Cllr Hosking to negotiate with the suppliers on the Council's behalf for an extended payment period. AH
  - Clerk to make an application for £1000 from the Community Benefit Fund.
  - Cllr Hosking to actively pursue additional funding.

14/092 New Business

1. Recommendations from Internal Auditor. The Clerk outlined a number of points made during the internal audit as follows.
  - a. An Employment Committee needs to be established.
  - b. Precept proposals should be recast for better clarity AB
  - c. Asset values for audit bear little relation to actual replacement cost. Both cost and insurance values to be recorded in future for information of Council.
  - d. Agreement with Clerk's proposal to make quarterly bank reconciliations and other financial data to the Council.
  - e. Clerk's expenses – to be agreed by Employment Committee
  - f. Set procedures for review and recording of risk assessment for audit purposes. There was a discussion on this topic and the Clerk was asked to identify any guidance documentation from the CALC/NALC and bring this to the next meeting. AB
2. Contract of employment for Clerk – Contract needs to be reviewed and approved by the Employment Committee when constituted.
3. Correspondence received. A draft agreement for a

community benefit payment from the Bottonnett Wind Turbine had been received. Council agreed to its being redirected to the Community Benefit Trustees for action.

14/093 Cornwall Councillor Report. No report received

14/094 Finance.

After considerable discussion on funding and reserves, the council recognised that its commitments needed to be reconsidered in order for it to continue to perform its statutory duties. As a result earmarked funds were revisited and reviewed.

The impact of this review was to reduce funds available during this financial year and the Clerk was asked to write to those affected to notify them of any impact upon them. Specifically the grant towards the repair of the Church Clock cannot be funded in this financial year. The Church is to be advised of this and asked to reapply at a later date.

AB

Bank Balances

Current Account - £2,750.68 (30/5/14)

Savings Account - £26,051.34 (unchanged from 1/4/14)

Receipts

HMRC VAT refund - £139.94

Accounts to be paid (requiring approval)

- CALC Training Course "Working with your Council" - £270 cheque 357
- J Sanders – Footpaths - £192 – cheque 358
- L Packer – Audit - £30 – cheque 359
- A Peerless – Toilets - £167.50 – cheque 360
- C Masters – Toilets - £40- cheque 361
- A Brook – Clerk expenses - £111.05 – cheque 362
- A Brook – Clerk Wages - £370.10 – cheque 363
- HMRC – Tax payment - £92.40 – cheque 365
- PCC - Shed rental - £50 – cheque 366
- SWW – Water bill - £11.44 – cheque 367
- Outdoor Play People - £14,652.00 – cheque 368

Payment of accounts approved, proposed Cllr Mrs Tyler, seconded Cllr Parsons

14/095 Matters raised by members for inclusion in next agenda.

Appoint representatives to Committees

Appoint representatives to external bodies.

Review of progress - Risk Assessment process review.

There being no other business the meeting was closed.

Next meeting of the Parish Council will be on 9<sup>th</sup> July 2014 in the Village Hall.