

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 30 November 2020 at 6.00pm

Present

Tideford Ward: Cllr L Gomersall
Polbathic Ward: Cllr S Barnes and Cllr R Elliott
St Germans Ward: Cllr G Mackeen and Cllr N Witton
Bethany Ward: Cllr P Pipe and Cllr P Chilton
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

Cllr Elliott declared an interest in item 7.1.

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

There was 1 member of the public present Claire Croft, Chair of the Quay Lane Patients Participation Group (PPG). Claire was asking for a donation of £1500.00. She explained about all the valuable work they undertake on a daily basis. Explaining the money was needed in order that they can respond quickly to fund needed equipment for the practice. This is not a normal request.

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).*

Cllr Hodge sent his apologies. Approved by all.

3. Approval of Minutes of Meeting held on Monday 19 October 2020 *(to approve the minutes as a correct record)*

It was proposed by Cllr Mackeen and seconded by Cllr Chilton that the minutes be approved. All were in favour. The minutes to be signed by Cllr Pipe.

4. Approval of Minutes of Planning meeting held on Tuesday 3 November 2020 *(to approve the minutes as a correct record)*

It was proposed by Cllr Mackeen and seconded by Cllr Chilton that the minutes be approved. All were in favour. The minutes to be signed by Cllr Pipe.

5. Co-option of Lizzy Stroud as Councillor for St Germans ward

It was proposed by Cllr Elliott to co-opt Lizzy Stroud. This was seconded by Cllr Witton. Agreed by all. Cllr Stroud to sign the declaration of acceptance of office and register of interests forms.

6. Councillor Reports

6.1 Cornwall Councillor Foot – report on all relevant matters

Cllr Foot mentioned about Cornwall being Tier 1 with our close neighbours being Tier 2.

Cornwall Council amongst other groups are looking into guidelines about ‘crossing the border’. Cllr Foot said for people to continue following government guidelines and to stay safe. Virtual meetings in Cornwall Council continuing until March 2021. He attended the virtual Safe 38 meeting last week and reported the group are planning a petition for the junction at Menheniot, they write an article once a month in the Cornish Times and they are looking to do some new car stickers and refresh some of the signs along the A38; this is all for 2021.

6.2 Cllr Pipe – Code of Conduct meeting

Cllr Pipe attended a virtual Code of Conduct meeting and the two main points to mention:

- 1/. The importance of making a clear distinction between acting as a Councillor in your Councillor capacity OR acting in your private capacity.
- 2/. If your neighbour has submitted a planning application and there is a positive or negative financial implication for you, then you need to declare an interest.
(They are also looking to update the code).

Cllr Elliott left the meeting.

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

7.1 PA20/09373

Proposal Listed building consent for the removal of translucent roofing material and replacement with flat roof and Victorian style lantern lights.

Location West Park Polbathic

It was proposed by Cllr Witton to support this application. Seconded by Cllr Stroud. All in favour.

Cllr Elliott returned to the meeting.

7.2 PA20/08824

Proposal Remodelling, alterations and two storey extension

Location Bechers, Tideford Cross

It was proposed by Cllr Chilton to support. Seconded by Cllr Witton. All in favour. They would like to advise that consideration is given to green energy use.

7.3 PA20/09014

Proposal Notification of works to trees in conservation area – FYI Only

Location Primrose Cottage, Bagg Lane, St Germans – Noted.

7.4 Planning Appeals – None.

7.5 Planning decisions – **Both approved 16 October 2020:**

7.5.1 PA20/05675 – Police Houses renovation. **Noted**

7.5.2 PA20/06564 – Quay Lane surgery portable building on site. **Noted**

7.5.3 PA20/03012 – Heskyn Mill - **Withdrawn.**

7.5.4 PA20/03011 – Heskyn Mill - **Withdrawn.**

7.5.5 PA20/08043 – 34 Lower Fairfield – **Approved with condition.**

7.6 Planning correspondence and reports – **None.**

7.7 Planning matters raised by members – **None.**

8. Finance

8.1 To note and approve the current financial position on all accounts

Current financial position - Bank Reconciliation for Lloyds Treasurers account

Local Council Name – St Germans Parish Council

County - Cornwall

Financial period ending 12 November 2020

Prepared by: Mrs Emily Young (Parish Clerk)

Date: 25 November 2020

Balance per bank statement as at 12.11.2020	£	£
Treasurers Account	81,193.95	81,193.95

(£40,000.00 transferred from this Treasurers account to Lloyds Instant Savings account on 12 November 2020)

Less: unpresented cheques as at 12 November 2020
From Treasurers Account only

Cheque number	Details	Amount £
No cheques		(£0.00)

Net bank balance as at 12 November 2020 **£81,193.95**

Balance per Clerks sheet as at 12 November 2020 **£81,193.95**

Current financial position - Bank Reconciliation for Lloyds Instant Savings account

Local Council Name – St Germans Parish Council

County - Cornwall

Financial period ending 12 November 2020

Prepared by: Mrs Emily Young (Parish Clerk)

Date: 25 November 2020

Balance	£	£
Instant Account	40,001.00	40,001.00

(£40,000.00 transferred from Treasurers account to Instant Savings account 12 Nov 2020)

Less: unpresented cheques as at 12 November 2020
From Instant Account only

Cheque number	Details	Amount
No cheques		

(£0.00)

Net bank balance as at 12 November 2020 £40,001.00

Balance per Clerks sheet as at 12 Nov 2020 £40,001.00

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

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

County - **Cornwall**

Financial period ending 31 October 2020

Prepared by: Mrs Emily Young (Parish Clerk)

Date: 25 November 2020

Balance as at 31.10.2020	£	£
Current account	80,000.00	80,000.00

Less: unpresented cheques as at 31 October 2020
From current account only

Cheque number	Details	Amount
No cheques		(£0.00)

Net bank balance as at 31 October 2020 £80,000.00

Balance per Clerks sheet as at 31 October 2020 £80,000.00

The bank reconciliations and current bank statement (for Lloyds Treasurers account) were distributed to all councillors. Cllr Chilton proposed these are all approved. This was seconded by Cllr Elliott. All in favour.

7.2 To authorise payments on the income and expenditure schedule for this month

EXPENDITURE Date	Details	Gross (£)	VAT (£)	Nett (£)	Cheque No (if applicable)
30.11.20	Clerk's November 2020 expenses	£33.55		£33.55	785
14.11.20	Clerk's November 2020 salary plus processing fees	£1406.29	£4.00	£1410.29	D.D
20.11.20	Clerk's Pension £40.00 (£20.00 Parish Council, £20.00 Parish Clerk)	£40.00	£0.00	£40.00	D.D
22.11.20	£11.00 Clerk's mobile phone	£9.17	£1.83	£11.00	D.D

18.11.20	Southern Electric – Tideford lighting	£6.37	0.31p	£6.68	D.D
30.11.20	Q Store – Confidential shredding. Invoice no 03086023	£7.75	£1.56	£9.30	786
30.11.20	Pear Technology – burial ground work. Invoice 128655	£85.00	£17.00	£102.00	787
30.11.20	Nut Tree Invoice 6563	£85.50		£85.50	788
30.11.20	LogMeIn – N Witton virtual meeting 24 Oct – 23 Nov 2020	£30.00	£6.00	£36.00	789
30.11.20	LogMeIn – N Witton virtual meeting 24 Nov – 23 Dec 2020	£30.00	£6.00	£36.00	790
30.11.20	Came & Company St Germans Rec Group insurance invoice. Client ref 6655294	£771.81		£771.81	791
30.11.20	Cornwall Council legal fees Port Eliot leases	£9.99	£2.00	£11.99	792

INCOME

Date	Details	Value
15.10.20	CIL payment from Cornwall Council	£225.00

The income and expenditure schedule was distributed to all councillors. It was proposed by Cllr Witton to approve the schedule, seconded by Cllr Mackeen. Approved by all. The cheque signatories will be Cllr Witton and Cllr Pipe.

8.3 To note and approve Clerks monthly timesheet – Noted.

8.4 To note and approve recommendations from the F&GP committee meeting on 18.11.2020 by Cllr Carter – It was agreed to make the following recommendations back to full council to accept: ~increasing the current Section 137 budget to £2300.00 (from £1500) and Grant budget to £4500.00 (from £1500) and reducing the Repairs and Maintenance budget from £20000.00 to £16,200.00 for the current financial year.

~to set the 2021-22 budget at £66,060.00 with a precept of £55,060.00.

~to continue working with the internal auditor Clive Murphy.

~to approve the current asset register and risk management paper as circulated.

~the clerk to make enquiries about the safeguards and procedures when using internet banking, and following this looking into an online bank account for the money currently outside FSCS protection.

It was proposed by Cllr Witton to accept the above. Seconded by Cllr Stroud. Agreed by all.

8.5 Requests for spending

8.5.1 £1500.00 donation request from PPG Quay Lane surgery

It was proposed by Cllr Elliott to donate £500.00 now and provision £1000.00 for specific items that the PPG need to purchase at a later date. These requests will be approved by the

Chair and Vice Chair in-conjunction with the Clerk. Seconded by Cllr Chilton. Agreed by all.

8.5.2 £150.00+VAT Quay Lane telephone box refurbishment.

Cllr Witton proposed to clean, paint and possibly replace some glass to make it watertight for £150.00. This was seconded by Cllr Stroud. Agreed by all.

8.5.3 £25.00+VAT/2 year for old domain name renewal - Proposed by Cllr Mackeen to renew. Seconded by Cllr Chilton. Agreed by all.

8.5.4 Tom Cox £1250.00 to remove trees in burial ground - Proposed by Cllr Witton to accept. Seconded by Cllr Mackeen. Agreed by all.

8.5.5 Bethany chapel - £200.00 +Vat to hire 14 metre scaffold tower + £85.00 first asbestos sample + £10.00 each sample thereafter. Cllr Barnes has had a revised price of £12.50 per meter and confirms that 7 meters is now needed which totals £87.50. Clerk to check on liability, risk and insurance cover. Cllr Barnes proposed that the above prices are agreed. Seconded by Cllr Chilton. Agreed by all.

8.5.6 Cllr Pipe Finance for Cllrs course £30.00+VAT – Proposed by Cllr Chilton to accept. Seconded by Cllr Mackeen. Agreed by all.

9. Burial ground

9.1 Request for new memorial tablet in garden – HG Stacey – plot CR42 – Noted.

9.2 Change size of memorial tablets in garden to 46 x 30cm only – Deferred to a Burial committee meeting to review regulations.

10 Matters arising from the previous minutes

No matters arising.

10.2 Highways – ongoing issues

10.2.1 Polbathic road – Clerk to ask for traffic statistics. Safety concerns for walkers and cyclists on the Polbathic road was discussed and agreed that cars and lorries made it feel very unsafe, mainly due to speed. Cllrs may call a meeting with Highways, depending on the traffic results.

10.2.2 Milladon lane – ongoing with Cllr Foot who is in touch with Highways.

10.3 Highways – new issues

10.3.1 Tideford car park & CCTV – Noted but too expensive.

10.4 Playparks

10.4.1 St Germans – Cllr Witton to do the next inspections and will look at gate issue.

Cllr Pipe left the meeting.

10.4.2 Tideford – this park remains closed. Tideford Ward Councillors to be asked to consider a plan for this site. Cllr Stroud offered to donate 10-12 apple trees to this site if wanted.

10.5 Lease renewals with Port Eliot – No change from last month.

10.6 Nut Tree – No issue in January but Cllr Witton will do February entry.

10.7 Bethany chapel – an example survey for residents was discussed. Cllr Gomersall seconded by Cllr Elliott proposed the survey is moved ahead. Final details to be discussed.

10.8 Emergency parish plan – deferred to December meeting.

Cllr Barnes left the meeting.

10.9 Cornwall Council dog fouling campaign – no person to nominate.

10.10 Health & Safety policy – deferred to December meeting.

Cllr Stroud and Cllr Foot left the meeting.

10.11 Community Projects as a result of the Community Benefit Contribution relating to the land at Trequite

8.10.1 The balance remaining £3,718.56 (shortfall £1,081.44). Offset difference against CIL?

Proposed by Cllr Mackeen and seconded by Cllr Elliott to offset the difference using CIL. Agreed by all.

10.12 CIL payment - £3,000.00 credited 7 May 2020. £225.00 credited Nov 2020.

Balance £3,225.00 Expires 7 May 2025. To be used to support the development of the local council's area, or any part of that area, by funding: a) the provision, improvement, replacement, operation or maintenance of infrastructure: or b) anything else that is concerned with addressing the demands that development places on an area. (CIL Regulation 59C)

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

* PSCO Mary Wells confirmed a new co-ordinator for Speed Watch was being sought. St Germans Speed Watch is still awaiting final paperwork before being added to the list. Cllr Chilton wants to propose some morning checks rather than during the day.

Meeting closed at 8.12pm.

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

Chairperson

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Date