

## SOUTH PETHERWIN PARISH COUNCIL ANNUAL MEETING

Minutes of the Annual meeting of South Petherwin Parish Council 19 <sup>th</sup> May 2021 held in the Methodist Church hall.	Action
<b>Present:</b> Cllr P Parson (Chairman), Cllr A Finnimore, Cllr R Kneebone and Cllr M Screech	
<b>21/057 Chairman's opening remarks.</b>	
<b>21/058 Representations from the Public.</b> Two members of the public attended. It was asked why the £10,000 COVID-19 grant awarded to the Parish Council last year, allocated to be spent on road safety measures, had still not been spent. Also there were anomalies in the April minutes – see item 21/062 below.	
<b>21/059 Apologies.</b> None.	
<p><b>21/060 Annual Meeting of South Petherwin Parish Council</b></p> <p>a. Register of Interests. Register of Interests forms had been checked and amended as necessary, and would be forwarded to Cornwall Council Monitoring Officer.</p> <p>b. To Appoint a Chairman. It was proposed by Cllr R Kneebone, seconded by Cllr A Finnimore, that Cllr P Parsons continue as Chairman temporarily until vacant seats were filled on the Council and a new Chairman could be found. Declaration of Acceptance of Office paperwork was signed at the end of the meeting as per the physical meeting risk assessment; all were in favour.</p> <p>c. To Appoint a Vice Chairman. It was proposed by Cllr P Parsons, seconded by Cllr M Screech, that Cllr A Finnimore be appointed as Vice Chairman temporarily until vacant seats were filled on the Council and a new Vice Chairman could be found; all were in favour.</p> <p>d. To Appoint the Responsible Financial Officer. It was proposed by Cllr P Parsons, seconded by Cllr R Kneebone that, as the Clerk was due to leave the post in June 2021 the Clerk should remain as Responsible Financial Officer until her departure date; all were in favour.</p> <p>e. Appointment of Employment Committee. Cllrs Finnimore, Kneebone, Parsons and Screech were appointed to the Employment Committee.</p> <p>f. Appointment of Working Groups. Cllr M Screech would continue to represent the Parish Council on the Community Trust Committee (the second Parish Council representative would be appointed when further Parish Council seats were filled). Cllr M Screech would represent the Parish Council at the Launceston Community Network meetings. Cllrs Finnimore and Kneebone were appointed to the Parish Council Highways Working Group. Cllr M Screech would represent the Parish Council on the Village Hall Committee.</p>	
<b>21/061 Councillors' declaration of interest, gifts and hospitality.</b> None.	
<b>21/062 Minutes of the Parish Council meeting 14<sup>th</sup> April 2021,</b> to be approved. It was proposed by Cllr A Finnimore, seconded by Cllr M Screech, that the minutes be approved with the following amendments; item 21/046 Cllrs declared an interest in the complaint regarding the payment of cheques to a third party not the FOI request, item 21/050.d laminate not lament, item 21/054 Cllr D Rogers declared an interest, as the discussion referred to the complaint regarding the payment of cheques to a third party not the FOI request; all were in favour.	Clerk
<b>21/063 Matters arising</b> from the minutes not appearing elsewhere on the agenda. None.	
<p><b>21/064 Planning</b></p> <p>a. Applications:</p> <p><b>PA21/03667</b> Certificate of Lawful Development for an existing use namely demolition of the former mobile plant garage constitutes a lawful material start to Planning Permission PA17/04241 dated 21.12.2017. Bangors Quarry Depot, Land South of Bangors Road, Pennygillam Industrial Estate. Information had been received from the Case Officer. Planning permission was granted to Cormac Solutions Ltd on 22<sup>nd</sup> December 2017, Planning Ref PA17/04241. Condition No. 1 - consent required that the development begins before the expiration of 3 years from the date of this permission – 22<sup>nd</sup> December 2020. The UK Government, in July 2020, provided guidance 'to enable certain planning permissions and listed building consents in England which have lapsed or are due to lapse during 2020 to be extended by 3 months - 1<sup>st</sup> May 2021'. It was not clear if the conditions to this commencement</p>	Clerk

<p>were also provided the same extension. The Case Officer was seeking legal advice. It was proposed by Cllr M Screech, seconded by Cllr R Kneebone, that the Parish Council could not support this application until the legal advice confirmed that the conditions were also subject to the 3 month extension, all were in favour.</p> <p>b. Pre-applications: <b>PA21/01172/PREAPP</b> Barn at Trelinnoe South Petherwin PL15 7JT. Pre-application advice for proposed barn conversion. Mrs K Wills.</p> <p>c. Decisions: None</p>	
<p><b>21/065 Highways &amp; Footpaths Matters</b></p> <p>a. Trelinnoe Gardens/Close footpath adoption. Evidence of current use had been provided but evidence from individuals who used the path 20 years ago was now required.</p> <p>b. Speeding awareness campaign. A request for more permanent signs had been received. Phase 1, relining and road redressing at Daws House, was due to commence as part of Cornwall Councils County wide road redressing. Phase 2 would consider the requirement for speed reduction furniture in South Petherwin and Daws House.</p>	<p>Clerk</p> <p>Chairman</p>
<p><b>21/066 Current &amp; ongoing business</b></p> <p>a. Toilets. Electrics, hand-towel dispenser and PAT test. The electrician had been contacted but due to an excessive workload no date had been given for the work. The installation of the hand towel dispenser was scheduled for May.</p> <p>b. Noticeboards. Tregaller replacement and repairs. Quotes for a replacement noticeboard and for repair work was required.</p> <p>i. c. LMP contract. An advert had been placed in the Cornish and Devon Post, the contract would also be promoted on noticeboards, physical and virtual.</p> <p>d. Waste bin Tregaller Lane. Costs of a new bin contract would be provided.</p> <p>e. Trecrogo. Discussions had been had with the tenant of the area reported. Cornwall Council had assessed the area and viewed no action should be taken.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>21/067 New business.</b></p> <p>a. New Code of Conduct. Cllr P Parsons and the Clerk attended the online session held on 15<sup>th</sup> May 2021. Further online sessions were available.</p> <p>b. Revised Standing Orders. Amendments to be agreed at the next meeting.</p> <p>c. FY 21/11 Risk Assessment. To be agreed at the next meeting.</p> <p>d. NALC Model Financial Regulations. To be agreed at the next meeting.</p> <p>e. Co-option of Councillors. It was proposed by Cllr R Kneebone, seconded by Cllr A Finnimore, that the co-opt process should begin, all were in favour.</p>	<p>Cllrs</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>21/068 County Councillor's Report</b> Cllr Adrian Parson, newly elected County Councillor for Altarnun and Stoke Climsland, addressed the meeting. <i>I have been County Councillor for Altarnun for the last 4 years. I was encouraged to stand again and extremely pleased to be successful. I am looking forward to doing all I can to help in this new, larger, constituency. I have enjoyed working with Altarnun and Lewannick Parish Councils and hope that people have confidence in their Parish Council. The new waste contract, should have been delivered in the Spring, but now due to commence in the Autumn, the contract includes food waste bin. Plusha junction - safety measures are the priority. The inadequate bridge at Trekelland Bridge forces traffic to join at Plusha. Would the Parish Council be willing to be involved in the planning consultation?</i> The Parish Council said that the would.</p>	
<p><b>21/069 Finance</b></p> <p>a. Audit and appointment of auditor. It was proposed by Cllr M Screech, seconded by Cllr A Finnimore, that Mary Barribal be appointed to carry out the Parish Council internal audit for a second year, all were in favour. Eleven local accountants and bookkeepers had been approached but none had offered to carry out the work or offered to quote. It was proposed by Cllr R Kneebone, seconded by Cllr A Finnimore, that this year the Parish Council should not claim exemption but be subject to Limited Assurance Review, all were in favour.</p> <p>b. Bank Statement Current Account</p> <p style="text-align: right;">Actual at 1<sup>st</sup> May 2021 £ 16,177.76</p>	<p>Clerk</p> <p>Clerk</p>

	Savings Account	£ 21,102.66	
	Total Balance	£ 37,280.42	
c.	Invoices due for payment – to be approved.		
	Parish Clerk wage and expenses	£210.80	
	Toilet and bus shelter cleaning contract	£56.00	
	Councillor expenses	£31.45	
	Community Heartbeat Trust defibrillator annual support cost	£151.20	
	Toilet Utilities paid to Source for Business (previously SW Water)	£29.24	
	Stationery paid to Complete Business Solutions (£63.82 + £35.90)	£99.72	
	40 x A3 speeding signs paid to Parish Magazine Printing	£32.70	
	It was proposed by Cllr M Screech, seconded by Cllr R Kneebone, that the invoices be paid, all were in favour.		
d.	Credits received		
	Saving account interest – HSBC	£0.18	
	Cornwall Council (£4000.00 precept plus £52.59 CTS grant)	£4,052.59	
e.	Online banking. Oxford CALC were undertaking a review of online banking undertaken by local councils. Unity Trust appears to be the only bank that offers a service that meets the requirements.		
f.	PPG PPE donation. The Launceston PPG would like to return the donation of £400 provided to them by the Parish Council for the purchase of PPE as the funds were not required. It was proposed by Cllr R Kneebone, seconded by Cllr A Finnimore, that the money be returned, all were in favour.		
<b>21/070 Correspondence</b>			
a.	FOI request. A response had been provided including a reply to a follow up question regarding Code of Conduct training dates of Cllrs.		
<b>21/071 Urgent items</b>			
a.	Cllr Co-option process. The Cllr vacancies would be advertised. Candidates interested in being co-opted to a Parish Council seat should send a written person specification including a self-certification to confirm they can meet the statutory requirements to be members of a local council.		

There being no further business the meeting closed at 8.18pm

The next meeting was tbc