

ST EWE ANNUAL PARISH MEETING (Meeting of the Electors)

DRAFT MINUTES

TUESDAY, 26 MAY 2020

7.00 pm, ONLINE via Zoom

ELECTORS PRESENT:

Will Richards (Chairman of the Parish Council), John Dickinson, Diane Clemes, Adam Getliff, Tracey Jenkin, Peter Shannon, Jeremy Upton and Philip Vellenoweth.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Acting Ward Member Cllr James Mustoe, and Michael Bunney.

APOLOGIES:

Toni Dowrick gave her apologies.

NOTE ON JOINING ONLINE MEETINGS AS MEMBERS OF THE PUBLIC:

Members of the public must request online Meeting details in advance from the Clerk in order to join the meeting online.

MINUTES:

The meeting began at 7.00 pm.

Cllr W Richards, Chairman of the Parish Council, chaired the Parish Meeting.

- 1) The minutes from last year's Annual Parish Meeting on 13th May 2019 were approved as a true and correct record (proposed Adam Getliff, 2nd Tracey Jenkin). The chairman's signature will be obtained by post.
- 2) Reports from organisations in the parish
 - a) Covid-19 Coordination. Michael Bunney first thanked all the volunteers in St Goran and St Ewe parishes who have given their time to help so many others. He reported that the meals, weekend food hampers and the food bank are going very well; however, because people are going back to work and children are going back to school, the facilities and the workforce will not be available as before. Meals will end on Friday, 29th May. Weekend food hampers will continue for two more weeks. The Food Bank will remain open for the foreseeable future. The coordination for these services between St Goran and St Ewe parishes has helped a number of St Ewe families.

In general St Ewe's system was slightly different for help and deliveries because St Ewe implemented a 'buddy' system, pairing helpers with specific people or families. However, some St Ewe families have indeed used the St Goran relief scheme.

If anyone in future needs help with food or deliveries because self-isolation, please contact Michael Bunney. Email: michaelbunney84@gmail.com Mobile: 07939 457590

It was **RESOLVED** (proposed Diane Clemes, 2nd Peter Shannon) that any excess funds from the scheme should be kept by St Goran Parish Council, which will earmark the funds for future use with similar emergency schemes.
 - b) Police Report. The clerk reported that the Police had given minimal statistics for the last fiscal year: from 1st April 2019 to 31st March 2020 there were 6 crimes reported for St

Ewe Parish. No further breakdowns could be given, they said, because of data protection. However, the electors were unsatisfied with this. In the past, details of crime and incident categories have been available to the parish council. Monthly maps of reported crimes showing the location by street are available publicly. In fact, in accordance with the Crime and Disorder Act 1998, it is the duty of parish councils to consider the implications of crime and disorder, drugs and alcohol and re-offending. In order to do this the parish council needs data. Therefore, it was felt that data protection is an illogical excuse for non-reporting.

It was **RESOLVED** (proposed Adam Getliff, 2nd John Dickinson) that the clerk would write to the Police and request an annual report with crimes and incidents reported by type.

- c) Acting County Councillor Report. James Mustoe read out his report which is attached at Appendix 1.
 - d) Parish Council Chairman's Report. Will Richards gave his report which is summarised at Appendix 2.
 - e) St Ewe Defibrillator. Adam Getliff reported that the defibrillator has been available in the red telephone kiosk in St Ewe village since autumn 2019. The signs that say 'defibrillator' rather than 'telephone' will be put up shortly. Training was held using the training kit that came with the defibrillator and the dummies have been used by the scouts for CPR training. The more individuals trained to use the defibrillator and administer CPR the better and training will continue when Covid-19 guidelines allow it.
 - f) Parish Council Finance Report. The clerk had previously distributed the report to the parish council and it will shortly be available on the website under *Council Accounts*. It is attached here at Appendix 3.
 - g) Parish Website Report. The parish website is being adjusted to be compliant with the accessibility standards required of public bodies.
- 3) Electors from the Parish and members of the public were invited to address the Parish Meeting, but no further discussion took place.
- 4) Date of the next Annual Parish Meeting will be Monday, 10 May 2021

The meeting closed at 7.42 pm and the Chairman thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 27 May 2020

SIGNED:

THESE ARE DRAFT MINUTES.

Chair of meeting: _____ Date: _____

APPENDIX I

James Mustoe, St Ewe Acting Ward Member Annual Report

This is strange report to be making, coming in unprecedented times and is my first as an interim councillor.

In terms of the interim part, this is a position I was asked to fill temporarily in between Cherilyn Mackrory's resignation and the election that had been called, but as the election has now been postponed due to the COVID-19 crisis, I find myself in it for the longer term!

I'd like to thank everyone from the Parish Council and particularly the clerk for their welcoming nature and have been pleased to attend all of your meetings since I was asked to fulfil this role.

As my details are also on the Cornwall Council website pending the election I have also been contacted by numerous residents of the parish since then, and have been assisting them and signposting them where I have been able to, mostly on issues around highways, it has to be said.

In terms of the COVID-19 situation, I would like to put on record my thanks to everyone from the Parish Council, and the wider community volunteer network for everything you have been doing in keeping things running during the COVID-19 pandemic, from assisting vulnerable people with food and prescription deliveries, to fundraising for PPE, operating social media support groups.

The speed and efficiency in which the COVID-19 relief efforts in our rural areas have gotten up and running and have since operated have been held up as exemplary across Cornwall and I know from my conversations with other Cornwall Councillors and council officers that we have achieved an incredible amount, and continue to do so, for our communities at this difficult time.

In terms of my own personal role, I have been restricted to the amount of actual front line work I can do due to being in a vulnerable category and living outside of the area.

While the ways in which I work as a councillor have by necessity changed during lockdown, in a number of ways I have never been so busy.

My days typically are now spent dealing with a constant stream of emails, telephone calls and messages on social media on all manner of things.

I have tried to reassure residents and businesses with queries about the COVID-19 crisis, the support available to them both nationally and through Cornwall Council, as well as using my own social media channels to quickly get the latest national and local guidance out there to enable people to access whatever support is available as quickly as possible.

At the time of writing this, I am continuing to push Cornwall Council to bring forward detail of its discretionary support for businesses scheme, the scheme which it has to help businesses who have not previously had support from the national schemes, and which I hope to see open for applications soon.

I have given £300 to each of the parishes in the Mevagissey Division to assist in the covid-19 relief effort and understand a similar thing has happened in St Mewan Division.

In terms of my 'regular' work, things have changed considerably in all sorts of areas of council life.

To highlight just a few, the planning system has temporary changes added to it with the council not allowing site visits and determining so called 'contentious' applications via a process that has yet to be clarified. I hope this system will be removed as soon as it is safe to do so.

With regards to Cormac and the issues I regularly work on them around the upkeep and maintenance of open spaces, verges, highways and footpaths, this work had been paused apart from emergency work, but has now restarted as of May, and I have a list of open spaces for cutting which has been passed on to Cornwall Council and is being gradually actioned. One thing to note is that there are Cormac staff who I normally work very closely with who have been furloughed for rolling periods, which makes continuity difficult.

Finally in terms of general Cornwall Council business, they have only held one formal council meeting since lockdown and still seem to be delaying on holding others. I have continued to meet informally with local councillors via Zoom, but I hope they will soon put in a formal way for us to meet properly.

These are difficult times but we will get through this by working together and continuing to prove what a strong community looks like in adversity.

APPENDIX II**Chairman's Report 2020 – 26 May 2020**

“As usual I’m going to keep this brief as possible as I’m sure you’ve all got other things do!

“When I was trying to decide what I wanted to cover in this year’s report a couple of things from the last 12 month stood out. Firstly there was the boundary review. It seems like a long time ago, but it was only about a year ago that we had to review our parish boundaries and a neighbouring parish suggested absorbing some or all of St Ewe into their boundary. Although this matter is closed now, I wanted to remind everyone about the strength of feeling people have about our parish. St Ewe’s community showed its strength and was able to protect the identity of our small parish.

“Later in the year we started a fund raiser to purchase a defibrillator which, as you all know, is located in the phone box outside the pub. We were able to raise the money really quickly and get the defibrillator installed. I put this down to the strong community that we have in the parish. When we all pull together it’s easy to protect one another and improve where we live... which brings me on to the current coronavirus crisis!

“Once again it becomes apparent that we are very lucky to live within such a close-knit community where people are looking out for each other. Within a very short space of time steps were taken to make sure that anyone who needed help was able to find it. I have also seen lots of other acts of kindness throughout this time; for example, neighbours checking on each other or help with shopping for those who are isolating. Although this is likely to go on for some time yet, I would like to take this opportunity to thank everyone who has gone out of their way to help someone else.”

The chairman thanked his fellow councillors for their continued good work, the clerk, and also the unsung ‘invisible’ heroes that help behind the scenes every day.

APPENDIX III**St Ewe Parish Council****Financial Report Year End 2019-20****3 May 2020****1 Cash and Bank Reconciliation**

The year-end bank reconciliation is complete and shows the year beginning with £7,441.65 in cash and ending with £10,248.63. The increase in cash is due to an increase in receipts of earmarked funds including £500 for the Emergency Fund and £1,769 for the Aura Wind Turbine Fund.

2 Reserves and earmarked funds, total £10,248.63

At year end the total for reserves and earmarked funds is £10,248.63, which is of course the total cash held by the council. St Ewe has been advised that local councils do not carry cash over to the next fiscal year.

Part of the contingency reserve (£860.56) was used because Cornwall Council is updating its accountancy software, so the Agency Agreement for cutting the verges and the Local Maintenance Partnership were both delayed, amounting to £1,114.77 not received by 31st March. The contingency reserve is therefore £639.44 at year end, but the awaited funds arrived in April. The election reserve and the website/village feature reserve remain at £3.5K and £1K respectively.

The Aura Wind Turbine Fund

This fund increased from £2,220.75 to £3,989.75. The parish council used about £1,500 to replace the dilapidated wooden fingerpost at the Trevithick Hill T-junction with a traditional metal fingerpost, but payment will be made in the next fiscal year. St Ewe's Grant Application form is available on the website if anyone wishes to request some of the funds for parish benefit.

Emergency Fund

This fund increased by £500 when the Emergency Plan was approved by Cornwall Council. The council has resolved to use the funds for first aid training and a date was just about to be set when the Covid-19 measures came in to play. First Aid training has been postponed until further notice. However, the Emergency Plan has been activated as a response to help the vulnerable during Covid-19 lockdown and it has proved effective.

Transparency Fund

The transparency fund for fiscal year 2019-20 still has £109.40 remaining to purchase a printer/scanner, for the clerk's office, but is still not needed.

St Ewe Defibrillator

The parish council decided to fund raise at the St Ewe Country Fair in August 2019. Parishioners and guests were incredibly supportive and a few hundred *I ❤️ St Ewe* badges were sold. The council also received two generous private donations from a parishioner and from the Crown Quiz Teams. After paying for the defibrillator and all the necessary paraphernalia,

the council has £410.04 for equipment maintenance and more training. Further fund raising will be needed for equipment maintenance in the future.

3 Budget Comparison

Total payments for 2019-20 are £7,692.25 (without VAT). Subtracting earmarked funds of £884.96 from total payments, the payments from the 2019-20 budget amount to £6,807.29 compared to the budget of £7,046, resulting in the council being £238 under budget for this year.

VAT

Parish councils do not take VAT into consideration for budgeting purposes because parish councils may reclaim VAT.

4 Transparency Code and audit

All councils must publish their Annual Return along with the Notice of Period for the Exercise of Public Rights. The Annual Return was rebranded as the Annual Governance and Accountability Return or AGAR, which many people still call the Annual Return.

The Transparency Code for Smaller Authorities applies to St Ewe, as its annual turnover is well under the £25,000 cut off. In accordance with the Code, the council's financial details have been published on its website since the 2014-15 financial year, and these include a list of all payments. The Code requires a list of payments over £100 and St Ewe publishes all payments.

External Audit.

At St Ewe's level of expenditure, the external audit is a 'limited review' audit. Beginning financial year 2017-18, St Ewe is not required to have an external audit and accordingly the council has again opted out of the limited review external audit for 2019-20 (saving £200). The council will not submit the Annual Return to the external auditor, but the Annual Return is still published on the website, along with the documents required by the Transparency Code that include a list of all payments.

Internal Audit.

In accordance with Audit Regulations, all parish councils have an internal audit for assurance that the council is conducting its affairs lawfully and handling its public money properly. An independent and competent

internal auditor is appointed each year by the council. The internal auditor's report forms part of the Annual Return and any issues raised by the internal auditor must be addressed by the council before it completes its Annual Governance Statement for the Annual Return. Internal audit is the public's assurance that its council is proceeding lawfully and effectively.

Christine Wilson

Proper Officer and Responsible Financial Officer

St Ewe Parish Council

clerk@st-ewe-parish.co.uk