

**Minutes of the Meeting of St Keyne Parish Council held in the Village Hall, St Keyne on Wednesday, 15<sup>th</sup> February 2017 at 7.30pm.**

**Present:** Cllrs. Mrs S Lewis (Chairman), Mrs J Page, Mrs L Carlyon, C Boney.

**Also attending:** Mrs J Hoskin (Parish Clerk)

Item No.		Action by
1	<b>Public Session:</b> There were no members of the public present.	
2	<b>Apologies</b> for absence were received from Cllr Mrs J Toms (Vice Chairman) and Cllr P Seeva (Cornwall Council).	
3	<b>Members Declarations of Interest:</b> None declared at this stage of the meeting.	
4	<b>Minutes:</b> The Minutes of the Meeting held on the 18 <sup>th</sup> January 2017 were approved and signed by the Chairman.	
5	<b>Matters Arising:</b> <b>Item 1 - Cornwall Council</b> - There was no evidence of people occupying the caravan near Trussel Bridge so the site will be monitored. <b>Item 5 – Road signs</b> – The Clerk had written to Cormac concerning the horse signs. <b>Item 9 Accounts / Financial Matters</b> – The Chairman and Clerk had met to review the accounting system.	
6	<b>Clerks Report:</b> The Clerk reported on a recent internment at the burial ground and the allocation of plots and reserved spaces. The burial register and plans were available at the meeting.	
7	<b>Correspondence:</b> <ul style="list-style-type: none"> <li>○ <b>Menheniot Parish Council</b> – seeking interest in a hustings event for the forthcoming elections. Councillors felt an event in another parish would not attract electors from St Keyne.</li> <li>○ <b>Clerk &amp; Councils Direct</b> magazine – November 2016</li> </ul>	
8	<b>Planning Applications to be reported / Planning Matters:</b> There were no applications presented for consideration at this meeting and no planning matters reported.	
9	<b>Accounts to be Authorised / Financial report. Appointment of Auditor:</b> Councillors approved the payment of accounts presented by the Clerk. The accounts and bank reconciliation were presented in the new format and the Chairman thanked the Clerk for producing this. The Chairman will look at the minor adjustments needed for the spreadsheet.	Clerk / SL
9.1	<b>Appointment of Auditor:</b> The Clerk will make enquiries as to auditors available for local councils and contact other local councils to establish how they are dealing with the matter now Mr Abraham (South West Audit) was no longer working.	

10	<p><b>Parish Council Policies to be updated – Chairman / Clerk:</b> The Chairman had reviewed the existing policies and compared the documents with the latest model standing orders. It was agreed to retain the current policies and these were signed and dated. The NALC standing orders will be kept alongside the council’s policies for reference purposes should they be required anytime in the future.</p>	
11	<p><b>Reports, if available from –</b></p> <ul style="list-style-type: none"> <li>○ <b>Liskeard Have our Say Meeting:</b> No meetings held. It was noted the Neighbourhood Police Team were awaiting the appointment of a new PCSO.</li> <li>○ <b>Liskeard Community Network Meeting:</b> The Chairman and Cllr C Boney had attended the recent Liskeard Community Network meeting held on the 23<sup>rd</sup> January 2017 and gave a verbal report. The next meeting was scheduled for the 12<sup>th</sup> June 2017.</li> </ul>	
12	<p><b>Parks &amp; Open Spaces / Recreation Ground / Jubilee Park / Burial Ground / Inspections:</b> Cllr Mrs J Page reported on recent inspections with no matters of concern. The Council agreed to pay the cost of an updated inspection checklist that would be provided with the ROSPA report in April / May 2017. It was noted that the cremated remains plots within the burial ground were becoming untidy. The regulations for the site will be identified in the Informer parish magazine. A tree on the boundary hedge of the burial ground had been checked and it was agreed that is posed no danger to the cemetery users.</p>	<p>Clerk  SL</p>
13	<p><b>CC LMP Footpaths – Public Rights of Way within the parish / trimming work:</b> The Clerk will speak to the contractor about the trimming work. Cornwall Council had been asked to provide a large scale map of the paths and additional way marker discs.</p>	<p>Clerk</p>
14	<p><b>Parish Matters / Any other Business:-</b></p> <p><b>14.1 Provision of Parish Council website – update from Clerk:</b> The Clerk reported that the website was almost complete and should go ‘live’ within the next few weeks. The website name being <a href="http://stkeyneparishcouncil.org.uk">stkeyneparishcouncil.org.uk</a></p> <p><b>14.2 To discuss the aspects of a Neighbourhood Plan – report from Cllr C Boney:</b> Cllr Boney reported that Dobwalls &amp; Trewidland had decided not to join with any neighbouring parishes and were setting up a steering group to look at the designated area of their parish. Public feelings had been expressed that people living in Trewidland felt it would be beneficial to join with St Keyne. Cllr Boney suggested the Parish Council had three options:-</p> <ol style="list-style-type: none"> <li>1. To go alone with a plan for St Keyne.</li> <li>2. To talk to St Pinnock Parish Council.</li> <li>3. To defer the matter until after the May 2017 elections.</li> </ol> <p>Cllr Boney was happy to talk to St Pinnock and then put the subject on hold until May / June 2017.</p> <p><b>14.3 Provision of telephone / internet line for the Village Hall:</b> Having experienced installation problems with BT and Plusnet it was hoped that matters were now resolved and the line would be installed on the 24 April 2017.</p>	<p>CB</p>

<b>14.4</b>	<b>Review of burial fees and regulations:</b> The Clerk will obtain fees from neighbouring parishes to compare charges within the local area. It was agreed that the reservation of plots be offered to local people at the Councils discretion, only one plot per request.	Clerk
<b>14.5</b>	<b>Annual Parish Meeting and AGM:</b> To be held on Wednesday, 13 <sup>th</sup> May 2017 and invite local organisations to attend and present a report.	
<b>15</b>	<b>Highway Matters – provision of horse riding signs within the village:</b> Reported under item 5 of this meeting.	
<b>16</b>	<b>Summary of Meeting:</b> The Clerk gave a summary of the meeting, the actions to be taken and by whom.	
<b>17</b>	<b>Date of next Meeting:</b> Wednesday, 15 <sup>th</sup> March 2017.	
<b>18</b>	<b>To close the Meeting.</b> There being no further business the meeting closed at 9.05pm	

Dated: 15<sup>th</sup> March 2017

Signed: