

St Keyne Parish Council

www.stkeyneparishcouncil.org.uk

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

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

Also in Attendance: John Hesketh (Parish Clerk).

Members of the public: 2

The public meeting commenced at 19.30 and finished at 21.35

Minutes | 10 July 2018 7.30pm

55/2018 Chair's Welcome & Housekeeping

56/2018 Public Participation

A resident asked if the parish council would be able to make one of the two open spaces it managed more dog friendly. He further explained that although the parish is rural in nature, access to public spaces is limited and that roads in St Keyne tend to be narrow and dangerous for dog walkers. The Chair explained that of the two spaces that the parish council managed, one was on a short term lease and its owners would not allow dogs onto the land, and the other was already set aside for a children's play area. Cllr Lewis agreed to include a longer discussion on this matter at a future meeting.

ACTION Clerk to schedule an agenda item and produce a briefing note.

A resident raised the issue of difficulty in using pavements in the parish caused by overhanging shrubs and bushes. The problem is often made worse because of cars which are parked partly on the pavements, making the walking space narrow and restricted for people with impaired mobility or those with prams or buggies. The Chair agreed to investigate further and produce a letter that could be delivered to individual houses asking them to cut back the overgrowth.

ACTION Clerk to liaise with councillors to identify these premises and areas, and speak with Cormac about enforcement.

67/2018 Interview for parish councillor vacancy

The Chair agreed to bring forward Item 67/2018 and councillors gave Mr Richard Dorling an informal interview. Mr Dorling explained that he had an interest in environmental and health matters which he hoped to use to benefit the parish. It was RESOLVED to accept Mr Dorling request to be co-opted to the parish council. Proposed Cllr Lewis. Seconded Cllr Toms. All agreed. Mr Dorling signed his Declaration of Acceptance of Office, and Cllr Dorling joined the meeting.

57/2018 Apologies

Apologies received from Cllr Carlyon and Cornwall Cllr Phil Seeva.

58/2018 Declarations of interest

Cllr Boney declared a non-pecuniary interest in any discussion about footpaths. Other than this, no interests declared and no dispensations requested.

59/2018 Minutes of the public meeting

Lambest Cottage | Menheniot | Cornwall PL14 3RE

01579-342437

clerk@stkeyneparishcouncil.org.uk

Cllr Page asked that a note be added to clarify that the outstanding work for Cormac was removal of a tar deposit at Longlands. It was RESOLVED to accept the minutes of the meeting held on 12 June 2018 as a true and fair record. Proposed Cllr Boney. Seconded Cllr Toms. All agreed.

60/2018 Matters arising from the minutes

19 Ground clearance at Sandy Close

Clerk reported that South West Water acknowledged their ownership of the land and did not object to any further maintenance work being carried out by the parish council. It was RESOLVED to fund periodic strimming of the pathway leading from Sandy Close, and to post a notice explaining this. Proposed Cllr Toms. Seconded Cllr Shovelton. All agreed.

ACTION Cllr Lewis to contact the ground maintenance contractor. Clerk to agree signage.

48E Deposit accounts with Cornwall Council

Clerk reported that the accounts had been opened and £40,000 deposited.

63C Fly tipping near village hall

Cllr Page reported that in spite of the matter being reported to Cornwall Council, the waste remains in place.

ACTION Clerk to follow up

64A Play equipment for Jubilee Gardens

Chair will draft a survey of potential users for distribution in the autumn, and will consider including a separate question on the use of the open space by dog walkers.

Update on defibrillator

Clerk has received a note from South West Ambulance Service that the defibrillator will be delivered later this week, and installation can go ahead soon after. Training is available, open to all and free. Councillors asked that this be arranged for mid-September, early evening.

ACTION Clerk to liaise with SWAS over delivery, installation and training.

61/2018 Planning Matters

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

Reference PA18/05325

Location Lametton Mill, St Keyne

Proposal Conversion of disused water mill to a single dwelling

It was RESOLVED to support this planning application. Proposed Cllr Page. Seconded Cllr Toms. All agreed. In making their decision, councillors noted that the conversion occupies an identical footprint to the current building and will not impact on the residential amenity or traffic flow. They noted that the siting of the solar array will be in an area surrounded by trees and ask that planners consider a tree survey if ancient or protected trees would be adversely affected.

Reference PA18/05326

Location Lametton Mill, St Keyne

Proposal Listed building consent for the conversion of disused water mill to a single dwelling

It was RESOLVED to support this planning application. Proposed Cllr Page. Seconded Cllr Shovelton. All agreed. Councillors took account of the guidelines issued by Cornwall planners in assessing the criteria for protecting listed buildings and their special character. Councillors noted the applicant's commitment to using high quality local materials and craftspeople, and welcome their plans to bring the disused mill back into use as a permanent dwelling.

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 Page. Seconded Cllr Boney. All agreed.

A Accounts

Payments Schedule		July 2018	Period	4
Date	Payee	Description	CQ	£
28/06/2018	John Hesketh	Salary	1109	£ 227.32
28/06/2018	HMRC	PAYE	1110	£ 56.60
19/06/2018	Cornwall Council	Reserve Deposit	1111	£ 40,000.00
10/07/2018	Menheniot Parish Council	GDPR training	1112	£ 53.89
10/07/2018	John Hesketh	CALC training	1113	£ 150.00
30/07/2018	John Hesketh	Salary	1114	£ 227.32
30/07/2018	HMRC	PAYE	1115	£ 56.60
10/07/2018	St Keyne Village Hall	Venue hire	1116	£ 30.00
All cheque payments today				£ 40,801.73

B Direct Bank Payment & Receipts.

Bank Payments Schedule		July 2018	Period	4
Date	Payee	Description	Pay	£
05/06/2018	Plusnet	Broadband	DD	£ 45.00
All bank payments this period				£ 45.00

C Bank Reconciliation.

At the close of business on 30 June 2018, the parish council held £22,595.99 in its Barclays Bank account.

D Quarterly Financial Outturn April-June 2018

Clerk explained that income and expenditure was skewed against budget because many of the forecast payments were not due for settlement until later in the year. The single item of note was the billing for the new defibrillator that had not been included in the original budget but would be paid for out of reserves.

63/2018 Councillors' Reports

A Cllr Jane Page

Cllr Page reported that all routine maintenance had been carried out, and she had made safety checks at Longlands, Jubilee Park and the lawn cemetery.

B Footpaths & Open Spaces

Cllr Shovelton spoke briefly about his project to improve access points to footpaths within the parish by working with landowners and other stakeholders.

ACTION Clerk to include on September agenda.

64/2018 Chair's Agenda Items

A General Data Protection Regulation

It was RESOLVED to approve amendments to the Clerk's Job Description, Person Specification and Job Application to reflect the new GDPR. Proposed Cllr Lewis. Seconded Cllr Page. All agreed.

B Tree Warden

Cllr Dorling expressed interest in the role and asked for further information to be sent to him.

ACTION Clerk to forward letter from Forestry Team.

65/2018 Clerk's Administration

A Application for online banking

It was RESOLVED to agree to provision being made to register with Barclays for online banking. Proposed Cllr Dorling. Seconded Cllr Shovelton. All agreed.

B Update from HMRC

Clerk updated councillors on recent correspondence with HMRC concerning their request for settlement of disputed outstanding PAYE. Clerk is in contact with HMRC and has requested proof for payment of all disputed matters before settlement.

66/2018 Date of next meeting.

11 September 2018 at St Keyne Village Hall

The Chair asked that councillors agree to delegate payment functions and any minor matters requiring decision to herself and the vice-Chair during the August recess. It was RESOLVED to support the proposal. Proposed Cllr Boney. Seconded Cllr Page. All agreed.

68/2018 End of meeting

Meeting ended 21.35