

Minutes | 11 February 2020

Location: St Keyne Village Hall, St Keyne PL14 4RF

Present: Cllrs Sally Lewis (Chairman), Min Toms, Charles Boney, Kevin Shovelton, Richard Dorling, Jane Page.

Also in Attendance: John Hesketh (Parish Clerk).

Members of the public: 1

The public meeting started at 19.30 and finished at 21.20

14/2020 Chair's Welcome & Housekeeping

15/2020 Public Participation / Cornwall Council report, if available.

There were no residents in attendance.

Cornwall Councillor Phil Seeva presented his report: full council will meet next on 25 February 2020 when the budget and level of council tax for 2020/21 will be decided; there is still funding remaining in his Community Chest budget. Councillors are asked to submit any applications before the end of this month.

ACTION Clerk to agree applications with Cllrs Sally Lewis and Dorling.

16/2020 Apologies

Apologies received from Cllr Fran Lewis.

17/2020 Declarations of interest

No declarations of interest made or declarations requested.

18/2020 Minutes of the public meeting

It was RESOLVED to approve the minutes of the meeting held on 14 January 2020. Proposed Cllr Dorling. Seconded Cllr Boney. All agreed.

19/2020 Matters arising from the minutes

The Parish Council will consider any matters arising from the minutes of the previous public meeting.

Cllr Shovelton confirmed that the additional dog bin and benches had been installed in Jubilee Park. The Chair thanked Cllr Shovelton for his time in arranging this.

10/2020 Dog signage

Clerk reported that dog pick-up signs can be obtained from Cornwall Council and Dog-warning signs can be ordered locally.

ACTION Clerk to obtain pick-up signs and order 2x A4 dog-warning signs for the children's play area.

20/2020 Correspondence

A Letter from Tanya's Courage Trust requesting donation

It was RESOLVED to agree a donation of £50 to the trust. Proposed Cllr Shovelton. Seconded Cllr Lewis. All agreed.

ACTION Clerk to arrange online payment

21/2020 Planning Matters

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

B Planning application received after agenda published. None received. Noted.

C Planning applications approved by Cornwall Council. Noted.

PA19/10707

Applicant: Mr And Mrs Pratt

Location: 56 Valley View St Keyne Liskeard Cornwall PL14 4QJ

Proposal: Rear extension and first floor extension over existing garage and remodelling

D Planning applications refused by Cornwall Council. None refused. Noted.

22/2020 Finance

It was RESOLVED to agree authorisation of payment of the following accounts. Proposed Cllr Toms. Seconded Cllr Page. All agreed. Cllr Page will give online authorisation. Cllr Lewis queries payment of print costs to Cornwall Council.

ACTION Clerk to speak with Cornwall Council accounts team to agree who the payee should be.

A Direct Bank Payment & Receipts.

Date	Payee	Description	Pay	£
13/01/2020	Plusnet	Broadband & Phone	DD	£ 45.00
14/02/2020	Crystal Clear	Window cleaning	OLB	£ 16.50
14/02/2020	Cornwall Council	Print costs	OLB	£ 29.58
24/02/2020	HMRC	PAYE	OLB	£ 60.60
24/02/2020	John Hesketh	Salary	OLB	£ 242.82
All bank payments this period				£ 394.50
Bank Receipts Schedule		2/20		
Date	Payer	Description		£
31/01/2020	Cornwall Council	Interest		£ 29.59
All bank receipts this period				£ 29.59

B Bank Reconciliation.

At the close of business on 31 January 2020, the council held £49,854.27 in its accounts

C Outturn Q3 Oct-Dec 2019

Councillors noted the report which may be viewed on the council's website

23/2020 Councillors' Reports

Topical items that may be raised by councillors not requiring formal decision.

A Cllr Jane Page

Maintenance report

Jubilee Park

Thanked Cllr Shovelton for arranging installation of the new benches and bin. They are appreciated by park users. The tall hedge adjoining the park has been trimmed back.

Lawn Cemetery

All inspected and approved.

Longlands

All inspected and approved.

Cllr Lewis reminded the meeting that the lease for Longlands completes in 2021 and asked that a future meeting consider what steps are needed to return the land to its original condition. Cllr Boney asked for clarity on public liability for car park users once the lease has been surrendered.

ACTION Cllr Lewis to report back

B Community Emergency Plan

Cllr Shovelton reported that progress is continuing with the draft CEP: thanks to Cury Parish Council for their template; have agreed in-principle roles for key coordinators in the parish; recommends that the Village Hall be the key coordinating centre and meeting point during a declared emergency; the role of Care Coordinator for isolated and vulnerable people was supported by councillors; need to involve Trewidland at the earliest opportunity if the boundary change is approved; a further draft will be presented to the March meeting. Clerk explained that advice and funding is still available from Cornwall Council.

It was RESOLVED to agree to develop a Community Emergency Plan. Proposed Cllr Lewis. Seconded Cllr Page. All agreed.

The Chair thanked Cllr Shovelton, Toms and Fran Lewis for their work in drafting the plan so quickly.

ACTION Cllr Shovelton will liaise with Village Hall committee about designating their premises as a coordinating centre. Clerk to confirm resolution to Cornwall Council and arrange meeting between their Emergency Planning Officer and the parish council team.

24/2020 Chair's Agenda Items

A Community Governance Review

Chair reported that there would be a public consultation meeting at Liskeard Public Hall on 13 February 2020. This is organised by the Electoral Review Panel and is an opportunity for council and residents to question the panel. Discussion took place on the council's decision not to ward Trewidland.

ACTION Clerk to add to march agenda and write to Dobwalls & Trewidland Parish Council to take their opinion.

B Lawn Cemetery

Chair presented a range of proposals for creating a memorial garden in the St Keyne Lawn Cemetery. Councillors discussed the fees that might be levied, possible planting displays, type of memorial wall or monument, seating.

ACTION Cllr Lewis will update her proposals for the March meeting to include: fees and charges; tree selection; form of surrounding memorial wall.

C Response to Climate Emergency

Clerk explained the background to Cornwall Council's Declaration of a Climate Emergency in 2019 and the actions that some parish councils have taken. Action plan templates are now available that will enable smaller parishes with limited resources to make a proportionate response. Councillors acknowledged that whilst the topic is of public interest, their focus at the moment is on developing a Community Emergency Plan.

ACTION Clerk to add to April agenda

25/2020 Clerk's Report

A Council email addresses

Clerk reminded councillors that advice from the Information Commissioners Office is that they should only be receiving councils emails into a dedicated email box. The Clerk offered to set up '@stkeyneparishcouncil.org.uk' mailboxes if any councillors wished. Alternatively, they were advised to set up a parallel mailbox with their existing email provider using the format First Name 'Cllr' and Last Name 'initial & Family Name'. For example, 'Cllr JSmith'. Councillors agreed a deadline for 31 March 2020 for creating their mailboxes

26/2020 Date of next meeting

10 March 2020 at St Keyne Village Hall.

27/2020 End of meeting 21.20