

**Supplementary Notes to accompany the Agenda for the Meeting on Wednesday 3<sup>rd</sup> May, 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. Tamblin,                      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 Annual Parish Council meeting held on the **5<sup>th</sup> April 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

**4.2: To resolve** that the minutes of the Parish Council meeting held on the **5<sup>th</sup> April 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: PA17/03251: To discuss and to agree** a response for Planning Application PA17/03251, proposed extension to Hollyoaks, Shortacross, Widegates. Plans have been passed to all councillors with the agenda marked as 8.1 and a copy will be available for the public attending the meeting.

**8.2: PA17/03516: To discuss and to agree** a response for Planning Application PA17/03516, listed building consent for conversion and extension of barns and external works (revised design to PA13/00156). Plans have been passed to all councillors with the agenda marked as 8.2/3 and a copy will be available for the public attending the meeting.

**8.3: PA17/03339: To discuss and to agree** a response for Planning Application PA17/03339, conversion and extension of barns and external works (revised design to PA13/00156). Plans have been passed to all councillors with the agenda marked as 8.2/3 and a copy will be available for the public attending the meeting.

**8.4: PA17/03760: To discuss and to agree** a response for Planning Application PA17/03760, construction of an agricultural building at Dowland Farm, Morval. Plans have been passed to all councillors with the agenda marked as 8.2.4 and a copy will be available for the public attending the meeting.

**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 April:

Chq No.	Details	Amount
100888	SLCC – membership as agreed at the budget planning in December 2016	118.00
100889	Morval PCC – grant award as agreed during November '16 meeting	300.00
100890	The Outlook Magazine – grant awarded as agreed during November '16 meeting	352.50
100891	Cornwall Council – clerk's salary for February 2017	605.80
100892	Clerk's expenses during March 2017	86.29
100893	WesternWeb Ltd – website hosting and domain name	104.40
100894	Pluss – confidential shredding	24.00

	<b>Total amount:</b>	<b>£1,590.99</b>
L. Sutton: Outstanding toil as per item 18.4.2, 1 <sup>st</sup> February, 2017 – to be paid as part of salary		<b>25 hours</b>

**9.1.2: The following payments were received during April:**

Details	Amount
Cornwall Council – CTS Grant	313.23
Cornwall Council - Precept	5,933.50
Rental payment for Trenode Field	275.00
	<b>Total amount:</b>
	<b>£6,521.73</b>

**9.2: Bank reconciliation: For information:**

<b>Finance Summary and Reconciliation for the period 19<sup>th</sup> March 2017 to 18<sup>th</sup> April 2017</b>	
	£
Accounts record balance as at 19 <sup>th</sup> Mar. 2017:	31,209.89
- Expenditure:	1,590.99
+ income	6,521.73
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Accounts record balance as at 18 <sup>th</sup> March. 2017	36,140.63
Held in investment accounts	30,000.00
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	<b>66,140.63</b>
Balance shown on bank statement - 19 <sup>th</sup> Mar. to 18 <sup>th</sup> Apr.	37,540.93
- cheques not cashed:	
100888	118.00
100889	300.00
100890	352.50
100891	605.80
100894	24.00
Held in Scottish Widows account	30,000.00
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	<b>66,140.63</b>

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

Proposed by \_\_\_\_\_, seconded by \_\_\_\_\_ and agreed by \_\_\_\_\_

Details	Amount
Cornwall Council – clerk’s salary for March 2017	605.80
CALC – annual membership for 2017/18	263.11
Reading Room – annual hall hire payment	110.00
Clerk’s expenses during April 2017	29.95
	<b>Total amount:</b>
	<b>£1,008.86</b>

**9.4: All other financial matters:**

**9.4.1: Budget Monitoring 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.

**9.4.2: Cheque 100894: To authorise** Councillors Spencer and Chudleigh to initial the alteration to the year on this cheque following the clerk’s visit back in time to 2014.

**9.4.3: Audit 2017: To authorise** the Chair to sign section 2, the Accounting Statement, of the audit form and the clerk’s report, both documents having presented fairly the financial position of the Council and its income and expenditure. Copies of both documents have been included with the agenda and made available to members of the public attending the meeting marked as 9.4.3.

Council should note that the period for the exercise of electors’ rights will run for 30 working days from the 26<sup>th</sup> June to the 4<sup>th</sup> August inclusive unless a bank holiday is declared that affects this period.

- 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:**
- Cornwall Council Special Bulletin re: appointment of members to the Cornwall Countryside Access Forum
  - Cornwall Council Special Bulletin re: update on the Town Parking Review April, 2017.
  - Calc Weekly Newsletter:
    - Calc membership
    - Social media training
    - Audit advice
    - Elections information
    - Nalc Employment Briefing
  - Communities and Devolution Newsletter
    - Planning matters
- 11. Battle's Over: For information:** An update has been received on this event and copies of have been included with the agenda, marked as 11, for councillors attention. The clerk has printed a copy of the full guide and Morval Parish Council is listed in it under the acknowledgements made of the organisations taking part. The clerk has received confirmation from both Councillor Harding and Looe Golf Club that neither has the beacon and so this will be included on the agenda for the June meeting for discussion as to how to proceed.
- 12. Elections 2017: For information:** Both candidate lists and the Notice of Particulars of the Election Agents have been displayed on all four noticeboards. Following the invitation made at the Annual Parish Meeting, the advice provided by the Monitoring Officer to the clerk was passed to each councillor for their attention.
- 13. War Memorial Request: For information:** The clerk has written to the relative as requested at the last meeting and received confirmation that the family are still undecided as to how they wish to proceed.
- 14. Community Heartbeat Trust: For information:** No suggestions have been received by the clerk as to how the two phone boxes might be used in the future and so the matter will be included on the agenda for the June meeting for further discussion.
- 15. Tree Planting: To receive** any response received from the Reading Room Committee re: the planting of a tree on the Village Green.
- 16. Car Parking Concerns: To receive** any response received from the Reading Room Committee re: the concerns raised by a resident about parking in the Reading Room car park.
- 17. Hastoe: To receive** any update on the matter of the street lighting available.
- 18. Morval PCC: To receive** any response to the letter sent to the PCC on behalf of the Council.
- 19. Matters from the Clerk for discussion:** Including correspondence received since the agenda was printed. Extra attachment will form part of the minutes.
- 19.1: Risk Assessment: For information:** A risk assessment of the Memorial and the piece of land that it stands on has been completed. The clerk will try to establish ownership of the land in time for the meeting in June ready for Council to discuss the matter. Copies of the assessment have been included with the agenda marked as 19.1.
- 19.2: Forward Planning: For information:** No changes to this document this month.
- 19.3: Complaints: For information:** Two complaints have been received by the clerk, one of which is being dealt with following the Council's Complaints Procedure whilst the other complainant has been provided with the contact details for the Monitoring Officer.
- 20. 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.**
- 20.1: Bridleways: For information:** Following a concern received by the clerk from Councillor Hutchins, to receive advice provided by the Highways Department.
- 20.2: Cornwall Land Community Trust:** Following the presentation made at the Annual Parish Meeting by a representative of this organization, **to agree** whether or not it would be useful to invite the representative to a future meeting for a further presentation.
- 20.3: Neighbourhood Watch Scheme: For information:** Following the presentation made at the Annual Parish Meeting, and a request made by the organisation, the clerk will include the matter for discussion on the June agenda.

**20.4: Diversionary Bus Route:** To receive an email from a resident containing his observations of the recent diverted bus route due to the road closure at Sandplace. The clerk will include this matter for discussion on the June agenda.

**Date and Time of Annual Council Meeting: 7.30 pm at the Reading Room, Widegates on Wednesday 17<sup>th</sup> May, 2017.**

There being no further business, the meeting closed at

Wednesday 3<sup>rd</sup> May, 2017

**Agenda Item 19: 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 **May 3<sup>rd</sup>, 2017:**

**19.4: Road Closures: For information:** Notice has been received of several planned for the parish in the coming months due to surface treatment works that are to be carried out. A full list is available on the Council's website.

**19.5: Annual Insurance: For information:** The new policy schedule has been received from the insurers. If there are no objections, the clerk would suggest that payment is made at this meeting as the current policy expires before the next monthly meeting. The clerk has checked it and has discussed it with the insurers and there are no obvious causes for concern.

**19.6: PA17/00578/PREAPP: For information:** Closed – pre-application advice given for proposed residential development with new access at land north of Little Chimneys, Widegates.

**19.7: Calc Newsletter: For information:** Received and included in the reading file.

**19.8: Transparency Fund: For information:** The clerk has received the final years claim form for funding from this fund and will be submitting it in the coming weeks. She has also received a check list giving the criteria that should be met to ensure compliancy with the Transparency Code and would suggest that Council discuss it so that it can be satisfied that it meets the criteria expected.

**19.9: Payment Authorisations:** In addition to those listed under item 9.3, **to authorise** payment requests received after the agenda was posted as detailed below for payment during May 2017.

Details	Amount
CALC – Good Councillor Guides re: the election	30.80
Zurich Municipal	315.52
<b>Total amount including those listed under item 9.3:</b>	<b>£1,355.18</b>