

ST EWE PARISH COUNCIL

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DRAFT MINUTES

Parish Council Ordinary Meeting
St Ewe Village Hall, 7.00 PM
Monday 14th November 2016

PRESENT:

Councillors: Will Richards (Chairman), John Dickinson (Vice-chairman), Allan Brooks, Diane Cledes, Rueben Collins, Trevor Harman, Janet Lockyer, Jenny May

ALSO PRESENT:

Mrs Christine Wilson, Clerk to the Parish. Ward Member Cllr Malcolm Harris. 1 member of the public

ABSENT:

Councillors: Trevor Johns and Sam Roberts

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.

The meeting began at 7.05 pm and the Chairman welcomed all.

16/68 Apologies

The council **RESOLVED** to accept apologies from TJ because of work commitments and SR because of ill health.

16/69 Councillors' interests

There were no declarations of interest or requests for dispensation. JL later declared an interest in Item 16/78Di.

16/70 Public Session

A) Des Hawken advised the Council about the number of visits to the PC website. From Nov'15 to Nov'16 there have been 10,388 views. The most popular page is the What's On page followed by Tourist Information and then the Parish Council information. Even though the home page was dedicated to the Country Fair for a relatively short time, it still achieved 480 'hits'.

*The chairman brought the discussion website fees forward to this point. JL declared an interest in this item as her business is listed there, and she did not partake in the discussion or the vote.
 See the decision at Item 16/78Di.*

B) Mr Hawken also recommended that the Parish Council should not yet charge for putting business information on the Tourist Information page. There is no way to evidence that the page has resulted in new business and online businesses such as Airbnb do not charge.

The member of the public left the meeting.

16/71 Meetings and governance

<p>A) The council NOTED that last month the clerk achieved the Certificate in Local Council Administration (CiLCA). CiLCA covers the gamut of a clerk’s responsibilities and a qualified clerk should be able to advise competently on procedural matters as both Proper Officer and Responsible Financial Officer, including the law, accounting, transparency and community engagement, etc.</p>
<p>B) The council NOTED that it is now eligible for the General Power of Competence in accordance with Localism Act 2011, Sec 1-8, and will resolve to use the GPOC at its next meeting. It is eligible because it has at least 2/3 elected members and because the clerk has completed CiLCA. The clerk will write a report on the General Power of Competence for the councillors before the next meeting. ACTION: Clerk</p>
<p>C) Clerk’s appraisal. The Employment Committee (WR, JL, AB) requested the appraisal form and an advice sheet about clerks’ pay scales. The clerk’s contract promises a pay scale rise on the completion of CiLCA. ACTION: Clerk</p>
<p>D) Previous actions. JL completed Code of Conduct training in September. The clerk completed an afternoon of Planning training in October as previously approved.</p>
<p>E) The council RESOLVED that the minutes of the meeting held on 12 September 2016 were a true and correct record of the proceedings (proposed WR, 2nd JL) and they were duly signed.</p>
<p>F) Locum clerk. The council RESOLVED in principle to a reciprocal agreement between the clerk and another clerk of two parishes so that they could cover for each other in case of emergency or sickness. The decision to call on the other clerk would be at the discretion of the chairman. The clerk will report back with a more detailed contract for the council’s approval. ACTION: Clerk</p>

16/72 Finance

<p>A) The clerk reported that the bank mandate, which would add the clerk as signatory, now requires an update of all signatories’ details and it was AGREED to leave it as it is until after the May election.</p>
<p>B) The council NOTED the accounts reports for the first 6 months of the fiscal year 2016-17, which included the Bank Reconciliation, Budget Comparison and Cash Flow.</p>
<p>C) BUDGET 2017/18. The clerk circulated a draft budget proposal. Reserves are very healthy and the cost of a contested election (estimated at approximately £2,600 by Cornwall Council) has been provided for. After careful consideration, the council RESOLVED to set its budget at £7,282 (proposed AB, 2nd DC).</p>
<p>D) PRECEPT 2017/18. The council RESOLVED (proposed AB, 2nd DC) to demand a precept of £5,104. The precept has not changed for three years and is 3% lower than in fiscal year 2013/14. Though the Precept remains the same as last year, according to CC projections, the Band D annual payment will be 3% less, or £22.17. The threatened application of referendum principles to local council precepts has kept the parish council from considering a reduction in the precept this year.</p>
<p>E) The clerk has accounted separately for the hours spent on the website and will apply again to the Transparency Fund for reimbursement of the website costs. It is unknown whether the fund will</p>

end this year or whether it may be possible to apply once more.

ACTION: Clerk

F) Payments totalling £1,338.51 were **AUTHORISED** (proposed: WR; 2nd JL). Clerk salary & expenses £497.51; Verges + notice boards £455.00; Footpaths £350.00, 2 email addresses £36 annual fee (including £6 VAT).

16/73 Ward Member Malcolm Harris' report

Cllr Harris did not send a report.

16/74 Cornwall Council Consultation.

The council considered the CC consultation Hackney Carriage and Private Hire Driver Policy Review and did not propose a response.

16/75 Cornwall Council Consultation.

The council considered the Cornwall Minerals Safeguarding Development Plan Document (DPD) Pre-Submission Consultation (November 2016) (Regulation 19 Consultation) and did not propose a response.

16/76 Planning.

A) Applications. Recent planning decisions were briefly discussed. All are listed on the website under Planning St Ewe Parish and in Clerk's Notes. Enforcements can be found in Clerk's Notes. There were no new planning applications in the parish.

B) Pre-application Consultation Protocol. A decision whether to adopt this Protocol was **DEFERRED** in order to have more time to consider it. It was prepared by the Planning Partnership and the 3-part document will be uploaded to the website for reference beside the next Agenda.

16/77 Highways

A) A large pothole is reappearing at Polmassick between Poldark & Bunney's Cottage (Tregear).

B) The edge of the road is breaking down and is dangerous, especially at night, between Trelewick & Tregain.

C) Between Pengrugla and Trelean Vean the road floods regularly to 6" deep and it never did in the past.

ACTION: Clerk who will send a request for repair for all of these.

16/78 Assets

A) Footpaths. The contractor has not been able to send in a quote for next year's work, but it should not change significantly and should be ready for the next meeting.

B) Grass Verges. The contractor's quote for the verges and the tidy of the notice boards has not increased for next year. The council **RESOLVED** to accept the quote (proposed JM, 2nd JL).

C) Telephone Kiosks. The Kestle kiosk is now finished and in good shape. The St Ewe kiosk is a work in progress.

D) Website

- i. Fees. The PC **RESOLVED** not to charge for business advertising on the website this year and review the payment policy next year (proposed JD, 2nd JM).
- ii. St Ewe Affordable Homes committee has requested a webpage and it was AGREED that the clerk could set up a new page; however, she first needs the name and email address of the person who would be editor.
ACTION: WR and Clerk

16/79 Parish Matters

- A) CLT. The CLT has had its AGM. Progress as normal, but possibly of interest is the government's possible 'right to buy' scheme being applied to St Ewe properties; however, the scheme might not apply to houses in small settlements. The CLT is keeping up with progress on this bill.
- B) Flooding. There have been a few delays on the culvert at Polmassick but the works are progressing well.
- C) Village Hall. The committee is looking into a contract for Superfast broadband. The clerk confirmed there is still £493.38 left from the original grant for installation and monthly rental of broadband for the Hall.

16/80 Correspondence and Invitations. (A complete list in Clerk's Notes 9-11-15)

- A) A member of the public made a query about whether St Ewe Parish had a Welcome Pack for new residents. Though there is no welcome pack, the council suggested we steer them to the website for information about what's going on in the parish.
- B) There was no proposal to support Cornwall hosting a stage of the Tour of Britain cycling race.

16/81 Business for the next meeting.

General Power of Competence. Clerk's appraisal and salary review. To consider a sign 'please don't use Sat Nav' for Drunken Bridge lane.

16/82 Date of the next meetings.

The next ordinary meeting is Monday, 9th January 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 9.00 pm and the Chairman thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 15 December 2016