

Supplementary Notes to accompany the Agenda for the Meeting on Wednesday 5th July, 2017 at Widegates Reading Room at 7.30 pm of Morval Parish Council.

Present: **Chair:** T. Chudleigh
Vice-Chair J. Kitson
Parish Councillors: R. Dennis, P. Harding, G. Tamblyn, S. Hutchins, 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:** **To resolve** that the minutes of the Parish Council meeting held on the **7th June, 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 about items on the agenda 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 Protocol:** **For information:** The clerk has given consent to Cornwall Council for it to publish Morval’s details online as a Council that has adopted its pre-application protocol.
 - 8.2: **Inspecting Land:** **To discuss** any benefit that might be gained by the Council if the Planning Portfolio Holder is authorized to inspect land that is the subject of any planning application received and if it agrees that there is some benefit, **to agree** the most transparent way that this can be carried out e.g. should it be the Portfolio Holder and one other councillor as a minimum.
 - 8.3: **PA17/03760: For information: Approved** - Construction of an agricultural building at Dowland Farm Morval.
 - 8.4: **PA17/01700/PREAPP:** **For information:** Pre-application advice for proposed residential development and new access at Land Opposite Harding Meadow.
 - 8.5: **PA17/05300: To discuss and to agree** a response for this application received – change of use from pasture land to equestrian use with stables and supporting barn.
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
100901	Mrs L. Coles – Cost for attending a complaints meeting	40.41
100902	Mrs. L. Coles – Internal audit	180.00
100903	Cornwall Council – clerk’s salary for April 2017	611.65
100904	Andrew Chudleigh – maintenance contract for Widegates Green for April 2017	45.90
100905	A. Chudleigh – maintenance for Widegates Green - Dec. ’16, Jan., Feb. and March ’17	152.72
100906	Clerk’s expenses during May 2017	97.98
100907	Cornwall Council – clerk’s salary for May 2017	895.44
Total amount:		£2,024.10

9.1.2: The following payments were received during May:

Details	Amount	
Transparency Fund Grant	371.16	
Total amount:		£371.16

9.2: Bank reconciliation: To authorise Councillor Taroni to sign the accounts document and bank statement as being records that accurately reflect the reconciliation below, Councillor Taroni having been previously provided with the relevant documents to check.

Finance Summary and Reconciliation for the period 19th May 2017 to 18th June 2017	
£	
Accounts record balance as at 19 th May. 2017:	35,921.51
- Expenditure:	2,024.10
+ income	371.16

Accounts record balance as at 18 th May. 2017	34,268.57
Held in investment accounts	30,000.00
	64,268.57
Balance shown on bank statement - 19 th May to 18 th June	36,202.28
- cheques not cashed:	
100888	118.00
100897	110.00
100903	611.65
100904	45.90
100905	152.72
100907	895.44
Held in Scottish Widows account	30,000.00
	64,268.57

9.3: Payment Authorisations: To authorise payments as detailed below for payment during July 2017. Proposed by _____, seconded by _____ and agreed by _____

Details	Amount
Andrew Chudleigh – maintenance contract for Widegates Green for May 2017	45.90
Clerk's expenses during May 2017	135.40
Total amount:	£181.30

9.4: All other financial matters:

9.4.1: Budget Monitoring Summary: For information: Copies of the budget summary have been made available to each councillor and the public, marked as 9.4.1.

9.4.2: Audit: For information: All documentation has been posted on the Sandplace notice board and uploaded to the web-site as required.

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: Calc weekly updates x 1 (held in the reading file) **For information:**

- Pensions auto-enrolment
- Plunkett Foundation
- Section 137 expenditure

10.2: Radon: For information: The clerk has received an email from a person concerned about radon in Cornwall. They have provided a link to a guide about this matter. Any councillor wishing to receive the link should contact the clerk.

10.3: Yellow Fish Campaign: For information: These events are part of the Looe Bathing Water Quality and further details can be obtained by contacting the Polraen Hotel.

10.4: Electoral Review of Cornwall: To receive the emails sent by the Electoral Commission and a resident of the parish and **to agree** a response that will be sent to the Commission about numbers of Cornwall Councillors for the future.

10.5: Communities and Devolution Newsletter x 1 (held in the reading file) **For information:**

- Message from Adam Paynter, Leader of Cornwall Council
- Code of Conduct Training

- Council Tax Bills
- People's Choice Award

10.6: Community Network Notes: (held in the reading file)

For information:

10.7: Cornwall Community Flood Forum: **For information:** Letter of introduction held in the reading file.

10.8: Cornwall Takes Tea with the World: (held in the reading file) **For information:** Details on planning a tea aimed at bringing together all members of the community including immigrant and migrant workers during this post Brexit time.

11: Forward Planning: **To review** the following matters from this document included with the agenda marked as 11 and made available to the public at the meeting and via the web-site:

- Traffic and highways matters
- Grit bins
- Street lighting along main Widegates Road
- Village Green matters – to be discussed under item 12.4
- Street lighting for Morview Road
- Bridleways
- Travellers' site

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: Code of Conduct Training: **To discuss** the bespoke training package bring offered by CALC and its costs and **to agree** whether or not to accept it.

12.2: Website Monitoring: **To receive** brief details of the use of the web-site from the clerk.

12.3: Environmental Services: **For information:** Simon Diaper has been booked to speak about the role of the Environmental Services at the start of the Council meeting to be held on the 6th September.

12.4: Widegates Green: **To receive** and **to discuss** the summary prepared by the clerk following a monitoring meeting with the maintenance contractor and **to agree** any further action required. Copies of the report have been included with the agenda marked as 12.4 and have been made available to the public at the meeting and via the web-site.

12.5: Standing Orders: **To receive** and **to agree or not**, a request from the clerk for the inclusion of one additional word (working) to Standing Order 9b so that it reads "seven clear working days".

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 receive** any response to the letter sent to St. Martin's Parish Council about this matter and **to agree** any further action required.

15: Neighbourhood Watch Scheme and Telephone Boxes: **For information:** Flyers giving details about these two matters have been included and delivered with the July edition of the Outlook and a letter of thanks from the Council has been sent to the Editorial Team.

16: Draft Complaints Policy/Procedure: **To adopt** the revised policy as agreed at the last meeting.

17: Land Ownership: **To receive** any updates on these two matters and **to agree** any further action required.

17.1: War Memorial Land:

17.2: Car Park adjacent to the Reading Room:

18: Play Area Group and Public Paths and Bridleways Portfolio Holder Positions: **To discuss** the requirements for Portfolio Holders for the Play Area Group and **to agree** how best to fill the current vacant Portfolio Holder position.

19: Parish Play Area: **For information:** The clerk has written a letter of intention and passed it to the Treasurer of the Play Area Group as agreed at the June meeting under agenda item 19.

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: Alteration to Road Signage: **To receive** details of a potential alteration to signage on the A387 in the vicinity of the junction for St Martin's Road/Sandplace Road and **to agree** a response to the letter received.

Date and Time of next Council Meeting: 7.30 pm at the Reading Room, Widegates on Wednesday 6th September, 2017

There being no further business, the meeting closed at

Wednesday 5th July, 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 **July 5th, 2017:**

12.6: Boundary Commission Review: As part of item 10.4, **to receive** the Communities and Devolution Special Bulletin giving advice on how to respond to the electoral review being carried out by the Boundary Commission.

12.7: Cornwall Legal Town and Parish Council Summer Event: **For information:** Councillor Taroni and the clerk will be attending this event on the 11th July.

12.8: GWR's Customer and Communities Improvement Fund: **For information:** Details available of this grant fund available and passed to the Play Area Group.

12.9: Communities and Devolution Bulletin: **For information:** The clerk will provide details Cornwall Council's agreed priorities, values and aims.

12.10: Communities and Devolution Bulletin: **For information:** The clerk will provide details of a residents' survey being carried out by Cornwall Council.

12.11: Hastoe Housing: **For information:** The clerk will provide details of a concern raised by a resident and the action that she has taken to reduce any potential hazard to road users.

12.12/9.3: Payment Authorisations: **To authorise** the payments as detailed below as part of item 9.3 for payment during July 2017, the invoice having been received after the agenda was printed. Proposed by , seconded by and agreed by

Details	Amount
Cornwall Council – clerk's salary for June 2017	611.65
Total amount:	£792.95

12.13: Burying of Rubbish: **For information:** The clerk will give a brief update on this matter.

12.14: 2017 Off-Street Consolidation Order: **For information:** To receive details of this consultation from the clerk who will then respond that the Council supports it by the date required unless one councillor says otherwise. If this is the case the Council will not be able to give a response without calling a special meeting.

12.15: Annual Leave: **For information:** The clerk will need to take some leave during either July or August. Once the dates are known, she will ensure that the Chair is informed.