

ST CLEER PARISH COUNCIL

MINUTES of the annual meeting of St Cleer Parish Council held on Wednesday 17th May 2017 at 7.30pm in the Council Sports Pavilion, Hockings House, St Cleer.

PRESENT: - Councillors Mrs R S Dickson, Mrs S D Harbord, Mrs S E Horsfield, P E Lockley, M D Max, M Shead, C R Sargeant, T J Smith and Mrs D R Watson plus the Clerk to the Council.

	ACTION
<p>16-17. Election of Chairman for the Civic Year 2017-18: - The retiring Chairman Councillor Mrs R S Dickson called for nominations to the office of Chairman for the civic year 2016/17. Councillor M Shead proposed that Councillor Mrs R S Dickson be elected to serve as Chairman for the civic year 2017/18. Councillor M D Max seconded the proposition. There being no other nominations the motion was therefore put and Councillor Mrs R S Dickson was duly elected to serve as Chairman for the civic year 2017/18. Councillor Mrs Dickson signed the Declaration of Acceptance of Office.</p>	
<p>17-17. Election of Vice Chairman for the Civic Year 2017-18: - The Chairman Councillor Mrs R S Dickson called for nominations to the office of Vice Chairman for the civic year 2017/18. Councillor Mrs S E Horsfield proposed that Councillor Mrs S D Harbord be elected to serve as Vice Chairman for the civic year 2017/18. Councillor Mrs D R Watson seconded the proposition. There being no other nominations the motion was therefore put and Councillor Mrs S D Harbord was duly elected to serve as Vice Chairman for the civic year 2017/18.</p>	
<p>18-17. Appointment of members to Committees and Steering Groups: - Members were appointed to the following Committees and Steering Group:- a) Finance and General Purposes Committee: - Chairman and Vice Chairman (both ex-officio), Councillors P E Lockley, M D Max, M Shead, T J Smith and Mrs D R Watson. b) Asset Management Committee: - Chairman and Vice Chairman (both ex-officio), Councillors, Mrs S E Horsfield, P E Lockley, T J Smith and C R Sargeant. c) Neighbourhood Plan Steering Group Council Chairman and Vice Chairman (ex officio) and Councillor P E Lockley, together with Non - Council members: - R Anslow, Dr G D Auckland and Mrs J Bakesef-Duncan.</p>	
<p>19-17. Appointment of delegates to Outside Bodies: - a) St Cleer and District Commoners Association – Councillor Mrs D R Watson. b) Liskeard Have Your Say Panel – Councillors Mrs S D Harbord and Mrs D R Watson. c) Bodmin Moor Parishes Network – Councillors Mrs S D Harbord and Mrs D R Watson. d) Liskeard and Looe Community Network Area – Councillors Mrs S D Harbord and Mrs D R Watson.</p>	
<p>20-17. Apologies for Absence: - None.</p>	
<p>21-17. Declarations of interest relating to item on the agenda: - Non-Registerable Interest was declared by: - Councillor P E Lockley – Agenda item 12 (a) (as a personal friend of the applicant).</p>	

<p>22-17. To consider the co-option timetable to fill the two vacancies: - The Clerk reported that following the failure of two uncontested elected members to sign the Declaration of Acceptance of Office and with no request for a dispensation to sign at a later date, two seats would also become vacant making a total of 4 vacant seats) but the latest vacancies would be filled following an election process. The Council would be filling the two vacant seats as a result of the vacancies created by insufficient candidates at the election process by co-option process. Following discussion, it was resolved that the Council would co-opt two new members at the Finance and General Purposes Committee meeting on the 14th June 2017 and that all Council members are invited to attend and debate and vote on this item. It was resolved the Clerk would advertise the vacancy in the usual format with the closing date for applications on Monday 12th June 2017.</p>	Clerk
<p>23-17. Police Report: - None.</p>	
<p>24-17. Cornwall Council Report: - The newly elected Cornwall Council member for St Cleer division Martin Eddy introduced himself to the Council. Councillor Eddy praised the candidates that stood against him and confirmed that the political groups at County Hall were in discussions as to which group or coalition would form the lead grouping with the final outcome being known at the first meeting of the new Council next Tuesday. Councillor Eddy sought an update on devolution matters and in particular the car park and churchyard. The Chairman confirmed that this council will not pursue the devolution of the car park as the finances available could result in a surface that would require continuing maintenance and be expensive to this council. Councillor Eddy would pursue this further and then sought an update on the proposed devolution of the churchyard maintenance. The Clerk replied that following Cornwall Council's offer to devolve the churchyard some months ago, following communications with the CNA Link Officer it is understood that a letter is awaited. Councillor Eddy offered to pursue this with Cornwall Council. Councillor Eddy also confirmed that following discussion with Councillor C R Sargeant he had visited the travellers' camp at Foredown and voiced disappointment and concern at some of the conditions. Councillor Eddy would contact Cornwall Housing the responsible body for the site and request urgent remedial action. Councillor Eddy concluded that the Bodmin Moor Commons Council will shortly have the power to make by-laws covering the moor. Councillor Eddy was thanked for his report.</p>	Cornwall Councillor
<p>25-17. Minutes of the previous meeting: - The minutes of the meeting held on Wednesday 26th April 2017 were taken as read, confirmed and signed by the Chairman.</p>	
<p>26-17. Matters Arising from the minutes: - a) Working Party - MUGA and Fixed Assets. Pursuant to minute 9-17, Councillor T J Smith presented a paper containing proposals to improve the current condition of the MUGA and also to utilise the lower area of the Sportsground to build a sports hall, car park and other ancillary uses. Councillor Smith proposed that the project is split into two phases – the refurbishment and enhancement of the current MUGA being in phase one. Councillor Smith considered that this phase is feasible in the short term. The second phase would be development of the lower area and could include a sports hall, associated parking and other outdoor activities. Councillor Smith then estimated some of the costs involved and it was acknowledged that external finances and fund raising would be required. Councillor Mrs. D R Watson spoke on the history of the outside gym equipment and confirmed that the fundraising group intended to complete the project and install the outstanding</p>	

<p>facility. The Chairman addressed members and stated that two distinct projects had been identified and proposed that two working parties are formed to pursue the projects. It was therefore resolved that</p> <p>i) A working party to pursue the MUGA and Lower Field Development should be established. This group would explore the project development, grant acquisition, fund-raising activities and co-ordination of the projects clearly identifying outcomes, outturns and milestones. The group would consist of Councillors P E Lockley, C R Sargeant and T J Smith. The group would report to the Council giving regular updates on progress and seek council approvals where required.</p> <p>ii) A working party to pursue the redevelopment and refurbishment of the Skateboard Park and expansion of the outdoor gym equipment project should also be established. This group would also explore the project development, grant acquisition, fund-raising activities and co-ordination of the projects clearly identifying outcomes, outturns and milestones. The group would consist of the Council Vice-Chairman Councillor S D Harbord and Councillors Mrs. S E Horsfield and Mrs. D R Watson. The group would report to the Council giving regular updates on progress and seek council approvals or where required. Councillor Mrs. S E Horsfield also offered to raise finances toward the Petanque pitch to be established the location of which was identified and agreed as being parallel to the green fence to the lower side of the car park.</p> <p>b) Football pitch maintenance: - Pursuant to minute 9-17 refers the Clerk updated members on progress. The Clerk reported that since the last meeting and communications with the football clubs, the tractor tyres have been removed from the sportsground and the football nets have been taken down. The Clerk further reported that the football club wished to retain ownership of the goal posts as the junior club were in the process of purchasing a set of new goal posts. The Clerk advised that the Community Rehabilitation team would remove the goalposts to facilitate work on the pitch. Work will include re-seeding goalmouths and other areas (if required) and also rolling the pitches.</p>	<p>TJS/PEL/ CRS</p> <p>SDH/SHE DRW</p> <p>Clerk</p>
<p>27-17. Planning Applications:-</p> <p>a) PA17/03434 – Land adjacent to Shop Park, Tremar – Reserved matters application for construction of dwelling with associated access and parking. (Details following outline consent PA15/00334 dated 11/03/15). Whilst the council give qualified support to the application members draw attention to the overshadowing and overbearing of the proposal on the adjoining property of Penda-Chy. (Councillor P E Lockley declared an NRI and left the meeting whilst this item was discussed).</p> <p>b) PA17/03953 – 30, Diggorys field, St Cleer – Construction of side extension above the garage. Support provided the proposed extension is over the existing garage. However, Council draw attention to document 6 and to the outlined curtilage on the former track bed of the Caradon Hill railway. Council would not support any development in this area which is part of a World Heritage site.</p>	
<p>28-17. Correspondence: - None.</p>	
<p>29-17. Reports: -</p> <p>a) Neighbourhood Plan Steering Group: - The Chairman reported that no meeting had been held since the last meeting although the planning consultant is continuing to work behind the scenes in various aspects of the plan. The Chairman also detailed some of the milestones and chronological</p>	

<p>sequence of events that included the consultation with residents, open days and also the evaluation process by Cornwall Council. It was noted that the next meeting of the steering group would be held at the beginning of June in the Sports Pavilion to review progress and discuss other key points.</p>	
<p>30-17. To approve the Committee/Steering Group terms of reference: - The Clerk presented the terms of reference for the Finance and General Purposes Committee, the Asset management and the Neighbourhood Development Plan Steering Group (all as circulated) for consideration. After considering the terms of reference it was resolved that Council adopts the terms of reference for each Committee and Steering Group as presented for the 2017-18 civic year.</p>	
<p>31-17. To approve the Annual Return for the 2016-17 Financial Year: - a) Annual Governance Statement: - The Clerk presented the Annual Governance Statement from the Annual Return to the Council for consideration and approval. The Clerk then detailed each section to the Council. After due consideration, it was resolved that the Annual Governance Statement is duly approved and the Chairman signed on behalf of the Council. b) Accounting Statement and Financial Accounts: - The Council then considered the Accounting Statement together with the financial accounts, supporting summary and Asset Register as at 31st March 2017 to the council. The Clerk drew attention to longevity of some outstanding cheques that would be duly cancelled and written back that also might include the £9,872.44 to Viridor Waste Management as this Council' contribution to the play area redevelopment project. In the absence of any reminder or pursuant action by Viridor, the Clerk sought to understand if Viridor still wished to receive these finances from the Council. Given that the original project had been developed from the St Cleer Fundraising group and Councillor Mrs. D R Watson would contact the organisation before any action is taken. The Clerk explained the documents and answered questions from members following which members resolved to approve the Accounting Statements, Financial Accounts, Supporting Statement and Asset register and authorized the chairman to sign the documents on behalf of the Council. c) Internal Auditors report: - The Clerk presented the Internal Audit report for 2016-17 to members for consideration. It was noted the sole item was consideration of an operations manual in support of the Business Continuity Plan. It was resolved to refer this item to the Finance and General Purposes Committee for further consideration.</p>	<p>DRW</p> <p>F&GP</p>
<p>32-17. Chairman's Announcements: - None.</p>	
<p>33-17. Financial Comparison: - It was resolved that the financial comparison for April 2017 (as circulated) is received and adopted. The Chairman confirmed that the April cash book reconciled to the bank.</p>	
<p>34-17. Accounts for payment</p>	

PAYEE	REASON	GROSS	VAT	NET
Salaries & NIC		2,090.65	0.00	2,090.65
Mole Valley Farmers	5L 2 Stroke Oil	21.30	3.55	17.75
C R Harris	Petrol Mower/Strimmers	26.48	4.41	22.07
Rabart Decorators	Presevative/Ancillary Fence	50.47	8.41	42.06
Torpoint Town Council	Phone/Photocopying	9.11	0.00	9.11
WesternWeb	Printer/Email Transfer	108.97	18.16	90.81
Nicholsons SW	Janitorial Supplies	97.70	16.28	81.42
DDC CRC Ltd	Rehabilitation Team	448.00	74.57	373.43
Groundwork UK	NDP Unspent Grant return	2,552.00	0.00	2,552.00
Hudson Accounting	Internal Audit	200.00	0.00	200.00
35-17. Date of the Next Meeting. Wednesday 28 th June 2017.				

Meeting Closed at 8.55pm.....Chairman