

## ST. CLEER PARISH COUNCIL

MINUTES of a meeting of the Finance and General Purposes Committee held on Wednesday 13<sup>th</sup> September 2017 at 7.30pm in the Council Sports Pavilion, Hockings House, St Cleer.

**Present: -** Councillor Mrs. D R Watson (Chairman), Councillors Mrs. R E Dickson (Council Chairman), Mrs. S D Harbord (Council Vice Chairman), K G Buckley and P E Lockley plus the Clerk to the Council.

**Also present:** Councillors Mrs. S E Horsfield (as substitute for Councillor M Shead), K Johnson MBE and C R Sargeant for minute numbers 17-17F and 21-17F inclusive. Also present Cornwall Councillor P M Eddy.

	<b>ACTION</b>
<p><b>17-17F      Apologies for absence: -</b> Apologies for absence were submitted on behalf of Councillor M Shead.</p>	
<p><b>18-17F      Standing Orders</b> Standing Orders relating to the commencement of business were suspended.</p>	
<p><b>19-17F      Declarations of Interest relating to items on the agenda: -</b> A non-registerable interest was declared by Councillor Mrs. S E Horsfield – agenda item 3 (c) (as signatory to an on-line petition opposing the application considering this to be pre-determination).</p>	
<p><b>20-17F      To co-opt Councillors to fill four vacancies on the Parish Council: -</b> Prior to this matter being considered Councillor P E Lockley recommended that this matter should be deferred until the next Council meeting citing an on-line petition that he considered and claimed contained irregularities. The Council Chairman Councillor Mrs. R S Dickson reported receipt of an email from Councillor Lockley and explained that as a result of the information contained in the email advice would be sought from the Cornwall Council monitoring officer on how to proceed. In the circumstances, the Committee supported the call and resolved to defer selection of the four co-opted members until the Council meeting to be held on Wednesday 27<sup>th</sup> September 2017. The Clerk advised that there were 5 applications to fill the four vacancies.</p>	<b>Council</b>
<p><b>21-17F      Planning Applications: -</b> a) PA17/07622 – Stag Inn, Fore Street, St Cleer – Change of use from Inn to two residential units. After considering this matter it was resolved with 2 votes in favour (Councillors K Johnson and Mrs. D R Watson) and 2 votes against (Councillors P E Lockley and C R Sargeant) (2 abstentions) and therefore on the Chairman’s casting vote [Councillor Mrs. D R Watson] that Under Policy 4 of the CLP there are key criteria to be satisfied for change of use from business to residential. The Parish Council consider that compliance with these has not been adequately demonstrated. The marketing exercise was flawed reflecting the value of bricks and mortar rather than the value of the business and inaccuracies in the case for change of use, particularly as food has never been offered by this landlord. The applicant carried out none of the consultation as advised by the planning officer in the Pre application advice.</p>	

(Councillor Mrs. S E Horsfield declared a non-registerable interest and left the meeting whilst this item was discussed).

Councillor K G Buckley left the meeting during the above minute.

b) PA17/07199 – 12, Hendra Close, Darite – Conservatory.  
Support.

c) PA17/07822 – Old Trecarne Farmhouse, St Cleer – Detached single storey outbuilding for use ancillary to dwelling house.  
Support.

d) Pre-application – Land adjacent to the JRD Bungalow, Bakers Hill, Tremar (documents as circulated).

Receipt was reported of correspondence from the applicant including a letter from the planning case officer indicating that there would be no officer support for this application. In the circumstances it was resolved that at this juncture there was nothing further that the council could consider until a formal application is received should the applicant wish to proceed along this route.

**22-17F Minutes of the previous meetings: -**

It was resolved that the minutes of the meeting held on Wednesday 14<sup>th</sup> June 2017 are taken as read, confirmed and signed by the Chairman.

**23-17F Matters Arising from the minutes: -**

a) Outstanding Debtors:-

Pursuant to minute 13-17F (a) the Clerk reported that he would be finalising the outstanding debt with Allotment holders and sending the formal notice to quit the plots in due course. In conjunction with this activity the Clerk reported that he was attending an Allotment Managers event in October to be run by the National Allotment Association.

**24-17F Items referred to this Committee: -**

None.

**25-17F Review of Internal Controls: -**

a) PAYE and VAT: -

The Clerk reported that the Council Chairman had reviewed the Salary and NIC payments that had been signed off as correct for the five month period (Periods 1-5 in the 2017-18 financial year) other than a £6 underpayment to the Clerk (an error in the cheque payment and not the PAYE system) that would be corrected at the end of September. The VAT reclaim for the 2016-17 period is currently being completed and will be submitted to HMRC very shortly.

b) Banking Arrangements and Signatories:-

The Clerk reminded members that the current bank signatories were Councillors Mrs. S D Harbord, C R Sargeant and Mrs. D R Watson. The Committee recommend that the current signatories remain. The Council operates an automatic sweep system between bank accounts with finances being transferred automatically between the deposit and current accounts. It was reported that the system at the bank had failed recently with a cheque returned "noting insufficient funds". Both Councillors C R Sargeant and Mrs. D R Watson had complained to the bank explaining this is not the first occasion that this type of incident had occurred and the Council were seeking compensation. A response from the bank is

Clerk

awaited.

Clerk

**26-17F Correspondence**

- a) Pensions Regulator - Employer/Employee Contributions: - Noted.
- b) National Allotments Forum – Officers Meeting: - Noted.

**27-17F Accounts for payment**

PAYEE	REASON	GROSS	VAT	NET
Rhino Ramps	Repairs to Flat Bank Hip/Other repairs	1150.80	191.80	959.00
L G Services	Herras Fencing	60.00	10.00	50.00
C R Harris	Petrol Strimmers	24.85	4.14	20.71
S Besford-Foster	NDP Parish On-Line Licence	158.40	0.00	158.40
DDC CRC Ltd	Probation Team (August)	448.00	74.67	373.33
C R Sargeant	Petrol Strimmers	10.01	1.67	8.34
B Baynes	Diesel Kubota	66.00	11.00	55.00

It was reported that cheque number 103190 for £234.00 had been reported missing by the contractor. Councillor Mrs D R Watat as a cheque signatory would cancel the cheque and on conformation a replacement cheque would be issued.

**28-17F Date of next meeting: -**

Wednesday 8<sup>th</sup> November 2017.

The Chairman reminded members that this is the budget formulation meeting and urged the Council to undertake a review of requirements including asset condition and to charge replacement into the revenue or capital reserve account.

Meeting Closed at 8.37pm. \_\_\_\_\_ Chairman