

St Keyne Parish Council

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Date: Tuesday 14 November 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, Loveday Carlyon. Divisional Councillor Phil Seeva.

Also in Attendance: John Hesketh (Parish Clerk).

Members of the public: 2

The public meeting commenced at 19.30 and finished at 21.30

Minutes | 14 November 2017 7.30pm

43/2017 Chair's Welcome & Housekeeping

44/2017 Public Participation / Cornwall Council report, if available.

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

Mrs Linda Wright attended to represent the St Keyne Youth Club and to thank the parish council for its continuing support of their projects. Expansion plans under consideration by the parish hall committee may require some rearrangement of their current storage facilities. Cllr Boney accepted her invitation to accompany her to the next PH committee meeting to discuss how this may impact on the youth club.

45/2017 Apologies

Apologies received from Cllr Phil Seeva.

46/2017 Declarations of interest

Parish Councillors were asked to make any declarations of interest in respect of items on this agenda.

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.

47/2017 Minutes of the public meeting

It was RESOLVED to approve the minutes of the meeting held on 18 October 2017. Proposed Cllr Page. Seconded Cllr Carlyon. All agreed.

48/2017 Matters arising from the minutes

The Parish Council will consider any matters arising from the minutes of the public meeting held on 18 October 2017.

Item 16	Information on new defibrillator. Clerk presented a briefing note on the offer available from the South West Ambulance Service. Councillors asked for more detailed information to be presented and included on the January 2018 agenda. ACTION Clerk to write to SWAS.
Item 19	South West Water & grounds maintenance Clerk has written to South West water who have committed to cutting back the vegetation at the pumping station. ACTION Clerk to follow up.
Item 34A	Report on historic VAT claims. Clerk reported that he had submitted historic VAT claims for the period 2013/2016 totalling £1,002.66. Cllr Boney asked that the clerk check if we can extend the period of claim further back. ACTION Clerk to contact HMRC for details.
Item 39	Renewal of insurance. Clerk presented the meeting with two options for insurance renewal. Either a one-off annual payment for £1,107.98 or a long term agreement (3 year) with an annual equivalent of £1,015.38. It was RESOLVED to accept the three year option. Proposed Cllr Page. Seconded Cllr Toms. All agreed.

49/2017 Correspondence Received

A The Pension Regulator concerning compliance.

Clerk explained that the council had received a letter from the Regulator confirming that the parish council was properly registered with them, and that the Clerk would not be taking up the option of company pension.

50/2017 Planning Matters

A To agree the parish council's response to Cornwall Council consultations on new planning applications.

20.10.17 PA17/00023/NDP

Applicant: Liskeard Town Council

Location: Liskeard

Proposal: Plan proposal submitted for Liskeard Neighbourhood Development Plan. It was RESOLVED to support this application and its progress towards final consultation and adoption. Proposed Cllr Page. Seconded Cllr Carlyon. All agreed.

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

C Planning applications approved by Cornwall Council – Information only.

51/2017 Finance

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

A Accounts

Payments Schedule		October 2017	Period	7
Date	Payee	Description	CQ	£
14/11/2017	Rob Craig	Weed spraying	1068	£ 165.00
14/11/2017	Grant Thornton	Audit	1069	£ 120.00
14/11/2017	Jenny Hoskin	Salary & expenses	1070	£ 155.34
14/11/2017	HMRC	Tax & NIC	1071	£ 66.86
14/11/2017	Granham Crabb	Ground maintenance	1072	£ 3,260.00
All cheque payments today				£ 3,767.20

B Direct Bank Payment & Receipts.

Bank Payments Schedule		October 2017	Period	7
Date	Payee	Description	Pay	£
05/10/2017	Plusnet	Broadband	DD	£ 23.40
All bank payments this period				£ 23.40
Bank Receipts Schedule		October 2017	Period	7
Date	Payer	Description		£
26/10/2017	HMRC	VAT refund		£ 376.24
All bank receipts this period				£ 376.24

C Bank Reconciliation. At the close of business on 31 October 2017, the council had £7,780.09 in deposit account, and £60,010.67 on current.

D To approve the budget for 2018/2019.

Clerk referred councillors to the briefing note previously circulated that set out proposals for the 2018/19 budget. Estimates of costs for the year ahead were predicted to be lower than the current year, and the budget proposed reflected that. It was RESOLVED to accept the budget of £14,350.00. Proposed Cllr Boney. Seconded Cllr Page. All agreed.

E To approve the precept for 2018/2019.

Going forward from the budget that had been proposed, the Clerk explained that Council Tax Support Grant and an historic VAT refund would allow the parish council to reduce the level of precept. It was RESOLVED to set a precept for the year 2018/19 of £12,000. Proposed Cllr Toms. Seconded Cllr Carlyon. All agreed.

F It was noted that Cllrs Carlyon and Boney be added to the Barclays Bank mandate.

52/2017 Councillors' Reports

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

A Cllr Jane Page

Councillors presented her monthly report and explained that seating at Jubilee Park needed attention. This may be best considered as part of the wider programme of refurbishment planned for the area in 2018. The small seat by the lawn cemetery was also in need of minor painting, but councillors were unsure if this was responsibility of the parish council or the parochial church council. Cllr Page will get confirmation.

New signage and warning notices are needed for use around the parish. It was agreed to commission signs that would explain how to report faults or concerns about council managed facilities in the parish (Longlands, Jubilee Park, the bus shelter). Approximate cost would be £50 for three signs.

The Chair explained that she was in discussions with a Menheniot parish councillor who was assisting her with repairs to the bus shelter. Now that Cornwall Council have confirmed that the parish council owns the shelter, we need to make repairs to the seating. Chair will get an estimate of the cost for approval, and will defer a decision on what signage may be needed until the next meeting.

B Open Spaces

Chair reported that there have been a number of queries raised by residents about use of maintenance of Longlands. Because the parish council leases the ground and does not own it, there are restrictions on what can be done with it. Cllr Lewis will write a piece for the church magazine to explain what our situation is.

Clerk explained that he had been in contact with Cormac about the maintenance of fingerposts in the parish who confirmed that repairs are the responsibility of Cornwall Council. Requests for repairs can be made through their website in the usual way. If councillors feel that new posts are needed, requests can be made in the same way. Councillors are aware that there may be considerable delays in repairing fingerposts, and that a quicker solution may be to fund any replacements from parish council reserves.

53/2017 Chair's Agenda Items

Councillors discussed the adoption of these policies (reports published on the website)

A Financial Regulation

B Financial Risk Assessment

It was RESOLVED to approve new Financial Regulations and Financial Risk Assessment.

Proposed Cllr Lewis. Seconded Cllr Page. All agreed. A copy will be posted on the council's website.

C Village Youth Club: see Item 44 above.

D Proposed policy for Grants & Donations

Chair led a discussion on proposals to introduce a system for receiving requests for donations and grants to volunteering groups, and setting out terms and conditions that would govern decision making. A sum of £250 has been included in the council's 2018/19 budget and precept to cover a limited fund that will be open to groups needing small (usually no more than £50) donations for projects that will benefit the residents of St Keyne. It was RESOLVED to agree a small grants fund,

and accept recommendations of the briefing note. Proposed Cllr Lewis. Seconded Cllr Page. All agreed.

54/2017 **Date of next meeting.**
9 January 2018 at St Keyne Village Hall

55/2017 **End of meeting 21.30**