

**Supplementary Notes to accompany the Agenda for the Meeting on Wednesday 7<sup>th</sup> June, 2017 at Widegates Reading Room at 7.30 pm of Morval Parish Council.**

**Present:** **Chair:**  
**Vice-Chair:** T. Chudleigh  
**Parish Councillors:** R. Dennis, P. Harding, G. Tamblyn, S. Hutchins, J. Kitson  
P. Taroni, C. Pearn, B. Matthews, V. Olver  
**Cornwall Councillor:** R. Pugh  
**PCSO:** PCSO Dave Billings

**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 **3<sup>rd</sup> May, 2017 at 7.30 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 Annual Council meeting held on the **17<sup>th</sup> May, 2017 at 7.30 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 Pugh:**

**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: Pre-application Community Engagement: For information:** Received from Cornwall Council and included with the agenda marked as 8.1, an explanation of the new initiative which aims to bring together the community, the local members and developers in order to start the Community Engagement process at the earliest possible stage.

**8.2: Planning Consultation: For information:** Cornwall Council are holding this consultation from the 12<sup>th</sup> June to the 7<sup>th</sup> August and all relevant documents can be viewed at New County Hall, One Stop Shops and Libraries. Detail sheets have been included with the agenda marked as 8.2.

**8.3: PA17/02428: For information: Approved** - Insert a new window into the west elevation in the lounge wall of the ground floor flat at Flat 1, Bindown Court.

**8.4: PA17/03251: For information: Approved** - Proposed extension at Hollyoak Shortacross Widegates

**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 May:

Chq No.	Details	Amount
100895	Cornwall Council – clerk’s salary for March 2017	605.80
100896	CALC – annual membership for 2017/18	263.11
100897	Reading Room – annual hall hire payment	110.00
100898	Clerk’s expenses during April 2017	29.95
100899	CALC – Good Councillor Guides re: the election	30.80
100900	Zurich Municipal	315.52
<b>Total amount:</b>		<b>£1,355.18</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 May:

Details	Amount

HM Revenue and Customs – refund of VAT payments	1,136.06
<b>Total amount:</b>	<b>£1,136.06</b>

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

<b>Finance Summary and Reconciliation for the period 19<sup>th</sup> April 2017 to 18<sup>th</sup> May 2017</b>	
	£
Accounts record balance as at 19 <sup>th</sup> Apr. 2017:	36,140.63
- Expenditure:	1,355.18
+ income	1,136.06
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Accounts record balance as at 18 <sup>th</sup> May. 2017	35,921.51
Held in investment accounts	30,000.00
	<b>65,921.51</b>
Balance shown on bank statement - 19 <sup>th</sup> Apr. to 18 <sup>th</sup> May	36,489.03
- cheques not cashed:	
100888	118.00
100894	24.00
100897	110.00
100900	315.52
Held in Scottish Widows account	30,000.00
	<b>65,921.51</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
Mrs L. Coles – Cost for attending a complaints meeting	40.41
Mrs. L. Coles – Internal audit	180.00
Andrew Chudleigh – maintenance contract for Widegates Green for April 2017	45.90
Andrew Chudleigh – maintenance for Widegates Green for Dec. '16, Jan., Feb. and March '17	152.72
Clerk's expenses during May 2017	97.98
<b>Total amount:</b>	<b>£517.01</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: Transparency Fund Grant: For information:** The clerk has submitted the application to the Transparency Fund and if approved, the Council will be awarded £371.16.

**9.4.3: Internal Auditors Report: To receive** the report from the Internal Auditor.

**9.4.4: Cornwall Council Charges: For information:** An error was made when raising the invoice for the charges made by Cornwall Council for processing the clerk's salary for the month of April. This has now been rectified and a credit note issued to cancel the incorrect invoice alongside an accurate new invoice.

**9.4.5: Councillors' Expenses: For information:** None were claimed by any councillor for the period April 2016 to March 2017 and Notices detailing this have been placed on all notice boards, uploaded to the web-site and included with the audit documentation for the external auditors.

**9.4.6: Annual Audit: For information:** All audit documentation has now been sent to the external auditors.

**9.4.7: Transparency Grant Fund: For information:** Confirmation has been received that the application submitted by the clerk to the Transparency Fund has been accepted and a grant award of £371.16 will be paid into the bank account in the next few weeks.

- 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:**
- 10.1: Reading Material: For information:**
- Calc weekly newsletter x 3
- 10.2: North Cluster Group: For information:** The North Cluster Group of Parish Councils has sent two letters to all newly elected Cornwall Council members in which its concerns about the LMP payments for public footpaths and toilets and rates for public toilets are detailed. Any councillor wishing to read the letters should contact the clerk.
- 10.3: Tour of Britain: For information: To receive** an update on the progress made with including Cornwall in this event.
- 11: Forward Planning: For information:** Following the Annual Council meeting review of this document it has been updated and included with the agenda, marked as 11, and has been made available to the public either at the meeting or via the web-site. Councillors are politely requested to carry out any actions required of them as detailed on the document.
- 12. Matters from the Clerk for discussion: Including correspondence received since the agenda was printed. Extra attachment will form part of the minutes.**
- 12.1: Burying Waste: For information:** To receive details of a concern that was brought to the clerk's attention by a resident and the action taken to date.
- 12.2: Listed Building Application Cost: To receive** the advice provided by the Planning Department re: the cost of submitting an application for Listed Building consent.
- 12.3: Parliamentary Election: For information:** Details of this have been received from Cornwall Council and posted on the Council's notice boards.
- 12.4: Standing Orders: For information:** The clerk has printed off copies of this for those councillors who do not have copies of the most up to date version. These will be available at the meeting.
- 12.5: Freedom of Information Request: For information:** A Freedom of Information request was received and has been responded to by the clerk. Following professional advice received, the clerk alone makes the decision of how to respond being the Exempting Officer registered with the ICO. With this in mind she has had to provide documents that the Council had previously agreed should not be shared.
- 12.6: Registration of Interests Forms: For information:** Copied and sent to the Monitoring Officer by the clerk. Councillor copies will be passed back at the meeting.
- 12.7: Training:**
- 12.7.1: To receive** details of and **to agree** attendance at forthcoming training events.
- 12.7.2: To confirm** which councillors need to be booked onto the Code of Conduct training being held at Bodmin.
- 13: Battle's Over: To receive** a brief update on progress made with finding the beacon to be used for this event and **to agree** any further action required.
- 14: Bus Service during the Sandplace Diversion: To discuss** the information provided by a resident and **to agree** any further action to be taken.
- 15: Neighbourhood Watch Scheme and Telephone Boxes:** Following the presentations by these two organisations, **to agree** whether or not to send out details of each to every home in the parish via the Outlook. In addition **to agree** whether or not the telephone boxes should be included on the priorities list for some improvement regardless of any public response.
- 16. Draft Complaints Policy/Procedure:**
- 16.1: Local Government Ombudsman: To receive** details of the potential for some Parish Councils to come under the realm of the LGO for investigation of complaints made about it.
- 16.2: To review** the draft Complaints Policy, included with the agenda marked as 16.2, confidential and draft. **To make** any agreed alterations to it ready for adoption by the Council.
- 17. Superfast Broadband: For information:**
- 18: Parish Play Area: To discuss** a request from the Group re: the funds allocated and **to agree** any further action required.
- 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.**

**Date and Time of Annual Council Meeting: 7.30 pm at the Reading Room, Widegates on Wednesday 5<sup>th</sup> July, 2017**  
There being no further business, the meeting closed at

Wednesday 7<sup>th</sup> June, 2017

**Agenda Item 12: 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 **June 7<sup>th</sup>, 2017:**

**12.8: Community Network Meeting: For information:** The next meeting of this group will be held on the 12<sup>th</sup> June from 6.30 to 8.30pm at Lanreath Village Hall. The agenda and notes from the previous meeting are available within the reading file.

**12.9: Council Summer Event: For Information:** The clerk will provide details of an event being hosted by Cornwall Council in July.

**12.10: Land Ownership: To receive** an update from the clerk re: ownership of the carp park adjacent to the Reading Room and the piece of land on which the War Memorial sits.

**12.11: Calc Weekly Update: For information:** Included in the Reading file for councillors to access.

**12.12: Planning Training: For information:** The clerk has received confirmation that a place has been allocated for Councillor Olver at the planning training being held on the 14<sup>th</sup> June at Bodmin.

**12.13: Model Publication Scheme: For information:** Following a review of the charges and other matters at the Annual Council meeting, the clerk has updated this document, a copy of which will be made available to councillors at the meeting, the public and which has been uploaded to the web-site.

**12.14: Widegates: For information:** Planning and highways concerns received from a resident by the clerk and dealt with.

**12.15: Payment Authorisations:** In addition to the payment requests detailed under item 9.3, **to authorise** the following payment request received since the agenda was printed.

Council should note:

- No invoice has been received for May for the maintenance at Widegates Green.
- The invoice below includes the payment for the additional hours worked by the clerk on matters surrounding the War Memorial. As agreed by Council the payment for those hours will be recorded as War Memorial expenditure in the accounts.

Details	Amount
Cornwall Council – clerk’s salary for April 2017	895.44
<b>Total amount:</b>	<b>£1,412.45</b>