

“The minutes were signed as an accurate record of the meeting subject to the following amendments: 5.1 and 8.2.1”

ST GERMANS PARISH COUNCIL

Chairperson: Patricia Pipe Email patricia.pipe@stgermansparishcouncil.gov.uk

Clerk: Emily Young Tel: 07845 130596 Email: clerk@stgermansparishcouncil.gov.uk

Website – www.stgermansparishcouncil.gov.uk

Minutes of the virtual Parish Council meeting held on 29 June 2020 at 6.00pm

Present

Tideford Ward: Cllr A Hodge Cllr D Carter and Cllr L Gomersall
Polbathic Ward: Cllr S Barnes and Cllr R Elliott
St Germans Ward: Cllr G Mackeen, Cllr N Witton and Cllr B Skelton
Bethany Ward: Cllr P Pipe
Cornwall Council Cllr J Foot

1. Declarations of Interests and Requests for Dispensations (*a member may not participate in any discussion or vote upon a matter at the meeting in which he/she has a disclosable pecuniary interest*).

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

1.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

1.3 To grant any requests for dispensations as appropriate

There were no declarations.

Public Participation for a maximum of 15 minutes in total (*for the public to comment on the items below*)

There were no members of the public present.

2. Apologies for absence (members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting. The members present must decide whether the reason(s) for a member's absence shall be accepted).

No apologies received.

3. Approval of Minutes of Meeting held on Monday 24 February 2020 (to approve the minutes as a correct record) (See Appendix 1).

It was proposed by Cllr Witton and seconded by Cllr Hodge that the minutes be approved.

All were in favour. The minutes to be signed by Cllr Pipe.

5. Councillor Reports

5.1 Cornwall Councillor Foot – report on all relevant matters

Cllr Foot is the Chair for the ~~Miscellaneous License Committee~~ **Committee of the Licensing Act** who have been busy carrying on business via virtual meetings. **He also sits on Miscellaneous Licensing and chaired one of its sub-committees recently.**

There is a full council virtual meeting on Tuesday 7th July which anyone can join.

There are still some funding pots available:

CIL fund – a competitive bidding process for community groups to apply for up to £100,000.00 to fund projects that will boost greener living.

Cllr Foots Community Chest fund is still available. Please contact Cllr Foot if you think he can help.

6. Planning Applications (*please view all applications at <http://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/>*)

6.1 The following applications have been received by Cornwall Council:
There are no current planning application.

6.2 Planning Applications received after publication of this agenda
None received.

7. Finance

7.1 Annual Governance and Accountability Return – See Appendix 2.

7.1.1 Section 1 – Approval of Annual Governance Statement 2019/20

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.

Section 1 of the AGAR was sent to all Councillors before the meeting.

Cllr Mackeen proposed that the Parish Council approval the Annual Governance Statement for 2019/20. This was seconded by Cllr Witton and agreed by all.

Cllr Pipe and the Clerk will sign Section 1 of the Annual Governance Statement.

7.1.2 Section 2 – Approval of Accounting Statements 2019/20

The accounts have been audited by our internal auditor, Clive Murphy, who has found the record keeping of good quality and everything in very good order.

Copies of the full accounts were sent to all Cllrs and the accounting statements were given to the councillors before this meeting. The Clerk reported that the Lloyds Treasurers bank account has been reconciled to the cash book as at 31.03.2020 and that the balance at that date was £79,445.25.

Section 2 of the AGAR was sent to all Councillors before the meeting.

Cllr Hodge proposed that the Parish Council approve the Accounting Statements for 2019/20. This was seconded by Cllr Skelton and agreed by all.

Cllr Pipe and the Clerk will sign Section 2 of the Annual Governance Statement.

Following signing the annual return will be submitted to PKF Littlejohn LLP (external auditor).

7.2 To note and approve the current financial position on all accounts – See Appendix 3.

Current financial position - Bank Reconciliation for Lloyds Treasurers account

Local Council Name – **St Germans Parish Council**

County - **Cornwall**

Financial period ending 15 June 2020

Prepared by: Mrs Emily Young (Parish Clerk)

Date: 24 June 2020

Balance per bank statement as at 15.06.2020

Treasurers Account	£	112,311.73	£	112,311.73
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Less: unpresented cheques as at 15 June 2020

From Treasurers Account only

Cheque number	Details	Amount
748	Nut Tree May (6040) & June (6104)	£207.75
749	HM Land Registry burial ground title docs	7.00
		(£214.75)

Net bank balance as at 15 June 2020 **£112,096.98**

Balance per Clerks sheet as at 15 June 2020 **£112,096.98**

Current financial position - Bank Reconciliation for Lloyds Instant Savings account

Local Council Name – **St Germans Parish Council**

County - **Cornwall**

Financial period ending 15 June 2020
 Prepared by: Mrs Emily Young (Parish Clerk)
 Date: 24 June 2020

Balance	£	£
Instant Account	1.00	
		1.00

Less: unpresented cheques as at 15 June 2020
 From Instant Account only

Cheque number	Details	Amount
No cheques		
		(£0.00)

Net bank balance as at 15 June 2020	£1.00
Balance per Clerks sheet as at 15 June 2020	£1.00

Current financial position - Bank Reconciliation for Nat West Community Current account

Local Council Name – **St Germans Parish Council**
 County - **Cornwall**
 Financial period ending 15 June 2020
 Prepared by: Mrs Emily Young (Parish Clerk)
 Date: 24 June 2020

Balance as at 24.06.2020	£	£
Current account	80,000.00	
		80,000.00

Less: unpresented cheques as at 15 June 2020
 From current account only

Cheque number	Details	Amount
No cheques		
		(£0.00)

Net bank balance as at 15 June 2020	£80,000.00
Balance per Clerks sheet as at 15 June 2020	£80,000.00

The bank reconciliations and current bank statement for Lloyds Treasurer account (current) were distributed to all Councillors. Cllr Barnes proposed these are all approved. This was seconded by Cllr Witton. All were in favour.

7.3 To authorise payments on the income and expenditure schedule for this month and ratify March, April and May 2020 – See Appendix 4.

**Finance list for St Germans Parish Council
 24 June 2020 (for June) - Income and expenditure**

EXPENDITURE

Date	Details	Gross (£)	VAT (£)	Nett (£)	Cheque No (if applicable)
29.06.20	Clerk's June	£97.40	£	£97.40	750

	2020 expenses £				
14.06.20	Clerk's June 2020 salary plus processing fees	£953.33	£4.00	£957.33	D.D
20.06.20	Clerk's Pension £40.00 (£20.00 Parish Council, £20.00 Parish Clerk)	£40.00		£40.00	D.D
22.06.20	£11.00 Clerk's mobile phone	£9.17	£1.83	£11.00	D.D
18.06.20	Southern Electric – Tideford lighting £6.18	£5.89	0.29p	£6.18	D.D
29.06.20	HM Land Registry £4.00 – burial ground title documents	£4.00		£4.00	751
29.06.20	N Witton – LogMeIn (GoToMeeting)	£30.00	£6.00	£36.00	752
29.06.20	Clive Murphy – Internal audit £295.75	£295.75		£295.75	753

INCOME

Date	Details	Value
16.06.20	Burial credit – Hummerstone	£500.00

3 June 2020 (for May) - Income and expenditure

EXPENDITURE

Date	Details	Gross (£)	VAT (£)	Nett (£)	Cheque No (if applicable)	Financial Reg clause
03.06.20	Clerk's May 2020 expenses £37.90			£37.90	747	5.5b) and 6.6
14.05.20	Clerk's May 2020 salary plus processing fees	£953.33	£4.00	£957.33	D.D	5.5b)
20.05.20	Clerk's Pension £40.00 (£20.00 Parish Council, £20.00 Parish Clerk)			£40.00	D.D	5.5b)
22.05.20	£11.00 Clerk's mobile phone	£9.17	£1.83	£11.00	D.D	5.5b)
18.05.20	Southern Electric – Tideford lighting £6.01	£5.73	0.28p	£6.01	D.D	6.7

03.06.20	Nut Tree May 2020 edition. Invoice no 6040. Value £90.75 & June 2020 edition Invoice no. 6104. Value £117.00			£207.75	748	6.6
03.06.20	HM Land Registry £7.00 – burial ground title documents			£7.00	749	6.6

INCOME

Date	Details	Value
29.04.20	Burial credit – Morley	£500.00
06.05.20	Credit from AXA insurance for Lynher house bus shelter	£400.00
07.05.20	Credit from Cornwall Council – CIL payment	£3000.00
15.05.20	Burial credit – Congdon	£500.00

April 2020 - Income and expenditure

EXPENDITURE

Date	Details	Gross (£)	VAT (£)	Nett (£)	Cheque No (if applicable)	Financial Reg clause
29.04.20	Clerk's April 2020 expenses £92.63			£92.63	740	5.5b) and 6.6
14.04.20	Clerk's April 2020 salary plus processing fees	£953.33	£4.00	£957.33	D.D	5.5b)
20.04.20	Clerk's Pension £40.00 (£20.00 Parish Council, £20.00 Parish Clerk)			£40.00	D.D	5.5b)
22.04.20	£11.27 Clerk's mobile phone	£9.40	£1.87	£11.27	D.D	5.5b)
17.04.20	Southern Electric – Tideford lighting £6.01	£5.73	0.28p	£6.01	D.D	6.7
29.04.20	Liskeard Signs & Trophies – 3 x brass plaques for new picnic tables £75.00			£75.00	741	5.3 and 6.6
31.03.20	Annual playpark inspections £162.00	£135.00	£27.00	£162.00	742	5.5b) and 6.6

01.04.20	CALC and NALC annual membership 2020/21 £565.38	£502.38	£63.00	£565.38	743	5.5b) and 6.6
31.03.20	Nut Tree March 2020 edition. Invoice no 5868. Value £90.75			£90.75	744	6.6
31.03.20	Nut Tree April 2020 edition. Invoice no 5989. Value £90.75			£90.75	745	6.6
26.04.20	B Harper – grass cutting work. Invoice no 927 Value £552.00	£460.00	£92.00	£552.00	746	5.5b) and 6.6

INCOME

Date	Details	Value
01.04.20	Credit from Cornwall Council for half precept and CTS grant	£28,404.10
01.04.20	Credit from Cornwall Council for May Tree Fair marquee – Section 106 reimbursement (Trequite £)	£429.99
01.04.20	Memorial tablet for grave space at burial ground (Austen)	£90.00
01.04.20	Memorial tablet for urn space at burial ground (Andrews)	£80.00

March 2020 - Income and expenditure

Details	Cheque No (if applicable)	Financial Reg clause
Reimbursement to Clerk for May Tree gazebo and marquee £589.98	735	5.3 and 6.6
Eliot hall hire 21 March 2020 £21.00	736	6.6
SLCC new Clerks manual £52.30	737	5.3 and 6.6
3 new picnic benches £535.00	738	5.3 and 6.6
Clerk's March 2020 expenses £51.68 (includes anti-virus renewal)	739	5.5b) and 6.6
Clerk's March 2020 salary plus processing fees	D.D	5.5b)
Clerk's Pension £40.00 (£20.00 Parish Council,	D.D	5.5b)

£20.00 Parish Clerk)		
£11.00 Clerk's mobile phone	D.D	5.5b)
Southern Electric – Tideford lighting £5.84	D.D	6.7
Port Eliot annual lease charge for Millennium gardens £40.00	S.O	6.7
Biffa Waste annual charge for bin emptying £2,249.40	D.D	6.7
Annual ICO membership (GDPR) £35.00	D.D	6.7
Credit from Cornwall Council for 3 x picnic benches under Section 106 (Trequite money)	Credit. Value £535.00	Credit
Credit from Cornwall Council for May Tree fair gazebo – Section 106 (Trequite money)	Credit. Value £159.98	Credit

The income and expenditure schedules were distributed to all Councillors. It was proposed by Cllr Mackeen to approve all of the schedules. This was seconded by Cllr Barnes. All in favour.

7.4 Clerks extra hours in April to be approved – See Appendix 5.

Cllr Hodge proposed the extra April hours totalling 24 were paid to the clerk. This was seconded by Cllr Barnes. All in favour.

7.5 Requests for spending

7.5.1 New bin above Treland park £141.95 +VAT – See Appendix 6.

Proposed by Cllr Mackeen to order a new bin. Seconded by Cllr Elliott. All in favour.

7.5.2 Grant request from Cornwall Air Ambulance Trust £200.00 – See Appendix 7.

Proposed by Cllr Barnes to support this request. Seconded by Cllr Skelton. All in favour.

7.5.3 Grant request from Cornwall Hospice Care £100.00 – See Appendix 8.

Proposed by Cllr Barnes to support this request. Seconded by Cllr Mackeen. All in favour.

8.0 Burial ground

8.1 Request to inter the late Mr Hummerstone on 19/June/2020. Granted by Clerk. £500.00 payment received. Noted by all.

9.2 Highways – ongoing issues

8.2.1 Agreement to submission of EOI – The Cllrs would like to ask for a feasibility study to be conducted by Cormac to look at traffic calming measures and traffic parking in St Germans. A recent speed survey showed ~~an average speed~~ **vehicles travelling** on Fore/Church Street ~~of 40mph~~ **in excess of 30mph**. Proposed by Cllr Barnes, seconded by Cllr Elliott. All in favour.

9.3 Playparks

9.3.1 St Germans – annual inspection, closure and risk assessment – Cllr Witton gave a summary on the annual inspection report. We are awaiting a risk assessment from

CALC to use on the playpark before deciding to reopen or not. As of tonight, it was proposed by Cllr Elliott and seconded by Cllr Barnes to keep it closed and the reopening will be discussed at the next meeting in July.

9.3.2 Tideford – as above – The councillors briefly discussed the number of repairs needed at Tideford park before considering reopening. We are also in liaison with Port Eliot on renewing the lease of the land which has expired. Currently Tideford park will stay shut. Proposed by Cllr Elliott, seconded by Cllr Barnes. All in favour.

9.4 Lease renewals with Port Eliot – Councillor Pipe summarised the current position on the lease negotiations and the advice given by the solicitor. All councillors present agreed that a longer lease of 15-20 years would be desirable in view of the proposed investment needed in new play equipment. The councillors asked for the clerk to contact Mr Cressy in Savills and two of the trustees from the original Tideford land lease.

9.5 Nut Tree – Cllr Pipe did July, Cllr Witton will do August.

9.6 Renewal of existing dog control public spaces protection orders – All councillors were happy with the proposed approach to extend the orders by 12months. The Clerk will confirm this.

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

Meeting closed at 7.10pm.

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

Chairperson

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Date