

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 Annual meeting of the Council held at the Eliot hall on Monday 17 May 2021 at 6.30pm

Present

Tideford Ward: Cllr A Hodge
Polbathic Ward: Cllr S Barnes
St Germans Ward: Cllr N Witton, Cllr R Elliott, Cllr G Mackeen and Cllr B Skelton
Bethany Ward: Cllr P Pipe
Cornwall Council Cllr K Ewart

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

(The current Chair will ask for nominations from the Councillors. Once the new chair is appointed and has signed the 'Acceptance of Office', he/she will take over the proceedings.)

Cllr Witton proposed Cllr Pipe. Seconded by Cllr Hodge. Agreed by all. Cllr Pipe signed the Declaration of Office of Chairman.

2. Election of Vice-Chairperson

Cllr Skelton proposed Cllr Hodge. Seconded by Cllr Mackeen. Agreed by all.

3. Declarations of Interest and 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).*

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

3.2 To receive written requests for dispensations for disclosable pecuniary interests

3.3 To grant any requests for dispensations as appropriate

No declarations made.

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

1 member of the public present who thanked the Parish Councillors for working as Councillors. She spoke about air quality concerns in the Parish. She showed support for the library service and in particular the mobile library which visits St Germans monthly. She also mentioned about the Parish Council displaying its agenda and other information on public noticeboards as well as online, which the Clerk confirmed is carried out.

5. 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. This will be minuted.)*

Cllr Chilton sent her apologies as she is unwell. Approved by all.

6. Approval of the minutes of the Parish Council meeting held on Monday 26th

April 2021 – It was proposed by Cllr Hodge to approve the minutes seconded by Cllr Skelton. All in favour. The minutes were signed by Cllr Pipe.

7. Election of member representatives to the various Committees:

*** Finance and General Purposes**

Cllr Pipe, Cllr Mackeen, Cllr Witton and Cllr Skelton

- * **Burial Ground**
Cllr Mackeen , Cllr Elliott, Cllr Chilton and Cllr Barnes
- * **Saltash Area Road Safety**
Cllr Hodge, Cllr Barnes, Cllr Chilton and Cllr Mackeen
- * **St Germans & District Twinning Association**
Position vacant
- * **Play Parks – St Germans & Tideford**
Cllr Hodge and Cllr Skelton – **Tideford**
Cllr Elliott, Cllr Witton and Cllr Mackeen – **St Germans**
- * **Nut Tree joint editorial**
Cllr Mackeen and Cllr Pipe and Parish Clerk
- * **Employment**
Cllr Witton, Cllr Pipe and Cllr Skelton
- * **Cornwall Gateway Community Network Panel (Max 2 attendees on panel)**
Cllr Witton (main) and Cllr Hodge
- * **Transport Users Group**
Cllr Skelton and Cllr Hodge
- * **Data Protection and Technology Group**
Cllr Witton and Cllr Elliott
- * **Port Eliot Working Group**
All Cllrs
- * **Tideford Air Quality Working Group**
Cllr Hodge, Cllr Witton and Cllr Barnes

All the above were proposed by Cllr Hodge seconded by Cllr Barnes. All in favour.

8. Councillor Reports

8.1 To receive a report from Cllr Kate Ewert, Cornwall Councillor for Rame Peninsula & St Germans.

Cllr Ewert is the new elected Cornwall Councillor for St Germans. She will be in post for 4 years. She covers from the top of Torpoint down to Bethany. Cllr Ewert mentioned about a current online session on re-wilding verges run by Cornwall Council. She will participate in Safe 38 meetings and engaging with Cornwall Council/Highways England. She describes herself as an Environmentalist very much interested in localism. She has been asked to look at planning enforcement.

9. Planning Applications *(please view all applications at*

<http://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/>)

9.1 The following applications have been received by Cornwall Council:

9.1.1 PA21/03440 –3 Cuddenbeake Terrace Quay Road St Germans – Proposal - Demolition of conservatory and erection of single storey rear extension and installation of conservation rooflights to main roof.

Cllr Witton proposed to support this application. Seconded by Cllr Elliott. Agreed by all.

9.1.2 PA21/02598 – 2 Church Street St Germans

Proposal - Listed Building Consent for renovation of Grade II listed cottage

Cllr Barnes proposed to support this application. Seconded by Cllr Skelton. Agreed by all.

9.1.3 PA21/04168 – 61 Eliot Drive St Germans

Proposal - Pitch roof over existing flat roof, porch extension and rear extension – single storey.

Cllr Witton proposed to support this application. Seconded by Cllr Mackeen. Agreed by all.

9.2 Planning Applications received after publication of this agenda

9.2.1 PA21/04104 – Chubbacombe Trerulefoot – Removal of side conservatory and replacement single storey side extension.

Proposed by Cllr Skelton to support this application. Seconded by Cllr Hodge. Approved by all.

9.2.2 PA20/07937 – Land South of Windy Ridge, Trerulefoot – 5-day protocol given by Planning Officer.

It was proposed by Cllr Skelton to agree with the Planning Officers recommendation subject to him being satisfied that the drainage system is appropriate for the site. The site is within the buffer zone of SSSI, AONB and others. Seconded by Cllr Witton. Agreed by all.

9.3 Planning Appeals – Received by the date of this meeting – none received.

9.4 Planning Decisions – none received.

9.5 Planning Correspondence and Reports – none received.

9.6 Planning matters raised by Members – none received.

10. Finance

10.1 Annual Governance Statement (Section 1) and the Annual Accounts, the Return for the year ended 31.03.2021 (Section 2)

Section 1 - 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.

Section 2 – Approval of Accounting Statements 2020/21

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 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 31.03.2021 and that the balance at that date was £66,714.69. Nat West = £80,000.00 and Lloyds Savings = £40,002.30. Totalling £186,716.99 (see box 7 in Section 2). Section 2 of the AGAR was sent to all councillors before the meeting.

Cllr Witton proposed that the Parish Council approve both Section 1 and 2 of the Accounting Statements for 2020/21. This was seconded by Cllr Barnes and agreed by all.

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

10.2 To note and approve the current financial position

Current financial position - Bank Reconciliation for Lloyds Treasurers account

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

County - **Cornwall**

Financial period ending 30 April 2021

Prepared by: Mrs Emily Young (Parish Clerk)

Date: 12 May 2021

Balance per bank statement as at 30.04.2021

	£	£
Treasurers Account	96,117.90	96,117.90

Less: unpresented cheques as at 30 April 2021

From Treasurers Account only

Cheque number	Details	Amount £
000845	B Skelton picnic tables and chairs maintenance	38.22
000846	SLCC replacement cheque for 000806	18.00
000819	Cornwall Council PE legal fees for lease. Ref: LEGAL/JB/062112	1,020.00
		(£1,076.22)

Net bank balance as at 30 April 2021

£95,041.68

Balance per Clerks sheet as at 30 April 2021

£95,041.68

Current financial position - Bank Reconciliation for Lloyds Instant Savings account

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

County - **Cornwall**

Financial period ending 30 April 2021

Prepared by: Mrs Emily Young (Parish Clerk)

Date: 12 May 2021

Balance

	£	£
Instant Account	40,002.30	

Less: unpresented cheques as at 30 April 2021

From Instant Account only

Cheque number	Details	Amount
No cheques		(£0.00)

Net bank balance as at 30 April 2021 £40,002.30
Balance per Clerks sheet as at 30 April 2021 £40,002.30

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

Local Council Name – **St Germans Parish Council**
County - **Cornwall**

Financial period ending 30 April 2021
Prepared by: Mrs Emily Young (Parish Clerk)
Date: 12 May 2021

Balance as at 30.04.2021	£	£
Current account	80,000.00	80,000.00

Less: unpresented cheques as at 30 April 2021
From current account only

Cheque number	Details	Amount
No cheques		(£0.00)

Net bank balance as at 30 April 2021 £80,000.00
Balance per Clerks sheet as at 30 April 2021 £80,000.00

The bank reconciliations and current bank statement were distributed electronically to all councillors. Cllr Hodge proposed these are all approved. This was seconded by Cllr Barnes. All in favour.

10.3 To authorise payments on the income and expenditure schedule
Income & expenditure for St Germans Parish Council 17 May 2021

EXPENDITURE Date	Details	Gross (£)	VAT (£)	Nett (£)	Cheque No (if applicable)
17.05.21	Clerk's May 2021 expenses	£156.41	£24.46	£180.87	847
17.05.21	Clerk's May 2021 salary+ processing fees	£999.34	£4.00	£1,003.34	D.D
17.05.21	Clerk's Pension £40.00 (£20.00 Parish Council, £20.00 Parish Clerk)	£40.00	£0.00	£40.00	D.D

17.05.21	£11.00 Clerk's mobile	£9.17	£1.83	£11.00	D.D
17.05.21	Southern Electric – Tideford lighting	£6.37	.31p	£6.68	D.D
17.05.21	Cornwall Council legal fees for March. Inv 8100125137	£429.78	£85.96	£515.74	848
17.05.21	Nut Tree May ed. Invoice no 7155	£131.75	Nil	£131.75	849
17.05.21	QStore 1 x sack for shredding. Inv No. 11347717	£7.75	£1.55	£9.30	850
17.05.21	Internal auditor – Clive Murphy. Inv No 2122528`	£412.12	Nil	£412.12	851
17.05.21	Eliot hall hire	£17.00	Nil	£17.00	852

INCOME

Nil				
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The income and expenditure schedule was distributed electronically to all councillors. It was proposed by Cllr Hodge to approve the schedule, seconded by Cllr Witton. Agreed by all. The cheque signatories are Cllr Pipe and Cllr Mackeen.

10.4 Requests for spending

10.4.1 Weed control – Postponed to June meeting.

11. **Matters arising from the previous minutes** (and not appearing elsewhere on the agenda)
No matters arising.

11.2 Highways – ongoing issues

11.2.1 **Polbathic road safety – Cllr Barnes** – Cllr Witton said about working with other Parishes through the Gateway panel to find a joint approach to addressing speeding vehicles.

Fore Street St Germans – Extra work to be scheduled by Cormac. Timescales not known.

Treland drain – Cormac have tracked the drain in Treland and have marked the ground to put a trench in further down. We are waiting to hear.

11.3 **Highways – new issues** – none to report.

11.4 Playparks

11.4.1 **St Germans** – Cllr Witton will do the next inspections.

Flooring around roundabout is suffering some damage and needs some repair work. Cllr Witton to price and liaise with Clerk.

Quotation needed for paving area for donated furniture.

11.4.2 **Tideford** – Cllr Hodge to do to the end of this month. Cllr Skelton will do June.

11.5 **Nut Tree** – Clerk to do July issue.

11.6 Bethany chapel – Cllrs asked Clerk to contact Mr Husk to ask what the likely bottom line is for the site (as it is) and keeping the site for community use. Cllrs also asked the Clerk to contact the Cornwall Community Land Trust to offer support if there was provision for some land to be set aside for community use. Proposed by Cllr Witton, seconded by Cllr Barnes. Agreed by all.

11.7 Co-option for Tideford and Polbathic seats – Cllr Witton proposed we advertise the 3 vacancies. Seconded by Cllr Barnes. Agreed by all.

11.8 Agreement for the provision of legal services – Cllr Witton proposed approval of the 2021/22 SLA for the provision of legal services. Seconded by Cllr Skelton. All agreed.

11.9 Port Eliot lease renewal – The draft lease went back to Port Eliot on 31 March 2021 and we are still waiting to hear from them to finalise the lease. Clerk to keep chasing.

12. Correspondence Received

12.1 Free property flood resilience workshop: Tuesday 6th July – Noted.

12.2 To note road closure: B3249 to Crift Lane, Trerulefoot – 10th – 22nd May 2021 (Network Rail) – Noted.

13. Urgent Business raised by Ward members and admitted by the Chair (Members can raise urgent matters which if admitted, can be discussed and added to the next agenda. Decisions cannot be made until the next meeting.)

- * Clerk asked about monthly meetings on a Monday and Tuesday which is fine.
- * Physical meetings to be in alternate halls. Clerk to book.
- * Cllr Hodge – Emails / Nut Tree suggestion to the Clerk for next entry.
- * Cllr Witton – footer on emails – asked about adopting the same as Clerk.
- * Cllr Skelton asked about Register of Interests on Cornwall Councils website. This is a requirement under the Localism Act 2011.

Meeting closed at 8.26pm.

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

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Date