

**ST EWE PARISH COUNCIL**

Chair of the Parish Council  
**Councillor Will Richards**  
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Clerk to the Parish Council  
**Mrs Christine Wilson**  
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**DRAFT MINUTES****Annual Meeting of the Parish Council (AGM)**

St Ewe Village Hall  
**Monday 9 MAY 2016**

**PRESENT:**

Councillors: Will Richards (Chairman), John Dickinson (Vice-chairman), Trevor Johns, Jenny May, Trevor Harman, Janet Lockyer, Allan Brooks, Diane Clemes, Sam Roberts

**ALSO PRESENT:**

Mrs Christine Wilson, Clerk to the Parish. Ward Member Cllr Malcolm Harris and no members of the public

**ABSENT:**

Councillors: Rueben Collins

**Abbreviations:**

Councillors' names – abbreviated with their initials. CALC – Cornwall Association of Local Councils. CC – Cornwall Council. CLT – Community Land Trust. LCF – Low Carbon Fund. LMP – Local Maintenance Partnership. PC – Parish Council. VH – Village Hall. \*\*\* indicates consultee comments for planning applications decided by the Parish Council; formal submission is delegated to the Clerk.

*There was a 2 minute intermission  
 between the Annual Parish Meeting and this meeting which began at 8.02 pm.*

**16/1 Election of the Chairman**

Cllr Will Richards was re-elected as Chairman (proposed TH, 2<sup>nd</sup> JL) and signed his Declaration of Acceptance of Office.

**16/2 Election of the Vice-chairman**

Cllr John Dickinson was re-elected as Vice-chairman (proposed SR 2<sup>nd</sup> JL).

**16/3 Apologies for absence**

Apologies were received from RC. AB apologised for needing to leave at 9 pm.

*No changes were requested and it was agreed to re-elect the following positions en bloc.*

**16/4 Appointment of the Lead Councillor — Footpaths & Bridleways**

Cllr John Dickinson was reappointed (proposed JM 2<sup>nd</sup> TH).

**16/5 Appointment of the Lead Councillor — Renewable Energy**

Cllr Allan Brooks was reappointed (proposed JM 2<sup>nd</sup> TH).

16/6 Appointment of the Council's representative — Village Hall

CLlr Sam Roberts was reappointed (proposed JM 2<sup>nd</sup> TH)..

16/7 Appointment of the Council's representative — Community Land Trust

CLlr Will Richards was reappointed (proposed JM 2<sup>nd</sup> TH).

16/8 Appointment of the Council's representative — Cornwall Association of Local Councils (CALC)

CLlr Allan Brooks was reappointed (proposed JM 2<sup>nd</sup> TH).

16/9 Appointment of the Council's representatives — St Austell & Mevagissey Community Network

CLlr Janet Lockyer and CLlr Sam Roberts were reappointed (proposed JM 2<sup>nd</sup> TH).

16/10 Election of the Employment Committee

CLlr Janet Lockyer, CLlr Allan Brooks, and CLlr Will Richards were re-elected (proposed JM 2<sup>nd</sup> TH).

16/11 Meeting Dates 2016/17 in the Committee Room of the Village Hall.

A) It was agreed to continue having Ordinary meetings at 7.00 pm on the second Monday of odd months. Meetings for this next municipal year are: 11 Jul, 12 Sep, 14 Nov, 9 Jan, 13 Mar, 8 May.

B) The next Annual Meeting of the Parish Council: 8 May 2017

*The Annual Meeting of the Parish Council closed at 8.07 pm.*

*The Ordinary meeting followed immediately.*

**In continuation:  
Ordinary Meeting of the Parish Council**

16/12 Declarations of interest and request for dispensation.

It was noted that dispensation for had been granted to SR last May for up to 4 years as a Village Hall committee member and therefore SR may vote on matters concerning the VH; also, JL had been granted a dispensation last May for 4 years for matters concerning the flooding at Polmassick.

16/13 Public Session.

No members of the public were present. See the minutes of the Parish Meeting held earlier.

16/14 Previous Actions. To review previous actions with further action if required.

All previous actions were completed or are in progress.

16/15 Meetings and governance

A) The minutes of the meeting held on 14 March were approved and signed as a true and correct record (proposed AB, 2nd JD).

B) After a brief discussion, renewed annual membership in CALC was agreed (proposed TH, 2<sup>nd</sup> JL).

C) A new email address for the clerk with an excellent webmail program was agreed at a cost of £15 per year from Vision ICT, a company specialising in Local Councils (proposed AB; 2<sup>nd</sup> JL). The new email will use the parish website domain name: clerk@st-ewe-parish.co.uk. The clerk will investigate whether other organisations in the parish can use the same webmail facility from Vision ICT.

**ACTION: Clerk**

16/16 Finance

A) The clerk gave a brief explanation of the 2015/16 Year End Budget Comparison and Cash Flow reports, along with the Annual Accounting Statements and explanations of the variances as submitted to the External Auditor. The documents were reviewed and noted.

B) Internal Audit. The PC considered the internal audit report by Mr B Smelt who had raised no queries and had duly signed the Annual Internal Audit Report 2015/16. The clerk announced Mr Smelt's plans to retire from the internal audit and the PC expressed its thanks to Mr Smelt for his generous service to the parish for so many years. The PC requested that the Clerk begin to look for a new internal auditor for this current financial year.

**ACTION: Clerk**

C) Review. In accordance with the Accounts and Audit Regulations 2015 the PC reviewed its internal controls with regard to governance and risk management and agreed that it believes them to be adequate and effective (proposed AB; 2<sup>nd</sup> JD). The PC noted the External Auditor's comments regarding the Asset Register for 2014/15, and accordingly the clerk explained the corrected Asset Register.

D) Governance. Each of the Annual Governance Statements in the Annual Return 2015/16 was read out by the Chairman in turn and each question was considered and answered unanimously with 'Yes'. The PC authorised this to be signed by the Chairman and clerk (proposed JL, 2<sup>nd</sup> AB).

E) Accounts. The Accounting Statements of the Annual Return 2015/16 were prepared by the clerk as Responsible Financial Officer and read out by the Chairman. The clerk answered all queries. The accounting statements were approved (proposed JL, 2<sup>nd</sup> JD) and signed by the Chairman.

F) The Annual Return is ready to be sent to the external auditors and the statutory period for availability for the public inspection of the accounts is 3<sup>rd</sup> June – 14<sup>th</sup> July 2016. Notice of the dates and details will be posted on the notice boards and the website.

**ACTION: Clerk**

*It was agreed to move Items 16/18 and 16/19 to this point in the meeting in order to decide some of the following payments. See the decisions at those Items.*

G) Payments totalling £2,642.20 were authorised (Proposed: WR; 2<sup>nd</sup> TH). The final column is recoverable VAT.

9 May 16	Clerk salary & expenses	100559	£	476.14		
9 May 16	Black Country Paints Ltd for Tel kiosks	560	£	89.21		14.87
9 May 16	Celexon UK Ltd, projector Viewsonic PLED 800	561	£	507.99		84.67
9 May 16	CALC Subscription	562	£	209.86		15.99
9 May 16	CALC Good Cllr Guides x 2	563	£	4.00		
9 May 16	St Ewe Village Hall, Room Hire	564	£	120.00		
9 May 16	Vision ICT for email address(es)	565	£	15.00		
9 May 16	St Ewe PCC, churchyard maintenance	566	£	520.00		
9 May 16	St Peter's PCC, Tower & Spire publishing	567	£	200.00		
9 May 16	St Ewe Village Hall, maintenance	568	£	500.00		
9 May 16	Insurance, Came & Company	569		TBD		

H) The clerk was appointed as a new signatory on the current HSBC bank account and the bank mandate duly executed. This will allow the clerk better access to the account. It was also agreed to use HSBC's online banking facility, and the mandate was duly executed by all current signatories (proposed JD; 2<sup>nd</sup> SR). It was decided not to change to Unity Trust Bank because it has begun a policy of charging £72 per year for current accounts.

**ACTION: Clerk**

16/17 Ward Member Malcolm Harris' report

Cllr Harris gave his report during the Parish Meeting earlier in the evening.

16/18 Insurance renewal. This item was considered before Item 16/16F.

A) Three quotes for insurance were considered from AON, Zurich and Came & Company. Came & Company was most competitive and it was agreed to accept their offer with some adjustments to the insured value of the assets. It was agreed to insure the 3 notice boards at £1900 and each telephone kiosk for £2,000. A total of £5,900 of street furniture. The clerk is authorised to make the necessary adjustments to the schedule up to the amount of £330 (proposed AB; 2<sup>nd</sup> JD).

**ACTION: Clerk**

B) The clerk will investigate a possible overcharge by AON for the telephone kiosks when they were added to the insurance schedule in January this year.

**ACTION: Clerk**

16/19 Grant Applications. This item was considered before Item 16/16F.

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| A) At the request of St Ewe Parochial Church Council, a grant for churchyard maintenance at St Ewe All Saint’s Church was <u>agreed</u> at £520 (proposed JL; 2 <sup>nd</sup> AB).  |
| B) At the request of St Ewe Village Hall committee, a grant for the maintenance of St Ewe Village Hall was <u>agreed</u> at £500 (proposed AB; 2 <sup>nd</sup> JD).   |
| C) At the request of St Peter’s Parochial Church Council, a grant for the production costs of Tower & Spire magazine, which serves the parishes of St Ewe and Mevagsissey, was <u>agreed</u> at £200 (proposed AB; 2 <sup>nd</sup> TH). |

16/20 Planning. Decisions are listed on the website under *Planning St Ewe Parish* and in *Clerk’s Notes*. Enforcements can be found in *Clerk’s Notes*.

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| A) Of note was <b>PA16/02297</b>   Submission of details to discharge condition 6 in respect of Decision Notice <b>PA14/04065</b> dated 25th July 2014. Tregenna Barns London Apprentice St. Austell PL26 7AW   Received date: Wed 09 Mar 2016   Status: Invalid application.<br>The next day after our March meeting, the case officer requested comments from the PC and the neighbouring farmer, who was very concerned that the cattle grid would be removed from the development plans, adversely affecting his dairy farm. The clerk, after consulting with the Chairman and Vice-chairman, submitted comments in keeping with the council’s previous consultee comments, objecting to the removal of the cattle grid and also requesting investigation into an alleged second entrance in breach of planning permission. Subsequently, the case officer explained that the application had been submitted incorrectly and was invalid. |
| B) Planning correspondence. The PC did not propose a comment on the Gypsy and Travelling Communities Site Allocations Development Plan Document Scoping Report consultation.  |
| C) There were no applications for Consultee Comments.   |

16/21 Highways

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| A) Report on the St Austell A30 Link consultation by SR. The two proposals to not directly affect St Ewe Parish. The works are proposed for 2021-22. It is not yet decided whether either of the two proposed routes will go ahead, but Cornwall Council has £13 million from Central Government for investigation, design, and consultation. |
| B) Polmassick Flood Prevention Scheme was reported on at the Parish Meeting earlier in the evening. Andy Stevenson, CC Highways & Drainage Manager, explained the new improved scheme. See the minutes for the Parish Meeting.  |
| C) For the attention of Cormac: After Tregear Farm, on the road between the crossroads and the oak tree in St Goran Parish there is a series of large potholes.<br><b>ACTION: Clerk</b>   |

*Cllr Brooks left the meeting at 9.15 pm.*

16/22 Assets

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| A) Footpaths. Nothing to report.  |
| B) Telephone Kiosks were discussed during the Parish Meeting. See the minutes of that meeting.  |
| C) AB reported that the Notice Board at Kestle has been extensively refurbished by the owner of the building where it is located. It will be added to the insurance schedule. |

16/23 Parish Matters

- A) Flooding. Nothing to report. See the Parish Meeting minutes for the report on the Polmassick Culvert Scheme.
- B) Village Hall. Installation of broadband is in progress. The committee is hopeful they will receive a 'Superfast' connection.
- C) Grass verges. The councillors reported that, as in the past, the verges are being kept in good condition this year.

16/24 Correspondence and Invitations. (A complete list in *Clerk's Notes*)

A) Dates for the A30 St Austell Link consultation are here and on the website under *Notices*.

Thursday 12/05/2016 13:00 to 20:00 hrs	Bugle Village Hall, 18 New Street, Bugle, PL26 8PG.
Friday 13/05/2016 10:00 to 20:00 hrs	Cedar Suite, St Austell Print Conference Centre, St Austell Business Park PL25 4FD (Sat Nav use PL25 4EJ)
Monday 16/05/2016 13:00 to 20:00 hrs	Roche Victory Hall, 15 Victory Road, Roche, St Austell, PL26 8JF
Saturday 18/06/2016 10:00 to 16:00 hrs	Former Eden Project Café, White River Place, St Austell, PL25 5AZ

B) St Stephen-in-Brannel Parish wishes to publish the PC's contact details in their Emergency Plans documents. The councillors agreed that it should only publish the clerk's details and not councillors' details. The clerk will verify this.

**ACTION: Clerk**

16/25 Business for the next meeting.

Allocation of reserves. Share the *Good Councillor Guides*.

16/26 Date of the next meetings.

The next ordinary meeting is Monday, 11 July 2016, starting at 7.00 pm, St Ewe Village Hall. An extra-ordinary meeting to discuss planning may be arranged, if required.

*The meeting closed at 9.20 pm and the Chairman thanked everyone for attending.*

Mrs C Wilson ~ Parish Clerk ~ 11 May 2016