

St Cleer Parish Council
Minutes of the Parish Council meeting on 28th March 2018

Derris Watson, Councillor		In attendance
Andy Webb, Councillor	Vice Chair of Council	In attendance
Martin Shead, Councillor		In attendance
Lee Price, Councillor		In attendance
Peter Lockley, Councillor		In attendance
Suzanne Horsfield, Councillor		In attendance
Sue Harbord, Councillor	Chair of Council	In attendance
Rebecca Dickson, Councillor		In attendance
Brian Smith, Councillor		In attendance
Tony Turton, Councillor		In attendance
Kelvin Buckley, Councillor		In attendance
Clive Sargeant, Councillor		In attendance
Kevin Johnson, Councillor		In attendance
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggen	In attendance
Roni Jones	Clerk In attendance	RJ
Members of the Public		5

1	Apologies for Absence None	
3	Declarations of interest relating to matters on the agenda Councillor Buckley declared a personal interest in relation to item 11 Councillors Horsfield and Smith declared a personal interest in relation to PA18/02071	
4	Minutes of Previous meeting Minutes of the previous meeting (Part I) held on 28 th February 2018 were discussed. Whilst there were some comments about the style of the minutes they were proposed as an accurate record Vote: This was Proposed by MS; Seconded by AW and was agreed, 2 Abstentions from Councillors not present at the last meeting. The Minutes were duly signed The Part II Minute was moved to a restricted item – HR Matter	
5	Correspondence received The Clerk outlined the correspondence received over the month; the issues related to Phone Box adoption and grit bins to be passed to the AMC meeting for further discussion	RJ
6	Information arising from the minutes not on the agenda Options for staff cover for toilet cleaning etc – It was agreed to offer a casual contract to cover annual leave and to offer appropriate training. A discussion ensued about policy and procedure and it was noted that there was to be a discussion about CALC documents and that a policy was required but that at this time there would be a piecemeal approach	

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<p>VOTE:</p>	<p>Advertising on social media was Proposed by DW; Seconded by KJ and was agreed unanimously</p> <p>Provision to PC of RAMS for grass cutting – deferred pending the outcome of item 11. If this was to be maintained in house they would be required.</p> <p>Update on progress pack detailing the status, conditions, liabilities and entitlements as relates to land under the control of the PC - ongoing</p> <p>Progress on publication of minutes of the Council – awaiting the new laptop given the issues presented with the current machine. This item will be progressed</p> <p>Update from Cornwall Council by Councillor Eddy</p> <ul style="list-style-type: none"> Recent surveying with Radar Gun had shown no speeding issues, a discussion ensued, and Councillor Eddy invited those unhappy with this to contact him with specific location recommendations for further survey; School Parking continued to be an issue – A yellow line recently installed had a missing element where a car may have been parked during raining. It was commented that long term planning was required as the school increases its population. Broadband contact now identified, and feedback awaited Cornwall Stadium was discussed – concerns expressed about its sustainability New Frontiers Paper was recommended Tenancies had been reviewed and harmonised Councillor Eddy was asked to consider a Conservation Area around the Church and the associated listed buildings 	
<p>7</p> <p>VOTE:</p> <p>VOTE:</p> <p>VOTE:</p>	<p>Planning Applications since the last meeting</p> <p>Councillors were asked to contact DW with days and times that planning visits may be set for, currently this was a Saturday but could be changed to increase participation.</p> <p>The Old Vicarage St Cleer Liskeard Cornwall - PA18/02071 (Councillors Horsfield and Smith removed themselves)</p> <p>Not Supported based on impact on Grade II listed building, Grade I listed church, lack of engagement with Heritage. The site would be over developed, and neighbours overlooked</p> <p>This was Proposed by AW; Seconded by KJ and was agreed unanimously</p> <p>Miners Meadow Crows Nest Darite Liskeard - PA18/02281</p> <p>Not Supported. The site would be over developed and not provide qualifying amenity space</p> <p>This was Proposed by DW; Seconded by AW. 10 for, 1 against and 2 neutral. Motion Carried</p> <p>The Old School House Hockings House St Cleer Liskeard - PA18/00665 and PA18/00664</p> <p>Supported. This was Proposed by SH; Seconded by AW and was agreed unanimously</p>	<p>All</p>

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<p>VOTE:</p> <p>VOTE:</p>	<p>28 Fernside Park Tremar Coombe Liskeard Cornwall - PA18/02576</p> <p>Supported with the suggestion that the roof be pitched not flat. This would be more in keeping with the locality</p> <p>This was Proposed by DW; Seconded by CS and was agreed unanimously</p> <p>Barn Rear Of 3 Sunnyside Common Moor Liskeard Cornwall - PA18/02495</p> <p>Not Supported - This outhouse was not considered capable of conversion and if it was would provide substandard living accommodation based on size. It was noted that the land was on an apparent flood plain and was very boggy. Further it represented an overdevelopment of the site</p> <p>This was Proposed by CS; Seconded by DW and was agreed unanimously</p>	
<p>8</p> <p>VOTE:</p> <p>VOTE:</p> <p>VOTE:</p>	<p>Finance and General Purposes Committee Update</p> <p>DW updated on the recent meeting and the following proposals:</p> <ol style="list-style-type: none"> 1. To retain the current PC Standing Orders as is until the new guidance is received from CALC (likely to be imminent) <p>This was Proposed by DW; Seconded by SH and was agreed unanimously (CS not present)</p> <ol style="list-style-type: none"> 2. To resolve that the Policies and Procedures available from CALC be adopted en bloc; it was noted that they would need to be personalised to St Cleer and would need work, but that they were commercially sound, and the Parish would be less at risk with them adopted in this manner <p>This was Proposed by DW; Seconded by PL and was voted 11 in favour and 1 abstain – motion carried</p> <ol style="list-style-type: none"> 3. To resolve that the Clerk will provide a priority list and time line for the PC to enable consideration with alacrity all those policies required for the effective operation of the PC; The following being required to affect the staff contracts of employment and new legislation <ol style="list-style-type: none"> I. Equal Opportunities II. Health and Safety at Work III. Grievance and Discipline IV. Staff sickness Policy V. Expenses Policy VI. Probation Management VII. Appraisal and Performance Development VIII. GDPR (to include arrangements for backup) IX. Communication within and without the Parish Council <p>These to be downloaded by the clerk from CALC and issued to all by the Chair</p> <p>This was Proposed by DW; Seconded by PL and was voted 12 in favour and 1 abstain – motion carried</p> <ol style="list-style-type: none"> 4. That a new bank account be opened (investment and current) at a high street bank to mitigate risks identified. Lloyds was identified based on its 	

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VOTE:	<p>proximity to HSBC</p> <p>This was Proposed by DW; Seconded by KB and was agreed unanimously</p> <p>5. That the Council agree a ringfencing of the current £117K reserves to allow £70K to be set aside as per appended document to repair, replace, and maintain the assets of the Parish; it was noted that this would leave a further unallocated reserve and comment was made that this money ought to be spent to improve St Cleer.</p>	
VOTE:	<p>This was Proposed by DW; Seconded by SH and was voted 9 in favour, 1 against and 3 abstain – motion carried</p>	
9	<p>Clerk Contract</p> <p>Moved to a restricted item – HR Matter</p>	
10	<p>Motion to dissolve the Asset Management Committee for 2018-2019</p> <p>A paper had been circulated by Councillor Sargeant and Councillor Turton; Councillor Turton spoke to the paper, stating that this would streamline the process and free members to join other working groups. Comments were made about the efficacy of AMC as it stood</p> <p>VOTE: Proposed RT, Seconded CS and was voted 7 in favour, 1 against and 5 abstain – motion carried</p>	
11	<p>Information Technology and Communication</p> <ul style="list-style-type: none"> • To ratify budget for the purchase of ITC for the Parish Office in relation to previously circulated specification • Update from the Clerk about Website Management <p>With a change to the laptop specification which represented greater VfM for the parish, the specification previously circulated was agreed</p> <p>VOTE Proposed KJ, Seconded AW and was voted 12 in favour, 1 against– motion carried</p>	
12	<p>To progress the ITT for Mowing</p> <p>Moved to a restricted item – Contractual Matter</p>	
13	<p>Development of Petanque Pitch</p> <p>Item deferred to next meeting</p>	
14	<p>Gym Equipment</p> <ul style="list-style-type: none"> • Following the successful award from the lottery for Gym Equipment – A motion to place the order when the grant money is received. A cheque for the match funding will be provided by the Community Fundraising Group. Purchase from Fresh Air Fitness <p>A discussion ensued about the planning consent potentially required from both Cornwall and the Fields in Trust (FIT). Ownership of the grounds had still not been confirmed by the solicitor. And it was agreed to pay to ask Cornwall Council if</p>	

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VOTE:	<p>permission was required; copying that application to FiT.</p> <p>The motion was modified to allow for the purchase of equipment subject to ownership of the land being established and planning permission being clarified</p> <p>Proposed SH, Seconded SxH and was voted 11 Abstained, 2 in favour, 0 against – motion carried</p>																																				
15	<p>Appointment of Data Protection Officer to comply with GDPR</p> <ul style="list-style-type: none"> To ratify budget of £150 and select provider <p>The Clerk spoke to the item, which becomes law in May 2018; she referred to NALC guidance and experience from a recent training event in Kent. Councillors Johnson and Price became very animated about this issue and the costs involved, specifically since the notion of quid pro quo or internal DPO appointment had been discounted by NALC. The Clerk stated that she needed to push back some of the comments made by Councillor Price as they were making her feel uncomfortable. Councillor Price advised the clerk that 'she was in the wrong job then'.</p> <p>On the basis that DPO.uk.com provided for visits at no cost and icpas would charge the clerk suggested DPO may offer greater VfM</p> <p>Proposed SH, Seconded CS and was voted 2 Abstained, 10 in favour, 1 absent – motion carried</p>																																				
16	<p>St Cleer Car Park</p> <p>Moved to a restricted item – Contractual Matter</p>																																				
17	<p>Advertising Boards at St Cleer Sports Field</p> <p>It was agreed to maintain the status quo in 2017-18 and that the approach made to sponsors had not been activity authorised by the Council. There needed to be a proper contract with the Football Team – it was noted that there were outstanding fees.</p> <p>The Clerk was asked to see any minute that pertained to the advertising boards and revenue from them</p> <p>(Post meeting note: 6 boards at £75 each = £450.00)</p>																																				
18	<p>Accounts for payment / Received</p> <table border="1" data-bbox="183 1489 1093 1803"> <thead> <tr> <th>Payee</th> <th>Reason</th> <th>Gross</th> <th>VAT</th> <th>Net</th> </tr> </thead> <tbody> <tr> <td>Survey Monkey</td> <td>Renewal of membership</td> <td>£336</td> <td>280</td> <td>56</td> </tr> <tr> <td>Staff</td> <td>Salaries x 2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>B Barnes</td> <td>Hedge trimming</td> <td>228</td> <td></td> <td>228</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Creditor</th> <th>Reason</th> <th>Gross</th> <th>VAT</th> <th>Net</th> </tr> <tr> <td>Cornwall</td> <td>Footpaths</td> <td>£1483</td> <td></td> <td></td> </tr> </tbody> </table> <p>The above accounts were presented for payment and to note</p> <p>Proposed DW, Seconded MS and agreed unanimously</p> <p>Councillor Harbord offered to enable the purchases required (and agreed) and to</p>	Payee	Reason	Gross	VAT	Net	Survey Monkey	Renewal of membership	£336	280	56	Staff	Salaries x 2				B Barnes	Hedge trimming	228		228						Creditor	Reason	Gross	VAT	Net	Cornwall	Footpaths	£1483			
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	claim same back from the Parish	
Restricted Items		
9 VOTE	<p>Clerk Contract To agree and ratify the Clerk Contract previously circulated and to offer a NEST pension at 5% contribution in year one rising to 8% in subsequent years</p> <p>Proposed DW, Seconded CS and was voted 1 Abstained, 11 in favour – motion carried</p>	
16 VOTE	<p>To progress the ITT for Mowing (Councillor Buckley Removed himself)</p> <ul style="list-style-type: none"> Following ITT, consider technical evaluation and consider outsourcing to the recommended provider or to retain in house; with reference to the paper previously circulated this matter was discussed <p>It was proposed to accept the ITT from Jamie Husband subject to the satisfactory receipt of some background information (qualifications and RAMS)</p> <p>Proposed LP, Seconded SxH and was voted 1 Abstained, 10 in favour – motion carried</p>	
15	<p>St Cleer Car Park</p> <ul style="list-style-type: none"> To ratify adoption of Car Park from Cornwall CC and to ratify costs to refurbish the surface of the car park <p>Quotes received were as follows:</p> <p>Cormac [redacted] DA Giles [redacted] E Roberts [redacted] plus 2000 for white lining</p> <p>It was agreed to circulate these quotes to Council members and to defer this item to the next meeting</p>	
3 VOTE	<p>Confidential Minute Part II meeting 28th February 2018</p> <p>Guidance had been received from CALC that a non-detailed minute needed to be published only. Councillor Johnson stated since the Clerk had now seen the minute it needed not to be confidential. The Clerk sought to advise the chair that the matter was confidential from the public not the Clerk and Councillor Johnson advised the Clerk that she had already asked for one speaker at a time. The way this was stated to the clerk provoked another councillor to state that 'that was uncalled for' and 'a minute be made of what was said'.</p> <p>It was proposed that the Confidential Minute be struck out and replaced with:</p> <p>The terms and conditions for employment were discussed and the Acting Clerk asked to ask the Clerk to designate for a specification for a laptop.</p> <p>Proposed DW, Seconded PL and was voted 3 Abstained, 9 in favour – motion carried</p>	

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The meeting closed at 22.00h

Future Meetings:

Month at 7.30pm	Full Council	FGP	AMC	Employment	APM
April 2018	25 th		11 th		
May	23 rd		9 th		7pm on 23 rd
June	27 th	13 th			
July	25 th		11 th		
August					
September	26 th	12 th			
October	24 th		10 th		
November	28 th	14 th (Precept)			
December	19 th				
January 2019	23 rd		9 th		
February	27 th		13 th		
March	27 th	13 th			

J. Haban