

SOUTH PETHERWIN PARISH COUNCIL: PARISH COUNCIL MEETING

Minutes of the meeting of South Petherwin Parish Council held on Wednesday 8th July 2015 at 7.30pm in the Village Hall.

Present: Councillors D Rogers (Chairman), A Finnimore, A Hosking, P Parsons, C Powlesland, M Screech.

Representations from the public: There were none.

Apologies: Councillors J Whiting, J Butler, N Burgess, R Kneebone.

15/104 Declarations of Interest

Cllr D Rogers declared an interest in Planning Application PA15/05012.

Cllr P Parsons declared an interest in the Methodist Churchyard payment, see Finance.

15/105 Minutes: The minutes of the meeting of 10th June 2015 were approved & signed. Proposed Cllr A Hosking, seconded Cllr P Parsons. Proposal carried.

15/106 Matters arising from the minutes. There were none.

15/107 Planning

PA15/05012 Erection of extension to existing building, Pennygillam Industrial Estate. Mr P Vickerstaff, WBCS Ltd. (Cllr D Rogers left the room). Proposed Cllr A Finnimore, seconded Cllr A Hosking. Supported. (Cllr D Rogers rejoined the meeting).

PA15/05096 was received after the publication of the agenda, and will be discussed at the meeting in August (an extension on time has been received from the Planning Office).

Decisions

PA15/03168 Papillon PV array: approved with conditions.

PA15/04517 Trewillen, single storey extension: granted.

(PA15/04246 Chalet-C-Van received after the publication of the agenda: granted).

Appeals : None.

In this month's correspondence the Council received a letter from the Planning Office advising that after 1st September 2015, no more paper copies of planning applications would be sent out. Concerns were expressed about being able to see the information clearly enough on-line, and that a projector might be required for meetings.

15/108 Police Matters. The Council gave responses to the National Survey on Rural Policing that the Clerk will send off.

15/109 Employment Committee – the Clerk left the room. Minutes of the meeting 16/6/15 were signed as a true & correct record. The Clerk's contract was finalised, and upon re-entering signed the contract accordingly. Formal thanks were given to Cllr D Rogers for her work on the contract. Proposed Cllr C Powlesland, seconded Cllr P Parsons.

15/110 Highways & Footpaths Matters

1. Tremeale Hill: Highway Committee waiting for specification & costs from CC Highways re. improving kerbsides of road. Clerk to follow up with Mr Oliver Jones.

2. **Speed of cars on B3254:** Cornwall Council will add this to the Speed Visor programme (deployment date to be confirmed).
3. **Speed sign in Daw's House:** defective. Engineer has been arranged.
4. **Tiny Meadows footpath** (overgrown area near the garages). Cornwall Council advises this area was never adopted so is not CC maintainable. Level of investment to adopt is prohibitive. In the meantime, councillors to trim back. Clerk will also raise the issue with Cllr Neil Burden.
5. **Verges between Pennygillam Roundabout & Daw's House:** the Council have advised that these will be undertaken in the next few weeks after the A roads have been completed, but the Councillors expressed concerns over the lack of visibility and therefore safety. Speed signs have also been covered by vegetation. Clerk to write to the Council.
6. **New road surface:** a number of residents have raised concerns over the new road surface on the B3254 through the village. These include poor quality finish and increased noise levels. Clerk to write to the Council.

15/111 Current & Ongoing Business

1. **HMRC:** The Clerk advised that the 2015 PAYE tool is downloaded on Parish Council laptop & the first payment details have been entered.
2. **Pensions Regulations:** The Clerk has registered the Parish Council with the Pensions Regulator and discussed options with their helpline. A letter regarding pension options to be sent to the Clerk from the Parish Council by the end of the year. The first staging date is 1st February 2016 (Council must be ready by this time).
3. **Victory in Europe Day:** Invoices to be paid for printing.
4. **Noticeboards:** Deferred.
5. **SPED (Defibrillator Committee)** are purchasing a noticeboard for the defibrillator, and wish to clean & paint the exterior of the toilets prior to putting the noticeboard up. The Clerk & Cllr P Parsons will oversee the process and ensure the appropriate measures are followed regarding safety. Proposed Cllr M Screech, seconded Cllr A Finnimore.
6. **Toilets:** Paper towel dispenser and viability study deferred.
7. **Email address:** parishcouncil@southpetherwinpc.org is now up & running. The Clerk will inform all appropriate bodies & organisations of the new email address.
8. **IT Equipment:** It was agreed that a hard drive is not required for back up, but two USB sticks will be purchased instead (Cllr Dawn Rogers to be given latest back up at each meeting and when Clerk is away). A security system (eg AVG) is required, as well as Microsoft Office. Clerk to obtain a quote for all equipment from Cornwall & Devon Computers. Proposed Cllr P Parsons, seconded Cllr M Screech. A projector may be required when Planning hard copies are no longer issued.
9. **Code of Conduct Training** 16th July, Liskeard. Councillors required to pre-book.
10. **Local Plan Hearing:** Council's interests are kept on the list for the August hearing.
11. **Standing Orders:** Review is on-going.
12. **Risk Assessment:** Document in hard copy is available from the Clerk.
13. **Accountability framework: new Transparency Code for smaller authorities.** Clerk to arrange a meeting with Roger Pyke & Cllr Parsons to discuss the use of the Village Website.

14. No More Here: Planning Office written to. No more actions possible until such time as an Application is put in.

15/112 Cornwall Councillors Report: None.

15/113 New business

Skateboard Event: Council to apply for grant aid from South Petherwin Community Benefit Trust.

Cornwall Council Consultation on new Local Validation List: no comments to give.

CALC newsletter: it was agreed that the Clerk would attend the Freedom of Information & Data Protection course on 23/9/15 and Cllr D Rogers would attend the Budget Setting & Precept course on 30/9/15.

15/114 Correspondence - as attached. It was agreed that the Clerk would unsubscribe from What's On in Cornwall.

15/115 Finance

Received conclusion of Grant Thornton audit, questionnaire & invoice. Statement to be posted on noticeboard re public access to accounts for 14 days.

VAT reclaim: Clerk to check when this next needs to be done.

Clerk to receive bank statements ongoing: letter of authorisation to be sent.

Received Cormac purchase order for £252.00 Local Maintenance Partnership (towards footpath clearance).

Bank Statement/Account

Current Account	Balance 1st July	£4,756.66
Savings Account		£1,058.31
Total Balance		<u>£5,814.97</u>

Grants

Grant for St Paternus Church towards churchyard grass cutting £140.00

Grant for Methodist Chapel towards churchyard grass cutting £140.00

Invoices due for payment

A Peerless toilet cleaning June £ 56.00

J Sanders Toilets April-June £ 40.00

Grant Thornton (external audit) £240.00

Church floodlighting £ 70.31

SP Parochial Church Council rent for shed £ 50.00

Parish Clerk payment (2 months) £275.52

Proposed Cllr A Hosking, seconded Cllr M. Screech.

A meeting to be arranged with Cllrs D Rogers, P Parsons and the Clerk with the contractor who cleans the public toilets (payment terms, indemnity insurance etc).

Meeting closed at 22:10. Next meeting Wednesday 12th August 2015 in the Village Hall.

Signed:

Signed: