

Supplementary Notes to accompany the Agenda for the Meeting on Wednesday 1st February, 2017 at Widegates Reading Room at 7.00 pm of Morval Parish Council.

Present: **Chair:** K. Spencer
Vice-Chair T. Chudleigh
Parish Councillors: R. Dennis, P. Harding, G. Tamblyn, S. Hutchins, J. Kitson
P. Hunt, C. Pearn, P. Taroni
Cornwall Councillor: J. Candy
PCSO: PCSO Steve Cocks

1. Apologies:

2. To receive a) any declarations of interest or b) details of any gifts or hospitality received: *Members should declare any interest in items on the agenda here and are reminded that, unless they have been granted a dispensation, if they have a disclosable pecuniary interest in any matter as defined by regulations made by the Secretary of State, they may not participate in any discussion of or vote on the matter.*

3. To receive details of agreed dispensations and dispensation requests

4. Minutes:

4.1: To resolve that the minutes of the Parish Council meeting held on the **11th January 2017 at 7.00 pm**, having been previously circulated, be taken as read, approved and signed by the chair as a true and accurate record of the meeting.

Proposed by _____ seconded by _____ and agreed by _____

5. Report from Devon and Cornwall Constabulary:

6. Report from Cornwall Councillor Candy:

7. Public Participation: *The Chair will limit this Item to 10 minutes. This is the only point on the Agenda where members of the public are permitted to speak unless pre-arranged with the clerk and Chair.*

8. Planning: To consider all matters relating to planning including applications received after the agenda is printed if time allows for their appropriate display within the parish.

8.1: Cornwall Local Plan Strategic Policies 2010 – 20130: For information: A copy of this book has been received. Any person wishing to view it can do so free of charge on Cornwall Council's website: <http://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/cornwall-local-plan> Please note that the Local Plan maps are only available in digital form.

8.2: Terras Crossing House, Sandplace:

8.2.1: Pre-application Presentation made to Looe Town Council: To discuss the email sent to Looe Town Council by the property owner and its response and **to agree** any further action required. Copies of the email and response letter have been included with the agenda marked as 8.2.

8.2.2: Appeal Notice: To discuss the contents of the Appeal Notice submitted against EN14/01718 and **to agree** a response. Copies of the Appeal Notice have been included with the agenda marked as 8.2.2.

8.3: PA16/03494: For information: PREAPP Closed – pre-application advice given **for** changing the use from annexe for relative to a dwelling at Twinaways Cottage Widegates

9. Finance: To reconcile financial records and authorise payments to be made.

9.1: Tables for information: The following payments were made during January:

Chq No.	Details	Amount
100878	Clerk's expenses during December 2016	90.99
100880	Cornwall Council – clerk's salary for December 2016	605.80
Total amount:		£696.79

9.2: Bank reconciliation:

9.2.1: Deferred from last meeting: To authorise Councillor Taroni, having been provided with the relevant documents prior to the meeting, to sign the bank statement and accounts record as documents that reflect the accuracy of the reconciliation below:

Finance Summary and Reconciliation for the period 19th November 2015 to 18th December 2016	
£	
Accounts record balance as at 19 th Nov. 2016:	36,298.85
- Expenditure:	719.29

Accounts record balance as at 18 th Dec. 2016	35,579.56
Held in investment accounts	30,000.00

	65,579.56
Balance shown on bank statement - 19 th Nov. to 18 th Dec.	36,185.36
- cheques not yet cashed: 100877	605.80

	35,579.56
Held in Scottish Widows account	30,000.00
Total funds held	65,579.56

9.2.2: Most Current Reconciliation: **For information:** As the bank statement has not yet been received this will be included on the additional sheet available at the meeting.

9.3: Payment Authorisations: **To authorise** payments as detailed below for payment during February 2017.

Proposed by _____, seconded by _____ and agreed by _____

Details	Amount
Clerk's expenses during January 2017	14.75
Total amount:	£14.75

9.4: All other financial matters:

9.4.1: Budget Summary: **For information:** Copies of the budget summary have been passed to each councillor with the agenda, marked as 9.4.1, uploaded to the web site and made available to the public at the meeting. Council should note that there is an over spend on postage which has been created due to the clerk sending some documents as a means of lessening the number of hours that she has accumulated under TOIL.

9.4.2: Scottish Widows: **For information:** The annual statement has been received showing gross interest of £111.28 as being earned for the previous year. It is not yet showing on the bank statement as being received.

9.4.3: ICO: **For information:** Notification has been received that the ICO annual fee will be taken via Direct Debit on or around the 6th March 2017.

10. Correspondence/reading material received by the clerk since the last Meeting, to include additional sheet detailing correspondence received since the agenda was delivered. Correspondence will be available for reading at the meeting: **For information:**

- Library and Information Service Devolution Programme Update
- CALC updates
- Communities and Devolution Planning Newsletter

11. Forward Planning: **For information:** This document has been updated and a copy of has been passed to each councillor, marked as 11. Copies have also been made available to the public either at the meeting or on the website.

12. Widegates and the "Village Green":

12.1: Inspection Report: **To receive** any concerns, if any, from Mr Matthews identified as part of the council's weekly inspection of the area.

12.2: BT: **To receive** any feedback to the call made by the clerk surrounding the outstanding hazards at the Green identified as part of the risk assessment process carried out last year and **to agree** any further action required.

13. Nomansland Bus Shelters: **To receive** feedback of any progress made with this project.

14. Morval War Memorial:

14.1: Research documentation request: **To discuss** a request received asking for copies of the documentation that she has accumulated as part of her research into this matter which she has responded to and which Councillors Spencer and Kitson were copied in to.

14.2: Decisions made under item 14.1 of the last meeting: **To receive** any response received from Mr Hambly and **to agree** how to proceed with the matter.

15: Parish Play Area Project: **To receive** additional feedback from the project group other than that which has been provided with the agenda marked as 15.

- 16. Morval PCC:** To accept any response received to the letter sent to the PCC and to agree any further action required.
- 17: Community Heartbeat:**
- 17.1: Presentation:** To agree any action that the council wishes to take following the presentation made by this organization at the meeting held in January.
- 17.2: Sandplace telephone box:** To receive an update on progress surrounding the telephone box's door being removed and it being a potential hazard.
- 18. Matters from the Clerk for discussion:** Including correspondence received since the agenda was printed. Extra attachment will form part of the minutes.
- 18.1: Elections 2017: For information:** Cornwall Council's webpages for the Elections to be held on 4th May 2017 went 'live' on Friday and can be accessed here <http://www.cornwall.gov.uk/council-and-democracy/elections/current-and-forthcoming-electionsreferendums/cornwall-council-and-parish-and-town-council-elections-4-may-2017/> .
- The site contains lots of useful information about the Elections including;-
- The timetable;-
 - Information about becoming a Councillor;- and
 - Guidance for Candidates and Agents
- The clerk will also begin advertising the elections and is available to answer any queries about who can be a parish councillor and the process required to apply.
- 18.2: Annual Financial Regulations Review:** To complete the annual review of this document and to agree any changes necessary. Please can councillors bring their copy of the document to the meeting with any suggested amendments for discussion.
- 18.3: Annual Policy and Procedures Review:** To complete the annual review of all policies and procedures and to agree any changes necessary. Please can councillors bring their copies of the document to the meeting with any suggested amendments for discussion. The clerk would respectfully request that Council considers an amendment to its complaints policy. The amendment to the War Memorial Policy as agreed by Council at the last meeting has been made.
- 18.4: Annual Leave and Clerk's Contracted Hours:**
- 18.4.1: Annual leave:** To approve or not an annual leave request from the clerk for the period 20th to 24th February inclusive. Please note that if approved, the clerk will need to post the agenda early on the 17th February.
- 18.4.2: Clerk's Contracted Hours:** To receive a concern from the clerk about her contracted hours and to approve a remedy to the problem arising.
- (Please note that the clerk would respectfully request that as item 18.4.2 is a matter concerning her contract, Council discuss it in a private session at the end of the meeting.)*
- 18.5: Meeting Calendar for 2017: For information:** The clerk has booked the Reading Room for the 17th May, 2017 to reflect the change required to the Annual Council Meeting. Up to date calendars have been made available to all councillors, marked as 18.5, and the public.
- 19. New Business:** Members should note that no item/motion will be moved at a meeting unless it has been included on the agenda and the mover has given written notice of its wording to the clerk at least 7 clear working days before the meeting as per Council's agreed Standing Orders.
- 19.1: Charter for Cornwall:** To discuss the request received, details of which are included with the agenda marked as 19.1, and to agree any response felt necessary.
- 19.2: Superfast Broadband:** Following concerns raised by a resident at Sandplace, to receive any update on progress being made with Superfast Broadband in this location and to agree whether or not to write on behalf of the residents in this location to Cornwall Council to request a speedy delivery of the service there.
- 19.3: Local Councils Inquiry Day:** To agree any response to the report included with the agenda marked as 19.3 prepared following the Enquiry day held as part of the Local Government Boundary Review.
- 19.4: Community Infrastructure Levy Consultation:** To agree any response felt necessary for this consultation details of which were provided to councillors for the last meeting.
- 19.5: Lantern and Balloon Ban:** To agree any response felt necessary for this matter details of which were provided to councillors for the last meeting.
- 19.6: Nomansland Post Office Consultation: For information:** The Post Office is considering changes to the Post Office located at Nomansland and has asked for comments before carrying out the work. It is accepting comments up until the 17th February and any comments given can be done so at postooficereview.co.uk or comments@postoffice.co.uk or by sending them to Freepost Your Comments (this is the full address) or by telephoning 03457 22 33 44 and textphone 03457 22 33 55.

19.7: Trenode C. of E. School: **To discuss** the letter received from the PTFA asking for permission to erect solar lights along the path running adjacent to the parish field and **to agree** a response.

Date and Time of Next Meeting: 7.00 pm at the Reading Room, Widegates on Wednesday 1st March, 2017.

There being no further business, the meeting closed at

Wednesday 1st February, 2017

Agenda Item 18: Additional matters from the Clerk for Discussion including correspondence and planning applications received since the Agenda was printed with an additional sheet giving details of such items being available at the meeting. This extra attachment will form part of the minutes for the meeting to be held on **February 1st, 2017:**

18.6/9.2.2: Most Current Reconciliation: For information:

Finance Summary and Reconciliation for the period 19th December 2016 to 18th January 2017	
	£
Accounts record balance as at 19 th Dec. 2016:	35,579.56
- Expenditure:	696.79
+ Income	111.28

Accounts record balance as at 18 th Jan. 2017	34,994.05
Held in investment accounts	30,000.00

	64,994.05
Balance shown on bank statement - 19 th Dec. to 18 th Jan.	35,690.84
- cheques not yet cashed:	
100878	90.99
100880	605.80

	34,994.05
Held in Scottish Widows account	30,000.00

Total funds held	64,994.05

18.7/9.1: Tables for information: The following payments were received during January:

Details	Amount
Scottish Widows interest on investment account for 2016	111.28
Total amount:	£111.28

18.8: Fuel Poverty Awareness Day: For information: To be held at New County Hall, on the 17th February from 1000 to 1300.

18.9: Standing Orders: For information: A suggested amendment to Standing Orders has been received from Calc. The clerk has raised a couple of queries about its content. This matter will be included on the agenda for discussion at the March meeting.

18.10: The Environmental Growth Challenge 2017: For information: This event will be held at the Eden Project on the 8th March from 0900 to 1600 at a cost of £10 per person with lunch, free if you bring a packed lunch. Copies of the poster will be placed on the notice boards.

18.11: Relay for Life Cornwall: For information: This 24 hour event in aid of cancer will take place at Liskeard Rugby Club on the 27th May starting at 12 noon. Copies of the poster will be placed on the notice boards.

18.12: Looe Valley Line: For information: Cornwall Councillor Armand Toms has emailed Great Western Railways to ask if it is possible to have the fencing running between the road and the railway line repaired whilst the road is closed at Sandplace.

18.13: Elections 2017: For information: The clerk has received notice of the election with a timetable detailing the stages of the proceedings. A copy of the instructions, marked as 18.13, has been made available to each member in attendance.

18.14: Potential Cycle Route from Liskeard and Looe to Lanhydrock: For information: Details have been received about potential plans designed to consider the viability of a cycle route that would run from Liskeard and Looe to Lanhydrock. If implemented, the route would clip the edge of the parish at Sandplace and Terras Bridge. Details have been passed to all councillors in attendance marked as 18.14.

18.15: Notice of Intention to adopt part 11 of the Local Government (Miscellaneous Provisions) Act 1976: For information: Cornwall Council intends to pass a resolution that the provisions of Part 11 of the 1976 Act are to apply to the area of Cornwall Council which will enable it to control the licensing of Hackney Carriage and Private Hire drivers and operators.