

Supplementary Notes to accompany the Agenda for the Meeting on Wednesday 5th April, 2017 at Widegates Reading Room at 7.30 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. Taroni, C. Pearn
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 **1st March 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: PA17/00578/PREAPP: For information: Pre-application advice for proposed residential development with new access at land north of Little Chimneys, Widegates

8.2: PA17/02428: To discuss and to agree a response for Planning Application PA17/02428 – insert a new window into the west elevation in the lounge wall of ground floor Flat 1, Bindown Court. Details have been included with the agenda marked as 8.2.

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

9.1: Tables for information:

9.1.1: The following payments were made during March:

| Chq No. | Details | Amount |
|----------------------|---|------------------|
| 100882 | Cornwall Council – clerk’s salary for January 2017 | 605.80 |
| 100883 | Reading Room Committee – hire of hall (6th April, ‘16, item 17.3) | 20.00 |
| 100884 | Cheque destroyed | 0.00 |
| 100885 | Queensbury Shelters | 6033.00 |
| 100886 | Clerk’s expenses during February 2017 | 55.61 |
| 100887 | Cornwall Council – Planning training | 20.00 |
| D/ Debit | Information Commissioners Office | 35.00 |
| Total amount: | | £6,769.41 |

9.1.2: The following payments were received during March:

| Details | Amount | |
|---|----------|------------------|
| Cornwall Council – Nomansland bus shelter grant | 3,000.00 | |
| Total amount: | | £3,000.00 |

9.2: Bank reconciliation: To authorise Councillor Taroni to sign the bank reconciliation and all associated documents as true and accurate records for the financial year 2016/17, Councillor Taroni having been provided with copies of all documents to check prior to the meeting.

Finance Summary and Reconciliation for the period 19th February 2017 to 18th March 2017

£

Accounts record balance as at 19th Feb.. 2017: 34,979.30

| | |
|--|------------------|
| - Expenditure: | 6,769.41 |
| + income | 3,000.00 |
| | ----- |
| Accounts record balance as at 18 th March. 2017 | 31,209.89 |
| Held in investment accounts | 30,000.00 |
| | <u>61,209.89</u> |
| Balance shown on bank statement - 19 th Feb. to 18 th Mar. | 31,229.89 |
| - cheques not cashed: | |
| 100883 | 20.00 |
| Held in Scottish Widows account | 30,000.00 |
| | <u>61,209.89</u> |

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

Proposed by _____, seconded by _____ and agreed by _____

| Details | Amount |
|---|------------------|
| SLCC – membership as agreed at the budget planning in December 2016 | 118.00 |
| Morval Parochial Church Council – grant award as agreed during November '16 meeting | 300.00 |
| The Outlook Magazine – grant awarded as agreed during November '16 meeting | 352.50 |
| Cornwall Council – clerk's salary for February 2017 | 605.80 |
| Clerk's expenses during March 2017 | 86.29 |
| | |
| Total amount: | £1,462.59 |

9.4: All other financial matters:

9.4.1: Budget Summary: For information: Copies of the final budget summary for the financial year 2016/17 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.

All lines are either on budget or under budget except the following two:

Postage over budget by £31.66 due to posting of councillors papers as a result of clerk trying to reduce TOIL hours

Audit over budget by £40.00 due to increased cost for the internal audit following the Council having to change internal auditors at the last minute

9.4.2: Section 137 Expenditure Limit for 2017/18: For information: The department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purpose of section 137(4)(a) of the Local Government Act 1972 for the financial year 2017/18 is £7.57.

9.4.3: Asset Register: Following review of this document, to authorise the Chair to sign it as an accurate record of the Council's assets. Copies have been included with the agenda marked as 9.4.3.

9.4.4: Insurance Policy: To agree whether or not to accept a new bespoke policy at no extra cost which will reflect the increase in value for the assets owned by the council now that the bus shelter has been erected. If accepted, this policy will run until the end of the current insurance year on the 31st May.

9.4.5: Parish Precepts: For information: Received a NALC letter advising that although the Government has agreed not to include Parish Council in precept capping yet, it does expect them to show restraint when setting precepts and it will monitor the sector's response to this challenge.

9.4.6: VAT: For information: The clerk has submitted the Council's VAT claim form for £1,136.06.

9.4.7: Income and Expenditure Record: For information: This document for the financial period 2016/17 has been completed and copies included with the agenda marked as 9.4.7. In addition, the document has been uploaded to the website and made available to the public at the meeting.

9.4.8: Annual Audit: To review Section 1, the Annual Governance Statement, of the Audit Form and to authorise the Chair to sign it on behalf of the Council.

9.4.9: Bank Account: For information: Following the request to remove Councillor Peter Hunt's name from the account, the bank has requested that a new mandate be completed. The clerk would suggest that this is included on the agenda for the Annual Council Meeting in May.

9.4.10: Scottish Widows Account: For information: The clerk has received a letter giving details of changes to Scottish Widows savings accounts that will take effect from the 29th May, 2017. As far as the

clerk could determine, these changes would not have a negative impact on the Council's account but should any councillor wish to see the letter to check its content, the clerk will provide a copy.

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:**
- **Calc Weekly Updates x 2**
 - Safeguarding training for clerks
 - Legal updates
 - Sport England funding opportunities
 - **Communities and Devolution Newsletter x 4**
 - Commitment to introduce CCTV to additional locations within Cornwall
 - Libraries and One Stop Shops Update
 - Cornish Lottery Projects and the National Lottery
 - **Cornwall 4 Change Newsletter**
 - **North Coast Cluster Group** letter to Cornwall Councillor Adam Paynter about a lack of increase in funding for devolved public footpaths and street cleaning services.
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. **Parish Play Area Project Finances:**
- 12.1: For information:** The clerk has finalized the accounts record for this financial year with the Group having used only £20 of the £100 allocated. A new accounts record has been prepared for this new financial year showing the £20,000.00 allocated in the budget as part of the budget planning session in December 2016.
- 12.2: Fund raising: For information:** A request has been received from the Group for a payment of the £20,000 allocated in the budget planning exercise carried out at December's meeting to aid with its applications for additional grant funding from other organisations. This will be on the agenda for discussion at the May meeting.
- 13: **Superfast Broadband: To receive** the response received from Sheryl Murray MP re: the implementation of Superfast Broadband in the Sandplace area.
14. **Morval PCC Meeting: To agree** any further action that might be required for this matter.
15. **English Heritage: To receive** the response sent by English Heritage following the Parish Council's submission to its Listed Building assessment process.
16. **Battle's Over: For information:** Looe Golf Club has kindly given permission for this event to be held. The clerk has provided all relevant details to the organiser. The lighting of the beacon will occur at 7.00pm on the 11th November, 2018. ***The council needs to establish if it still has its beacon or not.***
17. **Elections 2017: The Good Councillor Guide:** In anticipation that there may be new councillors appointed to the Council, **to authorise** the clerk to order some copies of this Guide.
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: ICO: For information:** The clerk has received the new certificate and relevant documentation from the Information Commissioner for the year 2017/18.
- 18.2: PCSOs: To receive** any response sent by Chief Constable Shawn Sawyer in reply to the Council's letter sent in which its concerns about the future of PCSOs is stated.
- 18.3: Amendment to Standing Orders: To adopt** the Standing Orders with the amendment as agreed at the last meeting.
- 18.4: Sandplace Notice Board: To receive** details from the clerk of a problem concerning the Sandplace Board including the action that has been carried out to resolve it.
- 18.5: Code of Conduct Training:** The clerk has received dates when this training will be delivered. The most convenient location for Morval is at Liskeard on the 25th May from 1400 to 1600. This training date is only a few days after the Annual Council Meeting. **To agree** which option it prefers with regards receiving this training:
- Book up to 11 places at for the session on the 25th May – no cost
 - Join with another Parish Council and receive the training together – a cost to be shared with any other council receiving the training.
- 18.6: Shortcross View: To receive** any update on progress with the work being carried out at this location.

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: Recycling: **For information:** Following a trial period, Cornwall Council will be extending its recycling collection scheme to include plastic pots, tubs and trays. This will be phased in during 2017 with Morval falling within Phase 3. Further information can be obtained by telephoning the Waste Team on 0300 1234 141.

19.2: Draft Customer Promise: **For information:** Cornwall Council is inviting views to be sent to haveyoursay@cornwall.gov.uk about a draft version of its Customer Promise.

19.3: Newspaper Articles and Letter Received: **For information:** An article was featured in the Western Morning News surrounding a decision made by the Council which the Chair responded to at the time. The paper printed letters in response to the article in the following week's paper and a letter was sent to the Chair and the clerk which has been included with the agenda marked as 19.3 for councillor's attention.

19.4: Highways Issues: **To receive** the email sent by St Martin's Parish Council giving information about highways defects that fall in Morval Parish and **to receive** any update on progress made to rectify the problems.

19.5: Parish Parking Concerns: **To receive** a concern raised to the clerk by a resident living in Widegates Village **and to agree** whether or not there is any action that can be taken by the Parish Council.

19.6: Drakewalls Marketing: **To receive** an email sent to the clerk and **to agree** any response required.

19.7: Reading Room Committee: **To agree** a response to a request from the Reading Room surrounding the Village Green.

Date and Time of Next Meeting: **7.30 pm** at the Reading Room, Widegates on Wednesday 3rd May, 2017.

There being no further business, the meeting closed at

Wednesday 5th April, 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 April 5th, 2017:

18.7: CALC Newsletters x 2: For information: Included in the correspondence file

- Purdah
- Legal Topic Notes update
- Rural idyll masks poor rural health report
- Tree Charter

18.8: Purdah: For information: The clerk has downloaded a guide on Purdah from the Local Government Association website. Any councillor wishing to read it should contact the clerk. In the meantime, the clerk has passed a letter, marked as 18.8, giving brief details of purdah to each councillor at the meeting.

18.9: Council Agreements: For information: The agreement documents for both Trenode Field and Widegates Green have now been signed and all relevant documentation provided to the clerk. In addition, the payment for the rental of Trenode Field has been received and paid into the bank.

18.10: Letter from Cllr Malcolm Harris: For information: Passed to all councillors at the meeting marked as 18.10, a letter expressing concerns about the level of development within Cornwall.

18.11: Sandplace: For information: An email expressing concerns about a build up of leaf vegetation and mud along the wall adjacent to the road at Sandplace has been received from a resident. Following them reporting the problem to Cornwall Council and Councillor Armand Toms letting the local highways surveyor know, it would appear that part of the area has been cleared now. In addition, there is an amount of rubbish too lying along the road there into Looe which would benefit from a litter pick.

18.12: Framework Convention and the Cornish People: For information: Received this 15 page newsletter which has been printed and included in the reading file marked as 18.12.

18.13/9.3: Payment Authorisations: To authorise the payments listed below which came after the agenda was printed for payment during April 2017.

| Details | Amount |
|---|------------------|
| WesternWeb Ltd – website hosting and domain name | 104.40 |
| Pluss – confidential shredding | 24.00 |
| | |
| Total amount: | £1,590.99 |
| | |
| L. Sutton: Outstanding toil as per item 18.4.2, 1 st February, 2017 – to be paid as part of salary | 25 hours |

18.14: Communities and Devolution Newsletter: For information: Marked as 18.14 and included in the reading file available at the meeting.

18.15/19.3: BBC Radio: For information: In addition to the newspaper articles, Radio Cornwall also contacted the clerk and the Chair for comments about the War Memorial decision made. Their responses have been made available to councillors in attendance marked as 18.15. It should be noted that the presentation made about this matter on the radio included a statement that Mr Hambly has rejected the compromise offered by the Council. As no formal rejection has been received by the Council, the clerk will write to seek Mr Hambly's confirmation that this statement is accurate ready for discussion at the May meeting.

18.16: Road Closure Intention: For information: Road from junction north of Higher Cliff to junction north of Oxford Corner, Duloe from the 15th to the 19th May 2017 between the hours of 0930 and 1630. Please note that this is currently only an Intention and not an Order.