

St Keyne Parish Council

www.stkeyneparishcouncil.org.uk

Date: Tuesday 9 October 2018
Time: 7.30pm
Location: St Keyne Village Hall, St Keyne PL14 4RF

Present: Cllrs Sally Lewis (Chair), Charles Boney, Jane Page, Kevin Shovelton, Richard Dorling

Also in Attendance: John Hesketh (Parish Clerk).

Members of the public: 3

The public meeting commenced at 19.30 and finished at 21.50

Minutes | 9 October 2018 7.30pm

90/2018 Chair's Welcome & Housekeeping

The Chair welcomed councillors and residents to the meeting, and explained that she had received notice of resignation from Loveday Carlyon. Mrs Carlyon has been a long serving member of the parish council since 2007, and Cllr Lewis thanked her for her public service.
ACTION Clerk to notify Cornwall Council of the casual vacancy.

91/2018 Public Participation / Cornwall Council report, if available.

Cllr Seeva presented his report: at the recent full council meeting, Cornwall Councillors had voted to agree new divisional boundaries that would see St Keyne move from Menheniot to the new Liskeard South & Dobwalls. The next stage in the review will be an examination of the current town and parish council boundaries. A consultation by the Devon & Cornwall Police & Crime Commissioner on a possible merger between her force and Dorset Police has closed: the PCC had opposed the merger and the conclusion is that there will be no merger.

92/2018 Apologies

Apologies for non-attendance received from Cllr Toms.

93/2018 Declarations of interest

No declarations were made or dispensations requested.

94/2018 Minutes of the public meeting

With a minor amendment to Item 78/2018 (the parish council does not hold a contract for dog waste collection), it was RESOLVED to accept the minutes of the meetings held on 11 September as a true and fair record. Proposed Cllr Shovelton. Seconded Cllr Page. All agreed.

95/2018 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 South West Water pathway

The Chair thanked Cllrs Shovelton and Dorling for their work in organising the clean-up of this pathway. The overgrowth has now been cleared away and the regular maintenance work will be passed to the council's contractor.

ACTION Clerk to contact Mr Crabb to agree the additional work.

Lambest Cottage | Menheniot | Cornwall PL14 3RE

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64A Play equipment for Jubilee Gardens

Following on from a presentation by local residents Geoff Pratt and Simon O'Hora in September 2018, councillors received a report summarising the equipment options from three named suppliers. The residents were again present to answer questions from councillors about the need for ground preparation and access into the play area. It was RESOLVED to accept the proposal from Outdoor Play People (Option C) at a cost of £10,000, payable from the council's reserves. Proposed Cllr Lewis. Seconded Cllr. Page. All agreed.

ACTION Clerk to confirm order and make arrangements for a 50% deposit to be paid, and draft terms of reference for the working group. Cllr Shovelton agreed to lead a working group of residents and volunteers to supervise the preparation and installation of the equipment. There may be additional work needed to refurbish the existing swings. This item covers 99/2018A below.

56 Mobile Police Station

Clerk reported that Liskeard Police are able to arrange a morning drop-in for the village and have asked that it coincide with another social event in order to maximise the opportunity for residents to visit. Cllr Dorling suggested that it should be on a Wednesday morning to attract people meeting for coffee in the village hall.

ACTION Clerk to arrange visit for November/December.

96/2018 Planning Matters

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

Application: PA18/05325

Proposal: Conversion of a disused water mill to a single dwelling (amendments to application no. 07/01098/FUL).

Location: Lametton Mill St Keyne Liskeard Cornwall

Councillors had previously voted to support this application in July 2018, and again RESOLVED to support the proposals. Proposed Cllr Page. Seconded Cllr Boney. All agreed.

Application: PA18/05326

Proposal: Listed building consent for the conversion of a disused water mill to a single dwelling (amendments to approved planning drawings (07/01100/LBC).

Location: Lametton Mill St Keyne Liskeard Cornwall

Councillors had previously voted to support this application in July 2018, and again RESOLVED to support the new proposals to amend the layout of windows in the property. Proposed Cllr Dorling. Seconded Cllr Boney. All agreed.

Application: PA18/08944

Proposal: To discharge planning obligations attached to planning application E2/97/00883/FUL

Location: Clemens Road St Keyne.

Councillors discussed the reasons behind the original conditions relating to residency and employment and agreed that the need for local housing and its delivery had evolved since consent was first granted in 1999. At the time of the meeting, Cornwall planning officers had not yet received legal advice about the conditions of the s106 agreement. In the absence of a clear legal direction, it was RESOLVED to object to the application. Proposed Cllr Page. Seconded Cllr Shovelton. St Keyne Parish Council does not support removal of these conditions. In making their decision, asked that planning officers take legal advice on the matter and consider modifying the original conditions.

B Planning application received after agenda published. None received.

C Planning applications approved by Cornwall Council. None Approved.

D Community Infrastructure Levy

The Chair led a discussion of the CIL survey, and councillors agreed a supportive response to the consultation and its five questions. Proposed Cllr Boney. Seconded Cllr Dorling. All agreed.

97/2018 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		Oct 2018	Period	7
Date	Payee	Description	CQ	£
09/10/2018	Crystal Clear	Window cleaning	1129	£ 5.50
09/10/2018	PKF Littlejohn	Annual audit	1130	£ 240.00
09/10/2018	Zurich	Insurance premium	1131	£ 1,025.95
30/10/2018	HMRC	PAYE	1132	£ 56.60
30/10/2018	John Hesketh	Salary	1133	£ 227.32
09/10/2018	John Hesketh	Contribution to CiLCA training	1134	£ 125.00
All cheque payments today				£ 1,680.37

B Direct Bank Payment & Receipts.

Bank Payments Schedule		Oct 2018	Period	7
Date	Payee	Description	Pay	£
20/09/2018	Plusnet	Broadband	DD	£ 45.00
All bank payments this period				£ 45.00

Bank Receipts Schedule		Oct 2018	Period	7
Date	Payer	Description		£
01/09/2018	Cornwall Council	Interest		£ 35.01
10/09/2018	Cornwall Council	Precept & CTS		£ 6,548.33
13/09/2018	Cornwall Council	LMP maintenance		£ 71.69
25/09/2018	HG Stacey	Memorial		£ 120.00
All bank receipts this period				£ 6,775.03

C Bank Reconciliation.

At the close of business on 30 September 2018, the council held £67,042.71 in its accounts. This now includes a reserve held by Cornwall Council which in the last month accrued interest of £35.01.

D Quarterly Financial Outturn July-September 2018

Clerk presented a verbal update on the council's financial performance to date. Expenditure was slightly higher in the past quarter due to an historic payment made to HMRC and the purchase of the defibrillator (this item will be funded through council reserves). Income is higher than anticipated due to early receipt of the second precept and CTS payments, and income into the Lawn Cemetery account.

98/2018 Councillors' Reports

A Cllr Jane Page

Maintenance report: both Jubilee Park and the Lawn Cemetery have been examined and no current issues are reported. The patch of tar at Longlands is still present.

ACTION Clerk to contact Cornwall Council to expedite removal.

Defibrillator training

Cllr Page reported a good turnout to the training that had been held in the village hall on 25 September. One of the attendees attending has written a piece for the parish magazine, and will be encouraging other residents to attend a further session if it can be arranged.

B Footpaths & Open Spaces

Cllr Shovelton has visited local landowners whose property has public footpath access, and discussed the options for modifying the route and installing new signage. The councillor will bring more detailed proposals to a future meeting for discussion and agreement.

C Tree Wardens

Cllr Dorling has received details of a meeting in Liskeard and plans to attend.
ACTION Clerk to book place at the meeting and forward details of grant funding to Cllr Dorling.

99/2018 Chair's Agenda Items

A Jubilee Park
See Item 95/2018A above.

B Community Emergency Plan

The Chair explained how a recent falling tree had blocked a minor road in the parish that could have had more serious impact for residents. Cllr Lewis asked that councillors consider a public meeting in the New Year with attendance by a Cornwall Emergency Planning Officer.
ACTION Clerk to research possible dates and draft agenda.

100/2018 Clerk's Administration

A Application for banking facilities
Cllr Dorling completed the banking mandate and will pass to Cllrs Lewis and Toms for sign-off.

B Data Protection Act 2018

It was RESOLVED to accept the draft Subject Access Request Policy and a Reporting Breaches in relation to the General Data Protection Regulation. Proposed Cllr Lewis. Seconded Cllr Page. All agreed.

C Jubilee Park Users Survey

The schedule for the Jubilee Park survey has been amended so that it can be included in the December edition of The Informer.
ACTION Clerk to work with Valerie Bourne to finalise the survey and create a simple display for use at village hall events.

D Annual Governance & Accountability Return

The 2017/18 annual audit report has been received from auditors with no issues giving them cause for concern or other matters that affect their opinion. The completion notice has been posted on the council's website and notice board.

101/2018 Date of next meeting.

13 November 2018 at St Keyne Village Hall

102/2018 End of meeting 21.50

Before the meeting ended, the Chair was delighted to announce that the parish council had been awarded Foundation Status in the Local Council Awards Scheme. This is an external accreditation from the National Association of Local Councils that recognises good governance and management by parish councillors and their clerk.

ACTION Clerk to request presentation of the certificate by the Chair of CALC, Cllr Paul O'Brian.