

St Keyne Parish Council

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Date: Wednesday 18 October 2017
Time: 7.30pm
Location: St Keyne Village Hall, St Keyne PL14 4RF

Present: Cllrs Sally Lewis (Chairman), Min Toms (Vice Chair), Charles Boney, Jane Page.
Divisional Councillor Phil Seeva.

Also in Attendance: John Hesketh (Parish Clerk).

Members of the public: 1

The public meeting commenced at 19.30 and finished at 21.30

Minutes | 18 October 2017

28/2017 Chair's Welcome & Housekeeping

29/2017 Public Participation / Cornwall Council report, if available.

Members of the public are invited to speak to the meeting.

30/2017 Apologies

Apologies received from Cllr Carlyon.

31/2017 Declarations of interest

A. Pecuniary/Registerable Declarations of Interests – Members must declare an interest, which has been declared on their Register of Financial Interests Form, relevant to the agenda. None declared.

B. Non-registerable Interests – Members must declare non-pecuniary interests at the start of the meeting or whenever the interests become apparent. None declared.

C. Declaration of Gifts – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. None declared.

D. Dispensations – Members to consider any written requests for dispensations. None requested.

32/2017 Minutes of the public meeting

It was RESOLVED to approve the minutes of the meeting held on 20 September 2017. Proposed Cllr Page. Seconded Cllr Lewis. All agreed.

33/2017 Matters arising from the minutes

The Parish Council considered these matters arising from the minutes of the public meeting held on 20 September 2017.

Item 16	Information on new defibrillator Clerk presented a draft contract from the South West Ambulance Service for discussion. ACTION Clerk to summarise details and circulate to councillors and include on November agenda.
Item 19	Play equipment for open spaces Chair reported that she had received an email from Mrs Morley making proposals for new play equipment that could be purchased for Jubilee Park. Mrs Morley asked that the parish council consider improving access to the park from the rear of the village hall. Chair thanked Mrs Morley for her letter and for her continuing work to improve the park and explained that this piece of land is the responsibility of South West Water. However, the council would write to the company and ask them to update it on overgrown vegetation by the pumping station. ACTION Clerk to write to SWW.

34/2017 Correspondence Received

A Grant Thornton have given notice that the audit for year ended 31 March 2017 has been successfully completed. The Clerk referred to the internal auditor's report and explained that of the seven items that had been highlighted as priority issues, all had been addressed or were scheduled to be completed before March 2018. VAT from the last financial year amounting to £376.24 had been applied for, and the Clerk would be examining earlier records to see if additional monies could be reclaimed.

B The Chair acknowledged a copy of a letter from Cllr Boney to Mr & Mrs Cook that had been discussed at the previous meeting.

35/2017 Planning Matters

A To agree the parish council's response to Cornwall Council consultations on new planning applications. None received.

B Planning application received after agenda published – for information only. None.

C Planning applications approved by Cornwall Council – None.

36/2017 Finance

A Accounts

It was RESOLVED to agree the authorisation of payment of the following accounts. Proposed Cllr Toms. Seconded Cllr Lewis. All agreed.

Payments Schedule		September 2017	Period	6
Date	Payee	Description	CQ	£
18/10/2017	Crystal Clear	Window cleaning Aug	1062	£ 5.50
18/10/2017	Crystal Clear	Window cleaning Oct	1063	£ 5.50
18/10/2017	St Keyne Village Hall	Hall Hire	1064	£ 45.00
18/10/2017	John Hesketh	Expenses	1065	£ 102.20
18/10/2017	John Hesketh	Salary	1066	£ 515.87
18/10/2017	HMRC	PAYE	1067	£ 128.80
All cheque payments today				£ 802.87

B Direct Bank Payment & Receipts.

Bank Payments Schedule		September 2017	Period	6
Date	Payee	Description	Pay	£
11/09/2017	Plusnet	Broadband	DD	£ 23.40
All bank payments this period				£ 23.40
Bank Receipts Schedule		September 2017	Period	6
Date	Payer	Description		£
11/09/2017	Cornwall Council	Precept & CTS		£ 8,613.94
21/09/2017	H G Stacey	Cemetery fee		£ 115.50
All bank receipts this period				£ 8,729.44

C Bank Reconciliation – previously circulated. At the close of business on 30 September 2017, the council had £7,780.09 in current account, and £60,261.94 on deposit.

37/2017 Councillors' Reports

There were no reports presented.

38/2017 Chair's Agenda Items

A Cllr Lewis reported that at the Liskeard Looe Community Network Panel held 9 October 2017, discussion began on ways to change the purpose and management of the group. Part of this related to the devolution of funds and responsibility for some highway maintenance to the CNP. Information about the Cornwall Seed Fund may be of interest to the St Keyne Gardening Club: details will be posted on the council's website.

B It was RESOLVED to approve inclusion of the Clerk and all councillors on the bank mandate. Proposed Cllr Page. Seconded Cllr Lewis. All agreed.

Cllr Boney left the meeting at 20.12

C The Chair has written a short piece for the parish magazine to encourage volunteers to apply for the vacancies on the council. If any residents are interested in making application, please contact the clerk for more information.

39/2017 Clerk's Administration

A It was RESOLVED to approve renewal of the council's insurance and request a quotation for a three year contract. Proposed Cllr Lewis. Seconded Cllr Toms. All agreed.

Divisional Councillor Phil Seeva entered the meeting at 20.16

B Governance Review

It was RESOLVED to approve a Disciplinary and a Grievance procedure that will apply to employed staff. Proposed Cllr Page. Seconded Cllr Toms. All agreed. A copy will be posted on the council's website.

C It was RESOLVED to approve changes to the council's website and include space for additional community facilities. The payment for the changes will be £45. Proposed Cllr Page. Seconded Cllr Toms. All agreed. ACTION Clerk to draft a briefing note to set out content for the cemetery page of the website.

Councillor Phil Seeva presented his report

That the full council meeting for September had been cancelled at short notice due to the lack of agenda items, and the next meeting would be 21 November.

CQC report on the Royal Cornwall Hospital at Treリスケ was supported across all parties at Truro. There is a genuine collective desire within Cornwall Council to work with the NHS to see this problem fixed.

Newquay had been shortlisted for construction of a Spaceport. The Councillor had visited New Mexico and the Mojave Desert with a trade delegation. The trip was funded by central government. A planning application for a new mobile phone mast (PA17/07069) had been sent for appeal by the applicant.

The next stage in the review of local divisional boundaries was a public consultation that would last until 19 February 2018. There is a link to the boundary commission's home page on the front page of the council's website. Proposals at the moment are for St Keyne to move into a new electoral division. This will not affect the current boundary of the parish council

ACTION Clerk to circulate maps of the proposals.

40/2017 Date of next meeting.

14 November 2017 at St Keyne Village Hall. Please note this is a permanent change of meeting date to the second Tuesday of each month.

41/2017 Closed Session

Under the 1960 Public Bodies (Admission to Meetings) Act, that the Parish Council agreed to exclude the press and public from the remainder of the meeting due to the confidential nature of the business to be discussed.

A Councillors discussed quotations from two contractors for weed spraying in the parish for the remainder of 2017/18 and RESOLVED to appoint Mr Robert Craig for this work. Proposed Cllr Toms. Seconded Cllr Page. All agreed.

B Clerk updated councillors on progress towards agreeing a budget for 2018/19. ACTION Clerk to circulate budget briefing note with proposals for November meeting.

C Councillors RESOLVED to pay the previous parish clerk one whole month's salary. Proposed Cllr Lewis. Seconded Cllr Toms. All agreed.

D It was RESOLVED to confirm appointment of John Hesketh as Parish Clerk and Responsible Financial Officer. Proposed Cllr Lewis. Seconded Cllr Toms. All agreed.

42/2017 End of meeting 21.30