

# St Keyne Parish Council

www.stkeyneparishcouncil.org.uk

Date: Tuesday 12 June 2018  
Time: 7.30pm  
Location: St Keyne Village Hall, St Keyne PL14 4RF

Present: Cllrs Sally Lewis (Chair), Min Toms, Charles Boney.

Also in Attendance: John Hesketh (Parish Clerk).

Members of the public: 2

The public meeting commenced at 19.30 and finished at 21.00

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## Minutes | 12 June 2018

### **55/2018 Chair's Welcome & Housekeeping**

### **56/2018 Public Participation / Cornwall Council report, if available.**

Cllr Seeva had sent a short written report explaining that potholes at Penhale Lane had been inspected by Cormac, and that the work would be scheduled for action.

### **57/2018 Apologies**

Received from Cllr Carlyon, Page and Shovelton. Cllr Seeva also sent apologies.

### **58/2018 Declarations of interest**

None declared and no dispensations requested.

### **59/2018 Minutes of the public meeting**

It was RESOLVED to accept the minutes of the meeting held on 8 May 2018 as a true and fair record. Proposed Cllr Boney. Seconded Cllr Toms. All agreed.

### **60/2018 Matters arising from the minutes**

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

#### **19 Ground clearance at Sandy Close**

Clerk reported that South West water acknowledged their ownership of the pathway leading to the pump house, but they were only able to maintain it to a standard appropriate to their usage. Any additional clearance would have to be undertaken by other agencies. Councillors asked that SWW post a sign to remind path users that the route was not dedicated to the public, and for the Clerk to investigate any issues around liability for the parish council were it to cut and clear the overgrown weeds.

ACTION Clerk to follow up.

#### **48E Deposit accounts with Cornwall Council**

Clerk reported that there had been no reply to his request for a progress report on setting up the reserve account with Cornwall Council.

ACTION Clerk to follow up.

### **61/2018 Planning Matters**

Lambest Cottage | Menheniot | Cornwall PL14 3RE

01579-342437

clerk@stkeyneparishcouncil.org.uk

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 Approved.

## 62/2018 Finance

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

A Accounts

Payments Schedule		June 2018	Period	3
Date	Payee	Description	CQ	£
12/06/2018	Linda Coles	Annual audit	1106	£ 160.00
28/06/2018	CHEQUE CANCELLED		1107	£ -
28/06/2018	CHEQUE CANCELLED		1108	£ -
28/06/2018	John Hesketh	Salary	1109	£ 283.92
28/06/2018	HMRC	PAYE	1110	£ 10.92
All cheque payments today				£ 454.84

B Direct Bank Payment & Receipts.

Bank Payments Schedule		June 2018	Period	3
Date	Payee	Description	Pay	£
05/05/2018	Plusnet	Broadband	DD	£ 45.00
All bank payments this period				£ 45.00

C Bank Reconciliation.

Clerk reported that the Barclays Business Premium account had now been closed, and remaining funds transferred to the Community Account, pending a deposit being made to Cornwall Council (Item 60/48E above). At the close of business on 31 May 2018, the parish council held £62,866.41 in its bank account.

## 63/2018 Councillors' Reports

A Cllr Jane Page

Maintenance report: that the wooden seat in the cemetery has been repaired, and work *to remove a tar deposit at Longlands by*<sup>1</sup> Cormac remains outstanding (see Item 56/2018 above).

B Footpaths & Open Spaces

Chair has spoken to Mr Crabb who has agreed to submit a quotation for additional grasscutting on footpaths 629/3/1 and 629/4/1 entrances, stiles and kissing gates.

C Fly tipping

Cllr Toms reported that there appeared to be an illegal deposit of filled black bin liners and garden waste at the rear of the village hall. ACTION will investigate further and report back.

## 64/2018 Chair's Agenda Items

A Purchase of equipment for Jubilee Park.

Cllr Lewis will progress earlier plans to supply the children's play area with new equipment. ACTION to make contact with the resident who had consulted with parents about the choice of equipment, and speak with Menheniot parish councillors about their experiences of purchase and installation.

B Parish Council Training Policy

<sup>1</sup> Added for clarity at public meeting held 10 July 2018

Councillors RESOLVED to adopt a policy for training new councillors and staff members. Proposed Cllr Toms. Seconded Cllr Boney. All agreed.

C Tree Warden  
Item deferred to July 2018 meeting.

**65/2018 Clerk's Administration**

A General Data Protection Regulations

Clerk presented a briefing note to councillors and updated them on the council's progress towards compliance. The General Privacy Notice was published in advance of the 25 May deadline on the council's website, and policies and procedures to support the GPN have been drafted. Councillors agreed that a rolling programme to review the drafts and to adopt them will be introduced from July 2018 onwards. Clerk expects that the parish council would be complaint within 3 months. It was RESOLVED to ratify the late resolution made in the May 2018 meeting to appoint the Clerk as Data Protection officer. Proposed Cllr Lewis. Seconded Cllr Toms. All agreed. ACTION Clerk to amend job description and role profile to reflect the new responsibilities.

B The work of Cornwall Council Standards Committee

Clerk presented a letter from the Standards Committee of Cornwall Council and summarised their annual report. There has been an increase in the number of Code of Conduct complaints made against parish councillors. The Clerk summarised its findings, and reminded the meeting that Code of Conduct training was available at intervals throughout the year.

**66/2018 Date of next meeting.**

10 July 2018 at St Keyne Village Hall

**67/2018 Closed Session**

Mr Richard Dorling did not attend for interview. ACTION Clerk to follow up.

**68/2018 End of meeting**