

ST. CLEER PARISH COUNCIL

MINUTES of a meeting of the Finance and General Purposes Committee held on Wednesday 14th June 2017 at 7.50pm in the Council Sports Pavilion, Hockings House, St Cleer.

Present: - Councillor Mrs. R E Dickson (Council Chairman), Mrs. S D Harbord (Council Vice Chairman), Councillors P E Lockley, M Shead, T J Smith and Mrs D R Watson plus the Clerk to the Council.

Also present: Councillors Mrs. S E Horsfield and C R Sargeant for minute numbers 1- 17F – 7-17F inclusive.

	ACTION
<p>1-17F Apologies for absence: - None.</p> <p>2-17F Standing Orders Standing Orders relating to the commencement of business were suspended.</p> <p>3-17F Declarations of Interest relating to items on the agenda: - A non-registerable interest was declared by Councillor M Shead – agenda item 3 (b) (as a personal friend of the applicant).</p> <p>4-17F Planning Applications: -</p> <p>a) PA17/03694 – 6, Highview Close, Tremar – Replacing an existing door with brick (bricking up) with same brick type and insulating cavity wall. Council support the application.</p> <p>b) PA17/04353 – Gonamena, Minions – Creation of 2 new dormer windows and alterations and enlargement to other windows. Council support the application. (Councillor M Shead declared a non-registerable interest and left the meeting whilst this item was discussed).</p> <p>c) PA17/04622 – Workshop and land at Ash Park, Higher Tremar – Construction of five detached dwellings and three garages and internal access road to sewer. Whilst the Council cannot see any planning reasons to object and give tentative support, the Council acknowledge the concerns of the resident of the eastern most adjacent property and would support further negotiations with the resident on this part of the development. (Councillor P E Lockley declared a non-registerable interest (as a personal friend of the applicant) and left the meeting whilst this item was discussed).</p> <p>d) PA17/05006 – Land Adjacent to Delvana, Tremar Close, Tremar – Outline application for the construction of a single dwelling house, parking and associated external works. Council object as it is considered excessive density resulting in overdevelopment and question the width of the proposed access strip that appears to overlap the property.</p> <p>e) PA17/02492 – Trekeive Barton, Commonmoor - To review the Council decision on the application. (Removal of condition 3 (agricultural occupancy) of application no. E2/87/00498/O dated</p>	

03/11/087 to allow unrestricted residential occupation) (s circulated).
Council agree to disagree.

f) PA16/10127 – OS pt. 6343, Darite – To review Council decision on the application. (Outline application for the erection of 6 one bedroomed, 5 two bedroomed, 3 three bedroomed and 1 four bedroomed dwellings for rent. The design of one 3 bedroomed and one 2 bedroomed dwellings to be so that they could be easily converted into a 5-bedroomed property if the need exists) (as circulated).
Council support the decision of the planning officer.

5-17F Neighbourhood Development Plan – Council Chairman: -

Councillor Mrs R S Dickson reported that the numbers on the Steering Group had dwindled to five (including the Council Vice Chairman – ex officio) and suggested that one of the current group was planning to resign. As a result, the group were not in a position to elect a Chairman at the last meeting. Councillor Mrs Dickson reported that Steve Besford-Foster was continuing to act as the planning consultant and announced that various options and suggestions will be forthcoming as a result. Councillor Mrs Dickson reported that strong objections had been received from the St Cleer Residents Association although after attending a meeting of the Association, described it a very productive and not too different from the current position. Councillor Mrs Dickson then read a letter from the group that was duly noted. Councillor Mrs Dickson stated that it was not the intention to disregard the previous plan and suggested that the original plan would be woven into the new plan and it would be an integral part of it. On the point of the St Cleer Residents Association undertaking the plan, Councillor Mrs Dickson reminded members that St Cleer Parish Council was the accountable body and that the group was not representative of the parish. Councillor P E Lockley observed that the St Cleer Residents Association were a pressure group. Councillor Mrs Dickson would respond to the letter on behalf of the Council. Although it is recommended that the Mr Besford-Foster applies for another grant, Councillor Mrs Dickson would not take on the Chairmanship of the Steering group and further warned that if the St Cleer NDP Steering Group did not increase in number nothing would happen. Councillor M Shead was of the opinion that the St Cleer Residents Association had “de-railed” the original plan and were now trying to de-rail the current plan. Councillor Mrs D R Watson suggested that with a few minor alterations the original plan could be resurrected. Councillor Mrs R S Dickson would speak to both S Besford Foster to look at the original plan and also to the Cornwall Officer responsible for Neighbourhood Plans and another meeting would be arranged.

Council

6-17F To co-opt Councillors to fill the two vacancies on the Council: -

The Clerk had circulated the names of the five applications to fill the two vacancies on the Parish Council. As part of the process each applicant’s letter was displayed in turn on the screen for members to peruse and consider. Following due consideration of each candidates application a paper ballot was undertaken the results of which were: -

NAME	VOTES
Kevin Johnson MBE	5
Clive Shute	7
John Unsworth	0
Kelvin Buckley	2
Simon Rickarby	2

<p>It was therefore duly resolved that Kevin Johnson MBE and Clive Shute are co-opted onto the Parish Council. The Clerk would notify both the successful and unsuccessful applicants.</p>	Clerk
<p>7-17F HR Matters Members considered a verbal request from Caretaker/Cleaner for possible increased hours. It was resolved that this matter would be discussed with the public and press excluded from the meeting due to the confidential nature of the discussions relating to an employee's terms and conditions (Public Bodies (Admission to meetings) Act 1960 part 1 para 2). The deliberations are contained in the confidential minute appended to these minutes. After considering the matter the public and press were re-admitted. (Councillors Mrs S E Horsfield and C R Sargeant left the meeting at this point).</p>	Council
<p>8-17F Election of Chairman for the civic year 2017-18 The Council Chairman Councillor Mrs. R S Dickson called for nominations for the position of Committee Chairman for the civic year 2017-18. Councillor Mrs D R Watson was proposed by Councillor Mrs S D Harbord and seconded by Councillor M Shead. There being no other nominations the motion was put and Councillor Mrs D R Watson was duly elected Chairman of the Committee.</p>	
<p>9-17F Election of Vice Chairman for the civic year 2017-18 The Chairman called for nominations for the position of Vice Chairman for the civic year 2017-18. Councillor M Shead was proposed by Councillor Mrs R S Dickson and seconded by Councillor Mrs D R Watson. There being no other nominations the motion was put and Councillor M Shead was duly elected Vice Chairman of the Committee.</p>	
<p>10-17F Minutes of the previous meetings: - It was resolved that the minutes of the meeting held on Tuesday 14th March 2017 are taken as read, confirmed and signed by the Chairman.</p>	
<p>11-17F Matters Arising from the minutes: - None.</p>	
<p>12-17F Items referred to this Committee: - a) Internal Audit Report: - The Council considered the internal audit report (as illustrated on the screen). Members noted that the key recommendation was the expansion of the Business Continuity Plan to include a manual of procedures. Members considered the current Business Continuity Plan was a comprehensive statement and procedural document but recommend a review of aspects of the current plan to monitor any deficiencies or to add detail to the procedures.</p>	Council
<p>13-17F Review of Internal Controls: - a) Insurance Requirements: - The Clerk reviewed the insurance schedule with the Committee. It was reported that the asset values would remain at either the purchase cost or proxy value with any changes being that of movements within the year and insurance values are increased in line with inflation and would, other than the year of purchase, remain at a higher value than the asset value. The Clerk then detailed the non-asset insurance values: - Public Liability - £10 million Employers Liability £10 million Official Indemnity - £500,000</p>	Council

Fidelity - £150,000 (Cash balances plus half the precept circa £122,000)

It is therefore **recommended** that the insurance values above are accepted as adequate for the Council purposes

a) Outstanding Debtors: -

The Clerk reported that he was updated members on the outstanding debtors. Currently the principal outstanding debtors related to some allotment holders and these would be chased when the last bank statement is reconciled with the debtors list.

Council

14-17F Correspondence

a) Granite Post – Request for Financial Assistance.

Noted. The Committee also considered the financial statements that accompanied the application form (all as previously circulated). Members noted that the budget allocated for financial assistance was very limited and were reminded that an application for a larger amount of financial assistance from another organisation had only been granted a fraction of the amount requested. After considering the request members were of the opinion that the Council did not have additional revenue funds to re-allocate and with an insufficient budget remaining in this cost centre, recommend that the application is declined. Members also recommend that if the applicant still wishes to apply for financial assistance within the next financial year, then an application is re-submitted by November so that members can consider when the budget is set.

Council

15-17F Accounts for payment

PAYEE	REASON	GROSS	VAT	NET
Heltor	Heating Oil	384.09	18.29	365.80
Mole Valley Farmers	Strimmer Cord	12.96	2.16	10.80
C R Harris	Petrol Strimmers	12.69	2.11	10.58
J Street	Refreshments Probation Team	5.02	0.00	5.02
DDC CRC Ltd	Probation Team (May)	448.00	74.67	373.33
St Cleer Garage	Puncture Repair	15.00	2.50	12.50
J Reynolds	Mileage Fixed penalty Training Bodmin	18.80	0.00	18.80
Rabarts	Cuprinol - Fence Preservative	11.54	1.92	9.62

16-17F Date of next meeting: -

Wednesday 13th September 2017.

Meeting Closed at 9.10pm. _____ Chairman