

St Keyne Parish Council

www.stkeyneparishcouncil.org.uk

Date: Wednesday 19 July 2017

Time: 7.30pm

Location: Village Hall, St Keyne

Present: Cllrs Sally Lewis (Chairman), Charlie Boney, Jane Page

Also in Attendance: Cornwall Councillor Phil Seeva and John Hesketh (Parish Clerk).

Members of the public: 0

The public meeting commenced at 19.30 and finished at 21.45

Minutes

01/2017 Public Participation

There were no members of the public to speak.

Report from Cornwall Councillor Phil Seeva

Cllr Seeva explained that he had spoken to council officers responsible for waste collection, and had agreed to move the dog bin currently located at the junction of Valley View and Penhale Road to the centre of Valley View Estate, opposite number 57. He has funding available from his Community Chest. Any residents wishing to make applications are asked to speak with him before applying. Details can be obtained from the Cornwall Council [website](#). This year, there is additional support available to help groups apply for funding via Crowdfunding. More details on the Cornwall Council website. He has been appointed to the Local Enterprise Partnership (LEP) Board for Cornwall and the Isles of Scilly.

02/2017 Apologies

Apologies were received from Cllrs Loveday Carlyon and Min Toms.

03/2017 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.

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

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

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

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04/2017 Minutes of the public meeting

It was RESOLVED to approve the minutes of the meeting held on 21 June 2017.
Proposed: Cllr Page. Seconded: Cllr Boney. All agreed.

05/2017 Matters arising from the minutes

The Parish Council considered these matters arising from the minutes of the public meeting held on 21 June 2017.

Item 5	Meeting with Mr Mahoney regarding car parking Cllr Lewis has been unable to contact Mr Mahoney so far. Carried forward to next meeting.
Item 5	Village footpaths Cllr Page reported that she had taken part in a walk to look at the footpaths on 29 May, and recognised the value of a well maintained network of paths. However, she noted that none of the paths linked together to make a circular tour, and asked for a future agenda item to consider ways in which they may be joined up. ACTION Clerk to include on September agenda.
Item 5	Safety check on play equipment The Chair has received the latest ROSPA report on play equipment and has a list of non-urgent items to repair. She will be contacting a local contractor to follow up on the recommendations of the report.
Item 10	Governance Clerk reported that he had updated the website to include a link to the consultation on boundary changes, added all available agendas and minutes, posted copies of the council's Standing Orders, Financial Regulations and Risk Assessment, and published all documents required to comply with Transparency Regulations concerning the annual audit for 2016/17.
Item 13	Quotes for new equipment at Jubilee Park Cllr Lewis has met with Mrs Becky Morley and Playdale and discussed what equipment might be suitable for installation in the park. Cllr Boney asked that other companies should be approached to supply quotations before a final decision was made. Cllr Page suggested that residents who come to the Big Breakfast at the Village Hall on Saturday 22 July 2017 be given the chance to make their views known on what equipment they would like to see installed and to offer to help to set up a working group to look at this project. The parish council is willing to make a contribution towards the cost of purchase once a decision has been made.
Item 15	Co-opting councillors Cllr Lewis explained that there has been no response to the advertisement for the two vacant posts of parish councillor. Clerk explained that he would inform Cornwall Council of the situation, and suggested they continue to advertise the vacancies, together with a role profile to explain to prospective candidates the range of work involved.
Item 16	Quotations for TV for Social Club As part of the council's support to improve facilities in the village hall, Cllr Page has researched prices for a flat screen tv. She will pass these onto the Village Hall and Social Club committee for their decision. Cllr Seeva may be able to offer some financial support through his Community Chest.
Item 16	Information on new defibrillator

	Cllr Lewis has written to other neighbouring parishes to find out what arrangements they have in place for the purchase and maintenance of a community defibrillator. Will report back at a future meeting.
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06/2017 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 – Information only. Prior approval not required.

Application	PA16/04181
Applicant	Paul Pascoe
Proposal	Outline application for affordable-led residential development comprising 21 dwellings and associated access
Location	Land South Of Broad Park St Keyne Cornwall

Councillors discussed the decision notice, and repeated their concerns that the projected volumes of traffic and safety of children was still an issue for them. They will review their opinion again when the full planning application comes before them.

D To agree a response to a request for pre-application advice from Sinclair Dalby for a base station installation. Report previously circulated.

Application	Sinclair Dalby (Surveyors)
Applicant	Vodafone UK
Proposal	Proposed base station installation
Location	Churchtown Farm, St Keyne, PL14 4RJ

Based on the information supplied by the applicant, and their local knowledge of the proposed location, councillors agreed that there would be an impact on the community due to the size and height of the 25m radio aerial, but that in their view, the impact was not significant. Councillors RESOLVED to feedback this opinion to the surveyors. Proposed: Cllr Page. Seconded: Cllr Boney. All agreed.

07/2017 Finance

A Accounts

The Parish Council RESOLVED to approve payment of the following accounts. Proposed: Cllr Boney. Seconded: Cllr Page. All agreed.

Payments Schedule		July 2017	Period	4
Date	Payee	Description	CQ	£
19/07/2017	CALC	Annual subscription	1056	£ 208.70
19/07/2017	Crystal Clear	Window clean	1057	£ 5.50
All cheque payments today				£ 214.20

Cllr Boney left the meeting at 20.16

B Direct Bank Payment & Receipts. For information. None available currently.

C Bank Reconciliation – previously circulated. Councillors were told that there was approximately £51,005.04 in their two bank accounts. This figure is based on the year-end balance that had been approved by the internal auditor and the value of cheques issued since then. It does not take account of any direct debits or standing orders in place. Councillors accepted that the estimate was good enough to work with, and would be updated monthly at public meetings.

D Financial report 2017/18 Q1 – previously circulated
Clerk presented a simple comparison between the quarterly budget and expenditure to date. The parish council agreed an annual spending budget of £41,000 for 2017/18, and has spent £2,947 in the first quarter of the year, against an estimate of £10,250. The underspend is due to the phasing of annual invoicing, and funding set aside for improvements to the village hall and other projects which have not been agreed. Clerk will provide quarterly updates.

E Annual Audit

The Chair reported that the council's annual external audit had been sent to Grant Thornton and accepted. We expect to receive their assessment back shortly. Residents are reminded that all of the council's annual accounts are open to inspection by contacting the Clerk.

08/2017 Councillors' Reports

A Safety Inspections ROSPA Inspection report (SL)
This item was dealt with in matters arising (5/2017 above)

B Liskeard Looe CNA

Cllr Boney had previously circulated the minutes of this meeting. Next meeting is 9 October 2017, 6.30pm at Pelynt Village Hall.

C Cllr Lewis presented a letter of thanks from Patricia Hopwood, treasurer of St Keyne Village Hall noting their appreciation for the installation of a new phone and broadband line that would now enable them to provide free WiFi to users of the hall.

09/2017 Clerk's Administration

A Update from Clerk continuation of parish management
Clerk gave a verbal report on his progress with the council's administration: email address has been created linked to the website. This is now in the public domain and he will be informing all suppliers and stakeholders of the changes made. Website updated. Financial reporting in place. Going forward, the Clerk will be speaking with HMRC about outstanding issues, and preparing a schedule of governance policies that are needed in place in order to comply with recommendations made by the internal auditor.

B To agree a timetable for the recruitment of a permanent parish clerk.

Councillors agreed to the schedule for recruitment of a permanent parish clerk. Job specification and role profile have been prepared and agreed. The post will be advertised from 28 July on the parish website, noticeboard, via CALC and in the Cornish Times. Interview date is set for 17 August.

C Consultation on review of electoral boundaries (report previously circulated)

Cllr Seeva explained the background to the review, and gave his opinion that fewer councillors could lead to improved efficiency in the way that work was managed at divisional level. All residents are invited to take part in the consultation which closes on 7 August 2017. The Chair asked that individual councillors should take part in the review. Details and a link to the documents are posted on the front page of the council's website.

10/2017 Date of next meeting.

Next meeting due 20 September 2017.

11/2017 Closed Session

Councillors agreed that the current locum clerk should continue up to the end of September 2017, and asked that a fixed term employment contract be put in place to cover the period.

12/2017 End of meeting

The meeting closed at 21.45