

St Keyne Parish Council

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Date: Tuesday 10 April 2018
Time: 7.30pm
Location: St Keyne Village Hall, St Keyne PL14 4RF

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

Also in Attendance: John Hesketh (Parish Clerk).

Members of the public: 2

The public meeting commenced at 19.30 and finished at 21.40

Minutes | 10 April 2018

27/2018 Chair's Welcome & Housekeeping

28/2018 Public Participation / Cornwall Council report, if available.

The Chair welcomed Richard Dorling and Kevin Shovelton.

29/2018 Apologies

Apologies for non-attendance received from Loveday Carlyon and Phil Seeva.

30/2018 Declarations of interest

Parish Councillors will be asked to make any declarations of interest in respect of items on this agenda. None were declared and no dispensations requested.

Interview for parish councillor vacancy

The Chair agreed to bring forward Item 39/2018 and councillors gave Mr Kevin Shovelton an informal interview. Mr Shovelton explained his background in local government as a council officer, working in education with both parish and unitary councils. It was RESOLVED to accept Mr Shovelton's request to be co-opted to the parish council. Proposed Cllr Boney. Seconded Cllr Page. All agreed. Mr Shovelton signed his Declaration of Acceptance of Office, and Cllr Shovelton joined the meeting.

31/2018 Minutes of the public meeting

It was RESOLVED to approve the minutes of the meeting held on 13 March 2018. Proposed Cllr Toms. Seconded Cllr Page. All those in attendance in March agreed.

32/2018 Matters arising from the minutes

The Parish Council considered these matters arising from the public meeting held on 13 March 2018.

15/2018 Upgrade Village Hall Broadband package.

Clerk reported that the additional cost to the parish council of paying for the upgraded broadband would be approximately £100. It was RESOLVED to approve the upgrade. Proposed Cllr Page. Seconded Cllr Toms. All agreed.

ACTION Clerk to inform Village Hall Committee and arrange new contract with PlusNet.

16 Defibrillator

Clerk presented a draft Memorandum of Understanding from South West Ambulance Service, and outlined the obligations from both parties. It was RESOLVED to accept the terms and conditions, and add the advance payment to the May agenda. Proposed Cllr Toms. Seconded Cllr Page. All agreed.

ACTION Clerk to liaise with SWAS and ask for estimates for installation time and training and obtain a quotation from an electrician to install the equipment.

19 Ground clearance at Sandy Close. Clerk reported no progress from South West Water. Item carried forward to May agenda.

9C Deposit accounts with Cornwall Council. No response from Cornwall Council yet. Item carried forward to May agenda.

33/2018 Correspondence Received

Councillors discussed email from Poppy Crichton of St Neot with proposals to set up a closed Facebook page for sharing items of community safety news. Cllr Boney suggested including this on the Community Network agenda meeting and introducing Ms Crichton to St Keyne Neighbourhood Watch.

ACTION Clerk to follow up.

34/2018 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. None received.

C Planning applications approved by Cornwall Council. None to report.

35/2018 Finance

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

A Accounts

Payments Schedule		Mar 2018	Period	12
Date	Payee	Description	CQ	£
10/04/2018	Francis Carne Associates	Stickers	1094	£ 14.12
10/04/2018	Crystal Clear	Window cleaning	1095	£ 5.50
10/04/2018	Cornwall ALC	Annual Membership	1096	£ 216.01
30/04/2018	John Hesketh	Salary	1097	£ 217.24
30/04/2018	HMRC	PAYE	1098	£ 54.20
All cheque payments today				£ 507.07

B Direct Bank Payment & Receipts.

Date	Payee	Description	Pay	£
05/03/2018	Plusnet	Broadband	DD	£ 23.40
All bank payments this period				£ 23.40

C Bank Reconciliation.

At the close of business on 31 March 2018, the parish council held £59,487.06 in its bank accounts.

36/2018 Councillors' Reports

A Cllr Jane Page

Lawn Cemetery: headstones were assessed for safety and no issues were noted.

Longlands: goal posts required cleaning.

Jubilee Park: the fence adjacent to the water pumping station has been repaired. Seating needs repairing.

ACTION Cllr Page to obtain quotes for repair from Rob Craig and add to May agenda.

B Footpaths & Open Spaces

Councillors discussed the need to maintain clear and safe footpaths throughout the parish, and agreed to examine extending the current ground maintenance contract to include the entrance to footpaths.

ACTION Clerk to obtain quote for additional work from Mr Crabb. Cllr Shovelton will plot stiles onto a parish map.

37/2018 Chair's Agenda Items

A Standing Orders

Councillors discussed updating their current Standing Orders, and noted recommendations in their briefing note. It was RESOLVED to adopt new Standing Orders that included changes to the length of time that residents may speak in public participation (5 minutes); increasing the maximum length of a meeting to 3 hours; giving councillors the clear option of recording named voting if any resolution fails to obtain unanimous support; responsibility for granting dispensations delegated to proper officer. Proposed Cllr Page. Seconded Cllr Toms. All agreed.

B Community Emergency Plan

Councillors examined the CEP template that was provided by Cornwall Council and agreed to take the matter forward by identifying key groups and people who might assist.

ACTION include on agenda for annual parish meeting; plan for CEP meeting in summer 2018;

Chair to write piece for the parish magazine; link to installation of the defibrillator.

C General Data Protection Regulations

Clerk presented a briefing note that had been published which outlined the scope of work required for compliance with the new GDPR. The National Association of Local Councils (NALC) has issued a toolkit to guide parish councils in implementing the GDPR, and the Clerk is adapting this to St Keyne's requirements. CALC will be providing council's with templates of suitable policies in the near future. Preparations to delete emails, correspondence and other paperwork that is no longer relevant are underway. Privacy and consent statements are in being prepared. CALC also informs the Clerk that the published implementation deadline for the regulations of 25 May 2018 will not be rigidly enforced by the Information Commissioners Office.

D Burial Fees for Children

Clerk updated councillors with news that central government will reimburse cemetery operators for the cost of any interment for a young person under the age of 18. Currently, St Keyne Parish Council makes no charge for any interment of a parishioner under 18. There is a £100 fee for non-parishioners, and the new exemptions will apply to them.

E Annual Governance & Accountability Return 2017-18

Changes to the annual audit process mean that smaller parish councils may request exemption from the external audit process. It was RESOLVED to request exemption from the new Annual Governance and Accountability Audit. Proposed Cllr Boney. Seconded Cllr Toms. All agreed.

ACTION Clerk to contact PKF Littlejohn to request exemption.

38/2018 Date of next meeting.

8 May 2018 at St Keyne Village Hall

39/2018 Closed Session

This item was moved to the start of the public meeting.

40/2018 End of meeting

Meeting ended 21.40