

ST GERMANS PARISH COUNCIL

Chairman: Mr Alan Hodge – Tel: 01752 851026

Clerk: Mrs Emily Young – Tel: 07845 130596 Email: stgermansparish@gmail.com

Website: www.stgermans-pc.org.uk

Minutes of the Parish Council meeting held at the Royal British Legion in Tideford on 21 May 2018 at 7.00pm

Present

Tideford Ward: Cllr A Hodge
Polbathic Ward: Cllr S Barnes, Cllr A Gowing
St Germans Ward: Cllr B Skelton, Cllr N Witton, Cllr G Willis
Bethany Ward: Cllr Mrs P Pipe

1. Election of Chairperson and signing of Declaration of Office of Chairperson

It was proposed by Cllr Barnes and seconded by Cllr Willis that Cllr Hodge remain as Chairman for 2018-19, all were in favour. Cllr Hodge was happy to accept but stated it will be his last year as Chair but will be happy to remain as a Ward Member. Cllr Hodge signed the Declaration of Office.

2. Election of Vice-Chairperson

It was proposed by Cllr Hodge and seconded by Cllr Pipe that Cllr Willis is elected as Vice Chairman for 2018-19. All were in favour.

3. Apologies for absence

Cllr Gomersall was on a training course with apology.

Cllr J Foot was absent with apology.

Cllr N Witton to arrive late with apologies.

These absences were approved by all.

4. Approval of the minutes of the meeting held on Monday 30th April 2018

It was proposed by Cllr Barnes and seconded by Cllr Skelton that the minutes be approved. All were in favour and the minutes were signed by Cllr Hodge.

5. Declarations of Interest and Dispensations

5.1 To receive declarations of interest from Councillors on items on the agenda

5.2 To receive written requests for dispensations for disclosable pecuniary interests

5.3 To grant any requests for dispensations as appropriate

There were no declarations of interests and dispensations.

6. Public Participation for a maximum of 10 minutes

There were no members of the public present.

7. Election of member representatives to the various Committees

Finance and General Purposes Committee

Cllr Hodge, Cllr Witton, Cllr Pipe, Cllr Willis and Cllr Gowing

Proposed by Cllr Pipe. Seconded by Cllr Willis. All were in favour.

Burial Ground Committee

Cllr Barnes, Cllr Skelton and Cllr Witton

Proposed by Cllr Hodge. Seconded by Cllr Barnes. All were in favour.

Saltash Area Road Safety Committee

Cllr Hodge and Cllr Barnes

Proposed by Cllr Barnes. Seconded by Cllr Pipe. All were in favour.

St Germans & District Twinning Association

Cllr Gowing

Proposed by Cllr Pipe. Seconded by Cllr Willis. All were in favour.

Play Park Committees:

St Germans

Cllr Barnes, Cllr Witton and Cllr Willis

Tideford

Cllr Hodge, Cllr Skelton and Cllr Gomersall

Proposed by Cllr Hodge. Seconded by Cllr Pipe. All were in favour.

Nut Tree Joint Editorial Committee

Cllr Hodge, Cllr Witton and Cllr Pipe

Proposed by Cllr Barnes. Seconded by Cllr Skelton. All were in favour.

Employment

Cllr Hodge, Cllr Witton, Cllr Pipe, Cllr Willis and Cllr Gowing

Proposed by Cllr Pipe. Seconded by Cllr Hodge. All were in favour.

Cornwall Gateway Community Network Panel (Max of 2 attendees)

Cllr Hodge, Cllr Barnes, Cllr Witton and Cllr Willis

Proposed by Cllr Hodge. Seconded by Cllr Barnes. All were in favour.

Police Liaison Group

Cllr Pipe and Cllr Hodge

Proposed by Cllr Hodge. Seconded by Cllr Pipe. All were in favour.

Rail Users Group

Cllr Willis and Cllr Skelton

Proposed by Cllr Hodge. Seconded by Cllr Gowing. All were in favour.

Data Protection and Technology Group

Cllr Willis, Cllr Witton and Cllr Pipe

Proposed by Cllr Willis. Seconded by Cllr Pipe. All were in favour.

Port Eliot Working Group

Cllr Hodge, Cllr Skelton, Cllr Witton, Cllr Barnes and Cllr Pipe

Proposed by Cllr Barnes. Seconded by Cllr Hodge. All were in favour.

Tideford Air Quality Working Group

Cllr Witton, Cllr Barnes, Cllr Hodge and Cllr Willis

Proposed by Cllr Barnes. Seconded by Cllr Hodge. All were in favour.

8. Cornwall Councillor Report

Cllr Foot, Cornwall Councillor for St Germans and Landulph was unable to make the meeting but sent the following updates:

- The Highways Funding Scheme will be a main agenda item at the next Gateway CNA Meeting on 29th May at 6.00pm.
- The resident-led SAFE 38 group is moving ahead with their website, facebook page and leaflet drop.
- The Case for Action Group led by Sheryll Murray MP will look at submitting the Case for Action document to Highways England for inclusion in the RIS programme.
- The Local Government Boundary scheme should announce their initial recommendations for the 2021 CC divisions at the beginning of June.

At 8.23pm Cllr Witton enters the room and joins the meeting.

9. Reports from Councillors

Cllr Pipe reported on the Affordable housing presentation delivered by Cornwall Council earlier in the week. It was felt that the presentation was very informative. Cornwall Council has to provide more houses and more affordable houses. They would like for the Parish to tell them where the houses can be built – The project will be ‘community led’ affordable housing. The Parish Council are keen to get the community involved in identifying suitable places for development. The Councillors will raise the question of suitable land at the next Port Eliot meeting.

10. Matters arising from the previous minutes

There were no matters arising.

10.1 Highways – ongoing issues

10.1.1 A38 Tideford

Please see above under Cornwall Councillor Report (Item 8).

There is also a new air quality monitoring unit installed in Tideford on the A38. This will measure particles over a range of sizes. Cornwall Council are also planning to install a basic weather station shortly. They hope to obtain some useful particulate data.

10.1.2 Litter around Trerulefoot

The Clerk sent a 2nd letter to Shell Head Office on 9th May 2018 to raise the concerns with open top bins and littering. This was also sent to Cornwall Environment.

10.2 Highways – new items

10.2.1 Parked vehicles outside Nether Fairfield

It has been reported to the Clerk the dangerous situation of on street parking outside Nether Fairfield in St Germans. The Council are looking into conducting a public meeting to discuss installing double yellow lines in various places throughout the Parish.

10.3 Annual Accounts - the Return for the year ended 31st March 2018 and the Annual Governance Statement

10.3.1 Annual Governance Statement 2017/18

The Parish Council is responsible for ensuring that there is a sound system of internal control, including the preparation of the accounting statements which are in accordance with the Accounts and Audit Regulations.

Cllr Pipe proposed that the Parish Council approve the Annual Governance Statement for 2017/18. This was seconded by Cllr Barnes and agreed by all. Cllr Hodge and the Clerk signed the Annual Governance Statement.

10.3.2 Annual Accounts and the Return for the year ended 31 March 2018

The accounts have been audited by our internal auditor, Clive Murphy, who has found the record keeping of good quality and everything in good order. Copies of the full accounts were given to all Cllrs and the Public at the April 2018 Parish Council Meeting and the Accounting Statements were presented to the Council this evening for approval. The Clerk reported that the bank account has been reconciled to the cash book as at 31.03.17 and that the balance at that date was £126,188.69.

Cllr Witton proposed that the Parish Council approve the Accounting Statements for 2017/18. This was seconded by Cllr Barnes and agreed by all. Cllr Hodge and the Clerk signed the Statement.

The annual return will be submitted to PKF Littlejohn LLP (external auditor) no later than 11th June 2018.

10.4 St Germans Recreation Field

The Recreation Field Trust have asked if the Parish Council can provide financial support towards the fixed costs of maintaining the recreation field.

It was proposed by Cllr Skelton and seconded by Cllr Pipe that the Parish Council pay the annual rent of £400.00 per year for the next 3 years. This will then be reviewed. All were in favour and 1 Councillor voted against.

Both Cllr Pipe and Cllr Hodge will attend the open day on Sunday 27th May at 11am.

10.5 Community Projects - Current balance £5,779.53.

10.6 Nut Tree

Cllr Hodge prepared the May submission and Cllr Pipe will prepare the next.

10.7 Parish Council Website

To be discussed as part of the new Committee – Data Protection and Technology Group.

10.8 Review of Standing Orders and Financial Regulations

Cllr Hodge, Cllr Willis and Cllr Witton to meet separately in consultation with the Clerk before the end of June 2018. This was proposed by Cllr Pipe and seconded by Cllr Willis. All were in favour.

10.9 Co-option of new Councillors

Cllr Pipe raised concerns on current Cllr vacancy. It was agreed that we need to remind people who express interest in various council topics about the option to join the Parish Council.

11. Playparks

11.1 St Germans

11.1.1 Weekly safety inspections

The May inspections were carried out by Cllr Witton and the June inspections will be carried out by Cllr Willis.

Two out of four of the swings are being replaced.

11.1.2 Wet pour replacement – review of contractor quote for replacement

1 quotation received to replace with a rubber mulch.

2nd quotation to be received any day.

3rd quotation to be requested by the Clerk.

11.2 Tideford

11.2.1 Weekly safety inspections

The May inspections were carried out by Cllr Skelton and the June inspections will be carried out by Cllr Hodge.

11.2.2 Councillors' list of what needs replacing

Cllr Skelton has drawn up a list of what needs replacing. This was given to Cllr Hodge.

12. Burial Ground

12.1 Permission requested from Ugalde & Son for the burial (re-opener) for the late Mr R J Treeby for a funeral on Tuesday 29th May 2018. Permission granted by Clerk. See item 13.2 for payment received.

Noted.

13. Finance

13.1 To note and approve the current financial position.

Balance per income and expenditure as at 30.04.2018	£	£
Balance carried fwd from 31/03/2018		+ 126,188.69
<u>Add income</u>		
5 th April 2018 – half precept		27,736.91
5 th April 2018 – CTS Grant		821.04
19 th April 2018 – LMP 2017		<u>461.74</u>
		+ 155,208.38
<u>Less expenditure</u>		
		(905.86)
<u>Less:</u> unrepresented cheques as at 30 April 2018		
547 £199.09		
548 £87.25		
550 £120.00		
549 £21.00		
551 £64.00		
552 £24.99		
553 £25.00		
554 £300.00		
555 £466.68		
		(1,308.01)
Net balance as at 30 April 2018		£152,994.51
Closing balance as at 30 April 2018		<u>+£152,994.51</u>

Balance of bank statement as at 30th April 2018

Balance as at 30th April 2018	+ £154,302.52
<u>Minus</u> unpresented cheques	(1,308.01)
Closing balance on bank account as at 30th April 2018	<u>+£152,994.51</u>

Cllr Witton proposed that the Parish Council approve the current financial position as at 30th April 2018. This was seconded by Cllr Barnes and agreed by all.

**13.2 To authorise payments on the schedule
Income and expenditure**

Number	Details	Cheque No
13.2.1	Clerk's May expenses £77.17	601
13.2.2	Clerk's May salary and pension plus processing fees	S.O
13.2.3	£90.75 PMP Invoice – Nut Tree for June	602
13.2.4	Eliot Hall hire – Rural housing presentation - £17.00	603
13.2.5	RBL hall hire – May meeting £30.00	604
13.2.6	£14.77 Clerk's mobile phne	D.D
13.2.7	£64.00 local litter picking and bin emptying	605
13.2.8	£192.00 April grass cutting to both parks and cemetery	607
13.2.9	£65.00 mole catcher at cemetery	606
13.2.10	S Barnes – Cemetery padlock £20.99	608
13.2.11	£283.50 Clive Murphy Accountant – internal audit 2017/18.	609
13.2.12	£282.00 May grass cutting both parks and cemetery and re-levelling/turfing grave	610
13.2.13	Southern Electric – £5.32 Tideford lighting	D.D
13.2.14	£500.00 burial fees – Mr Treeby	Credit

It was proposed by Cllr Witton that all finance items be approved. This was

seconded by Cllr Willis and agreed by all. Cheque signatories for these payments will be Cllr Hodge and Cllr Barnes.

13.3 To note the Clerk has submitted the VAT claim form to reclaim £673.10 for 2017/2018. Noted.

14. Planning Applications

14.1.1 PA18/04068 – Treboul House, St Germans PL12 5PE – Small stable building and yard. The Parish Council support this application. This was proposed by Cllr Pipe and seconded by Cllr Witton. All were in favour.

14.1.2 PA18/00006/NDP – Plan proposal submitted for Landrake with St Erney NDP The Parish Council support this application. This was proposed by Cllr Hodge and seconded by Cllr Barnes. All were in favour.

14.1.3 PA18/03987 – MOT Centre, Venture Filling Station, Polbathic PL11 3EU – Prior notification (Information purposes only) Demolition of building used for store and office at site. Noted.

14.2 Planning applications received after publication of this agenda

14.2.1 PA18/01337/PREAPP – Catchfrench Manor

Noted.

14.3 Planning enforcements

14.3.1 EN18/00759 – 1 Woodside, Polbathic PL11 3EY – Alleged construction of a shed. Noted.

14.4 Planning decisions

14.4.1 PA18/02701 Stone Barn at Tredudwell Barn – Approved.

14.5 Planning Correspondence and Reports

15. Correspondence Received

15.1 Road closure notification St Germans for May Tree Fair 27th May 12.30-13.30 <https://roadworks.org?tm=105548638> – Noted.

15.2 Planning enforcement changes – Noted.

15.3 Rural Services Network – Noted.

15.4 Civic Voice – Noted.

15.5 Cornwall Countryside Access Forum – Noted.

15.6 Forestry Team – Tree Wardens – Noted.

16. Urgent Business raised by Ward members and admitted by the Chair

None received.

The meeting closed at 10.05pm.

Signed as a true record of the meeting.....

Chairman

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Date