

## **SOUTH PETHERWIN PARISH COUNCIL: PARISH COUNCIL MEETING**

Minutes of the meeting of South Petherwin Parish Council held on 17<sup>th</sup> May 2017 in the Village Hall at 7.30pm.

**Present:** J Butler (Chairman for start of meeting only), Cllrs D Rogers, P Fox, P Parsons, C Powlesland, A Finnimore, M Screech, R Kneebone.

**Representations from the public:**

There were none.

**Apologies:** None.

**17/046 Annual General Meeting**

1. Register of Interests. All Councillors must complete Register of Interests for declaration to Cornwall Council by June 5<sup>th</sup> 2017. Clerk received two completed forms at the meeting.
2. Appointment of Chair. Cllr Fox proposed by Cllr Parsons, seconded Cllr Kneebone. Cllr Fox signed the Acceptance of Office & took the Chair.
3. Appointment of Vice Chair. Cllr Parsons proposed by Cllr Finnimore, seconded Cllr Screech. Cllr Parsons signed the Acceptance of Office.  
After some discussion regarding the need for an interim RFO following the resignation of the Clerk, Cllr Fox resigned as Chair & Cllr Parsons resigned as Vice Chair.
4. Appointment of Chair. Cllr Parsons proposed by Cllr Powlesland, seconded Cllr Screech. Cllr Parsons signed the Acceptance of Office & took the Chair.
5. Appointment of Vice Chair. Cllr Fox proposed by Cllr Screech, seconded Cllr Kneebone. Cllr Fox signed the Acceptance of Office.
6. Appointment of the Responsible Financial Officer. Cllr Fox for an interim period, proposed Cllr Powlesland, seconded Cllr Rogers.
7. Appointment of Employment Committee. Cllrs Rogers, Powlesland, Kneebone, Screech, Fox, Parsons, Finnimore.
8. Appointment of Highways Working Group. Cllrs Parsons, Screech, Kneebone, Finnimore.
9. To Appoint Representatives to Outside Bodies – Village Hall (Cllrs Fox & Screech), Launceston Community Network (Cllr Rogers), Community Benefit Trust (Cllrs Powlesland & Screech).

**17/047 Declarations of Interest:**

There were none.

**17/048 Minutes:** The minutes of the Parish Council meeting of the 12<sup>th</sup> April 2017 were approved & signed. Proposed Cllr Powlesland, seconded Cllr Finnimore.

**17/049 Matters arising** from the minutes.

Action from April 2017 minutes had not been completed re. cars parked on pavement in Trebursye causing an obstruction (17/040.7). Cllr Powlesland to resend photos to the Clerk to pass on to PC Steve Stoppard.

### 17/050 Planning:

**Applications Received:** None.

**Pre-applications:** None.

#### **Decisions:**

**PA17/01335** Extension to cattle shed. Papillon, Kennards House. Mr Adrian Finnimore.  
Approved with conditions.

**PA17/00572** Change of use from agricultural land to domestic to extend domestic gardens by 6m.  
East Park Tregadillett. Mr Richard Stevens . Approved.

**PA17/01203** Proposed extension to hall and classrooms. South Petherwin Primary School. Ms T  
Mills. Approved

**Appeals:** None.

### 17/051 Finance

1. Budget review for first month of financial year. No issues.
2. External audit for 2016/17: Section 2 accounting statement 2016/17 approved. Proposed Cllr Rogers, seconded Cllr Finnimore. All variances agreed.
3. Zurich insurance quote renewal 2017/18 £551.40 agreed. Proposed Cllr Rogers, seconded Cllr Screech. CALC membership renewal 2017/18 £325.84 agreed. Proposed Cllr Fox, seconded Cllr Finnimore.

#### **Bank Statement**

<b>Current Account</b>	<b>Balance 1st May 2017</b>	<b>£ 13,925.60</b>
<b>Savings Account</b>		<b>£ 1,059.44</b>
<b>Total Balance</b>		<b>£ 14,985.04</b>

#### **Invoices due for payment**

A Peerless cleaning April	£ 56.00
Parish Clerk payment (See separate calculation, includes expenses, back pay & holiday pay)	£ 534.38
CALC membership	£ 325.84
Zurich insurance	£ 551.40

Payment agreed. Proposed Cllr Kneebone, seconded Cllr Fox.

**17/052 Employment Committee.** Meeting was moved to the end of the agenda. Proposed Cllr Rogers, seconded Cllr Finnimore. Minutes will be issued separately.

### 17/053 Highways & Footpath Matters

1. **SpeedVisor.** Waiting for deployment date.
2. **Daw's House Speed warning sign.** Reported.
3. **Cornwall Council weed spraying.** Received quote for additional spraying in Tregadillett at £204 ex. VAT. Approved. Proposed Cllr Rogers, seconded Cllr Finnimore.
4. **Parked cars in Tregadillett** see matters arising above.
5. **Overgrown trees** on bank on B3254 near Pennygillam roundabout. Cllr Parsons to contact Cormac.

Signed:

#### **17/054 Current & Ongoing Business**

- 1. Noticeboards.** The new board has now been put up.
- 2. Standing Orders.** Model standing orders to be amended and distributed for discussion at the June meeting.
- 3. Public conveniences water leak.** Still no advice from South West Water (wholesaler) regarding the leak allowance, which they have refused to date, as the leak was not fixed within 30 days.
- 4. Toilet sign on shelter.** Cost of £25 ex VAT for repair approved.
- 5. Election.**  
Election expenses to be submitted by Councillors direct by June 2<sup>nd</sup> (there are two forms to complete & send back).  
Register of interests forms to be returned to the Clerk for submission by June 5<sup>th</sup>.  
Code of Conduct training: two places booked for Liskeard.
- 6. Annual Parish Meeting:** low turn-out. Cllr Parsons to reply to parishioner who wrote to the council about it.
- 7. New flag.** Quote received for replacement St. Piran's flag for church tower. Cllr Parsons to discuss possibility of applying for Community Fund.
- 8. Request for dog waste bin** for church area has been rejected by Cornwall Council (no funds available for extra bins, but bins can be moved). It is possible to buy bins and pay for them to be emptied on a separate contract via Cormac. South Petherwin PCC advised accordingly.

#### **17/055 New business:**

- 1. Transparency.** Contact details & possibly photo's on parish website and in magazine. To be discussed at the June meeting.
- 2. Planning protocols:** Clerk will resend.
- 3. Finance regulations.** Cllr Rogers to review & advise Council at June meeting.

#### **17/056 County Councillor's Report.** None.

#### **17/057 Correspondence**

1. Thanks were extended to the parishioner who wrote with a suggestion for a notice encouraging use of dog waste bins.

#### **17/058**

**Urgent items:** None.

**Items of Information:** The Chairman & Council thanked the Clerk for her hard work over the past two years and wished her well. The Clerk left the meeting.

**(17/052)** Report of the Employment Committee was presented to the council under confidentiality. Non-confidential: Advertising for new Clerk.

There being no other business the meeting ended at 21:30.

Next meeting will be on 14<sup>th</sup> June 2017 at 7.30pm in the Village Hall.

**Signed:**

DRAFT

Signed: