

**St Cleer Parish Council**

**Minutes of the Parish Council meeting on 27<sup>th</sup> June 2018, held at Council Sports Pavilion, Hockings House, St Cleer.**

Kelvin Buckley, Councillor		In attendance
Sue Harbord, Councillor	Chair of Council	In attendance
Suzanne Horsfield, Councillor		In attendance
Kevin Johnson, Councillor		In attendance
Peter Lockley, Councillor		In attendance
Lee Price, Councillor		In attendance
Clive Sargeant, Councillor		In attendance
Martin Shead, Councillor		In attendance
Brian Smith, Councillor		In attendance
Tony Turton, Councillor		Apology Accepted
Derris Watson, Councillor		In attendance
Andy Webb, Councillor	Vice Chair of Council	In attendance
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	In attendance
Roni Jones	Clerk In attendance	RJ
Members of the Public		3

<b>Agenda item No.</b> 1	<b>Apologies for Absence</b> Councillor Turton	
2	<b>Members declarations</b> a. Disclosable pecuniary interests b. Non-registerable interests c. Declarations of gifts d. Applications for dispensations  Councillor Smith Declared an interest as a member of the Parochial Church Council in relation to item 15	
3	<b>Public questions - None</b>	
4	<b>Reopen the meeting (public may only contribute on invitation)</b>	

5	<p><b>Restricted item</b> (This is recorded fully as the Report Pertaining is now in the public domain)</p> <p>Outlining that this was a simple adoption of the report previously circulated to all members Councillor Harbord suggest that the matter proceeded to vote.</p> <p><b>Motion to enact the Monitoring Officer’s Decision</b></p> <ol style="list-style-type: none"> <li>1. That Councillor Johnson has no part in employment matters related to the Clerk for a minimum period of 1 year with this to be reviewed by the Council after the date of the notice (15.6.18). <ol style="list-style-type: none"> <li>i It is the interpretation of the Employment Group that this includes any and all comments about the standard of her output, any commentary that involves his subjective opinion of any guidance offered save when he uses the appropriate and laid down HR policy and procedure as circulated from CALC and soon to be updated by St Clear.</li> </ol> </li> <li>2. Councillor Johnson be prevented from directly contacting the Clerk and that any communications are made to a third party Councillor; that any other Councillor may request to hear Councillor Johnson only via this third party also.</li> <li>3. The Third party Councillor will be nominated by the Employment Group and be kept anonymous from all bar that group and the Clerk</li> <li>4. That at the May 2019 meeting of the Parish items 1 and 2 above be reviewed with a view to cessation or extension</li> </ol> <p><b>Proposed by SH Seconded by AW and Carried</b></p>	
6	<p><b>Restricted item</b> (This is recorded more fully as the MO Report is now in the public domain)</p> <p>Councillor Johnson asked for a named vote from this point on</p> <p><b>Conduct at Meetings Motion / Update from Employment Group Meeting 2.5.18</b></p> <p>The Employment Group minutes had now been circulated and it was explained that they had been held back in relation to the above item. The Employment Group Proposed:</p> <p>That should Councillor Johnson disrupt any meeting it will be moved by the Chair that he will not be heard. Disruption will be defined simply as:</p> <ol style="list-style-type: none"> <li>i a hostile working environment for Councillors, Electors and Staff</li> <li>ii taking steps or making comments which seek to undermine the Clerk and / or other Councillors should silence not be provided by Councillor Johnson he will be asked to leave the meeting under section 1.r of the Standing Orders</li> </ol> <p><b>Proposed by SH Seconded by AW</b>  <b>For AW SH PL CS MS DW Abstained SxH LP KJ Motion Carried</b></p>	

	<p><b>At this point</b> in the proceedings it became apparent that Councillor Johnson appeared to be recording the Closed section of the meeting contrary to Standing Orders. Councillor Webb asked Councillor Johnson to clarify this and Councillor Johnson on two occasions declined to answer the question. Given that this was impeding the progress of the meeting this was considered disruptive; given a motion to silence would not prevent the meeting being recorded Under Section 1.1 of the Standing Orders a vote was taken on a motion to exclude Councillor Johnson from the room for the next item;</p> <p><b>Proposed by AW Seconded by SH</b>  <b>For AW SH PL CS MS DW Abstained SxH LP KJ Motion Carried</b></p> <p>Councillor Johnson left the room</p>	
7	<p><b>Restricted item</b>  <b>ITT Car Park Motion</b></p> <p>Reminding the Council that this was a staged process, adoption, refurbishment and then community engagement specifically in relation to the notion of a walking bus from the car park to the school to improve traffic congestion, the following was proposed</p> <p>A) To approve the commission of the tender process by Phil Sweet.  B) Tenders to be received by the <b>TBC</b> 2018 then opened in the presence of the car park task and finish group, any Councillors who wish to attend, and Phil Sweet.  C) Phil Sweet will assess the tenders to ensure that they meet the requirements and prepare a report to the Parish  Meeting on the <b>TBC</b>  D) Scanned tenders and the report (B above) to be sent to all Councillors in advance of the meeting  E) Car Park Task and finish group to review report make recommendation to full Council  F) Extraordinary Council Meeting in August 2018 to decide on awarding the tender.  Clerk to have the delegated authority to let the contract and make payment upon assurance of satisfactory completion by the task and finish group.</p> <p>With the amendment of asking in the tender for the cost of lining to be split off.</p> <p><b>Proposed by SH Seconded by AW and carried unanimously by those in the room</b></p> <p>Councillor Johnson was invited to return to the room</p>	

8	<p><b>Minutes of Previous Parish Council meeting</b> To receive and approve minutes of the last meeting(s)</p> <p>a. Last AMC Minutes 11.4.18 <b>Proposed as an accurate record and to be accepted by SH Seconded by CS For AW SH PL CS MS DW SxH LP Abstained KJ Motion Carried</b></p> <p>b. Parish Council Meeting 23.5.18 KJ asked why those who had requested St Cleer E mails had not been so recorded and a further question raised; SH indicated that this was simply to confirm the matter <b>Proposed as an accurate record and to be accepted by SH Seconded by BS For AW SH PL CS MS DW SxH LP KJ Motion Carried</b></p> <p>c. FGPC Meeting 13.6.18 (to note)</p>	
9	<p><b>Update from Cornwall Council</b></p> <p>Councillor Eddy Outlined:</p> <p>a. Meeting with Chris Grayling re A38, Air Quality and the junctions at Trago and Bodmin Station - £1B was quoted to create dual carriageway from Saltash to Bodmin. A case was made for income generation and a reduction in accidents</p> <p>b. A change to the administrative Boundary was being The administrative boundary of his ward will change to include Menheniot. This will mean that the ward will stay rural. One proposal had been to include a part of Liskeard but this has been rejected. The boundaries are changing to reduce the number of Cornwall Councillors.)</p> <p>c. A grant of £500 to the St Cleer Football team</p> <p>d. That the Parish's support was requested in an application for Bollards to be erected to promote resident safety in Claremont Place</p> <p>e. That Planning Officers will extend the 5-day turnaround on revised decisions if so requested</p>	

10	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"><li>• To note the notice for the Councillor Vacancy created by the resignation of Councillor Dickinson (Closing date 29.6.18)</li><li>• Planning Permission not required for Outdoor Gym and Petanque Pitch; motion to progress both items by the Clerk having delegated authority to arrange the previously agreed purchase</li></ul> <p>KJ asked for sight of the correspondence</p> <p><b>Proposed by SH Seconded by DW</b> <b>For AW SH PL CS MS DW SxH LP      Against KJ                  Motion Carried</b></p> <ul style="list-style-type: none"><li>• StClever.gov.uk Emails operationalised; names requested for the provider</li><li>• Benches Ordered for Millennium Garden</li></ul> <p>CLlr Price offered to install the benches under his work liability and safety procedures. In order to make this substantive he was asked to invoice the Parish for 1p in respect of this work</p> <p><b>Proposed by SH Seconded by SxH and carried unanimously</b></p> <ul style="list-style-type: none"><li>• Defibrillator paid for and Electrician commissioned for installation and PAT testing</li><li>• GDPR safe offered to Parish at no cost</li><li>• Cigarette bin offered to Parish for £20</li></ul> <p><b>Proposed by SH Seconded by KB and carried unanimously</b></p> <p>KJ asked would a schedule be agreed for staff carrying out this new task. He was assured that this would be the case.</p> <ul style="list-style-type: none"><li>• Allotments no longer require skip as a trailer has been offered</li><li>• Water Safety Results satisfactory, new regime being implemented</li><li>• Asbestos Survey required – cost approximately £450</li></ul> <p><b>Proposed by SH Seconded by KB and carried unanimously</b></p> <ul style="list-style-type: none"><li>• Questions from Councillor Johnson not covered by the Agenda<ul style="list-style-type: none"><li>i          Are you aware that Standing Orders requires, when duly requested, that a named vote be recorded in the minutes of a PC meeting?</li></ul></li></ul> <p>SH confirmed this</p> <ul style="list-style-type: none"><li>ii        Why was the invoice for mowing initially presented at the F&amp;GP committee meeting for payment in contradiction of the contract terms</li></ul> <p>SH stated that this related to Due Diligence</p>	SH            RJ
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### **Framework for Working Groups Motion**

Following discussion at the last meeting the Chair had developed the structure further as follows:

#### **Estates Sub Committee (Minuted by Clerk) TOR to be developed Membership to be decided at the July PC Meeting**

##### **Shall elect a Chair and Vice Chair at their first meeting**

Oversee the grounds, play, skate park, allotments and sports facilities and all other buildings, land holdings and assets within that ownership or responsibility of the Parish Council;

- Monitoring of the mowing contract with the football manager and for requesting spend for hedge trimming etc.
- recommend specific purchase and plans for noticeboards, grit and grit bins, benches and adopted phone boxes and similar
- Consider planning applications received prior to the meeting and respond to the planning authority on the half of the council.
- Payment of invoices for work, services and other liabilities either previously confirmed by Council or where delegated within the financial regulations to the RFO.
- Complete an annual inspection of Council Assets and present findings to the PC.
- Meet at least 4 times per year.

##### **TOR to be reviewed by October Parish Council meeting**

#### **Finance and General Purposes Sub Committee (Minuted by Clerk)**

Additional Responsibilities / duties not included in current TOR

- Develop an outline 3-year business plan and accompanying medium term financial strategy plan for the Council.
- Demonstrating good governance in managing the business of the council, specifically working to achieve the Quality Parish Award
- Monitor adherence to standing orders and financial regulations, highlighting to Council where there may be deficits, poor habits or where members need support to develop in role or referral to the Monitoring Officer
- Monitor adherence to the Code of Conduct and a link to councillors' registers of interests

Membership to remain as current – DW, MS, AW, SH, BS

##### **TOR to be reviewed by October Parish Council meeting**

#### **HR Group**

##### **This group will:**

Membership to be SH DW AW TT BS *and this meeting will be closed to other Councillors*

##### **Shall elect a Chair and Vice Chair at their first meeting**

- Have at least the Chair and Vice Chair, Chair of Finance, Chair of Estates in place who will, as individuals, hold the delegated authority of Council to appraise and work with the Clerk on all HR Matters
- Oversee HR policy and procedure development, recommending these for ratification to Council
- Administer all HR Policy and Procedure as relates to the Clerk and ensure that the Clerk administers the same for all other staff; it will report to Council that these tasks have been undertaken
- Work on training and development plans for the Parish, referring all spending requirements for ratification upon agreement with the specific intent of improvement through the management and development of staff and Councillors
- Shall meet at least 4 times per year

##### **TOR to be reviewed by October Parish Council meeting**

11

**Community Engagement Group**

**Membership to be decided by Council resolution at the July PC meeting.**

This group will, at all times, report to and act only with the resolution of council:

Shall elect a Chair and Vice Chair at their first meeting

- Work to develop the council's role in the community and how it engages with the community
- Evidence consulting the community on its plans
- Develop positive publicity advertising council activities, aspirations and promote engagement and inclusivity
- Oversee the Council's website development to improve community engagement and connectivity with the electorate
- Oversee the Council's Social Media accounts and ensure that all output remains within the various codes of conduct / standing orders
- Oversee the publication scheme of the council.
- Shall meet at least 4 times per year

**TOR to be reviewed by October Parish Council meeting**

**Planning Group**

**Membership: - Any and all Councillors can attend visits**

Council to appoint a coordinator to facilitate site visits and obtain any necessary permissions.

This will be an informal group whose purpose it is to view sites / properties applying for planning permission.

Take photos of site (with the owner's permission and to supplement that submitted to Cornwall CC), to aid the Council with its decision-making process.

***Report findings to PC, FGPC or Estates where the application is to be discussed – it was noted that any Councillor may attend and vote on planning matters at any meeting***

**Car Park Task and Finish Group**

**Membership to include LP AW KB DW SxH BS**

**This group will:**

- Open Tender Documents with the Surveyor and who will then produce a report.
- Review the report by the surveyor and make a recommendation to full Council
- Oversee the appointment of the Contractors, at the direction of council.
- Monitor and quality control the work during its construction
- Recommend payment on satisfactory completion of work, to Clerk.
- Recommend ongoing quality work be undertaken by Estates
- Close as the task is finished

**Emergency Plan Group**

To be developed after presentation at September Parish Council meeting by a representative from the Liskeard and Look Community Network panel

**Conservation Area Task and Finish Group**

*This group will not require Clerk input*



**This group will:**

- Work with Cornwall County Council to develop innovative ways of maintaining the history by conservation within St Cleer
- Work with other Parishes as appropriate and report back to Council
- Once St Cleer's status is affected to the satisfaction of the Parish the group will close as the work is finished

	<p><b>Motion</b></p> <ol style="list-style-type: none"> <li>1. That the groups and committees as noted in this motion are resolved to be developed when appropriate.</li> <li>2. Additional responsibilities / duties as outlined be given to FGPC</li> <li>3. That members volunteer or are nominated to groups with a minimum of 2 and maximum of 6 members (<i>Included above</i>)</li> <li>4. That the Clerk services the groups (if required) and provides email feedback to the Parish on activity</li> <li>5. That at their first meeting the group develops further it's remit, based on the above and this is returned to council no later than the October Parish meeting for further ratification; including their need or otherwise to have Clerk involvement</li> <li>6. That their terms outline a plan of meetings, which may be virtual, on e-mail or in person</li> </ol> <p><b>Proposed by SH Seconded by AW</b>  <b>For AW SH PL CS MS DW SxH LP      Against KJ      Motion Carried</b></p>	
12	<p><b>Allotments Motion</b></p> <ol style="list-style-type: none"> <li>1) Advertise vacant plot in Granite Post, Clerestory and Facebook and Next door. Clerk to prepare official advert.</li> <li>2) Get a quote from our Mowing Contractor to cut back as required.</li> <li>3) Authorise the work to be undertaken by Jamie Husband at the cost of £140 under delegated authority to the Clerk.</li> </ol> <p>KJ asked was the contractor covered by Spraying Certification, since he was in the room the Chair lifted Standing Orders and asked Jamie Husband to speak; he confirmed he would have the certificates in place the following week</p> <p><b>Proposed by CS Seconded by SH</b>  <b>For AW SH PL CS MS DW SxH LP      Abstained KJ      Motion Carried</b></p>	
13	<p><b>Pitch feeding Motion</b></p> <p>To ask Brain Baynes to feed the pitch before the start of the new football season, in consultation with the Mowing contractor and Football Team who are making some improvements over the off season</p> <p>Following a discussion this matter was referred under delegated authority to the FGPC meeting on 18.7.18</p>	FGPC
14	<p><b>Bridge School Grant Application</b></p> <p>A letter from Bridge school had been received and circulated; the following is an extract:</p> <p><i>This funding request is intentionally modest at £1000 which, if successful, would be used for initial purchase of a small poly-tunnel, hand tools, minor infrastructure enhancements such as raised beds and protective fencing to prevent rabbit damage, fruit trees, soft fruit canes, plug plants and seed stocks. Thereafter, the project will become self sustaining by virtue of small scale sales and seed harvesting for subsequent yearly crops.</i></p> <p>Following a discussion this matter was referred under delegated authority to the FGPC meeting on 18.7.18</p>	FGPC



15	<p><b>Burial Ground Maintenance Grant Application</b></p> <p>Councillor Smith left the room Both Burial Grounds were budgeted to receive £300 from the Parish from their funds. The following is an extract from a letter received</p> <p>I am writing on behalf of the St Cleer Parochial Church Council, to formally request financial assistance with the maintenance of the burial ground. In past years you have been kind enough to give us a grant towards this expense. More recently, the maintenance of the burial ground was included in the Parish Council contract. I understand this contract has now been terminated, so the PCC are now trying to find a suitable person to do this work for us. We are very aware that the area is getting rather overgrown.</p> <p><b>Proposed by DW Seconded by SxH For AW SH PL CS MS DW SxH LP      Against KJ      Motion Carried</b></p> <p>Councillor Smith Returned</p>	
16	<p><b>Traffic Signs Motion</b></p> <p>SxH had received a complaint from an elector about traffic, which was a well-known problem in the village; A motion had been circulated suggesting that the Parish acts, as many other Parishes have, and uses available technology to increase the peaceful enjoyment of our village.; What was suggested was a solar powered speed monitor with a smiley face traffic calming measure</p> <p>She deferred to KJ who indicated that the speed location devices set out in the motion were not impacting and may cause speeding by racers. He recommended a survey by Living Streets who are a registered charity and would propose a researched and reasoned plan for St Cleer. It may be possible to bid to the Community Network Fund in this regard.</p> <p>As a result, the motion was abandoned in favour of said survey. SH to progress</p>	SH

17	<p><b>Planning Applications since the last meeting</b></p> <p>PA18/03344   Restoration and conversion of derelict barn into a dwelling   Land At Gonamena Minions Cornwall  <b>After a short discussion it was proposed to support the application</b>  <b>Proposed by SH Seconded by DW and carried unanimously</b></p> <p><b>Listed building consent for proposed renovations of stone shed and repairs to the boundary wall and new garden shed</b> </p> <p>Waterlow House Tremar Liskeard Cornwall PL14 5HF  Ref. No: PA18/05342   Validated: Thu 07 Jun 2018   Status: Awaiting decision</p> <p>And PA18/05343 associated with this application.  <b>After a short discussion it was proposed to support the application subject to the support of the Heritage Officer</b>  <b>Proposed by SH Seconded by DW and carried unanimously</b></p> <p><b>Variation of condition 2 (in accordance with submitted plans) in respect of Decision Notice PA17/04622 dated 15th September 2017. Material amendment to raise plot 4 to provide a flow into the sewer by gravity.</b> </p> <p>Ash Park Higher Tremar Liskeard Cornwall PL14 5HP  Ref. No: PA18/05065   Validated: Tue 12 Jun 2018   Status: Awaiting decision</p> <p>This was Noted</p> <p>PA18/02495   Conversion of barn to form dwelling   Barn Rear Of 3 Sunnyside Common Moor Liskeard Cornwall PL14 6EW  <b>It is the intention of the Parish to attend and object in person to this application –</b>  i.e. Option 3 of the Planning Officer’s letter. Derris Watson or Councillor Johnson may attend on our behest dependent on date</p>	
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18	<p><b>FGPC MEETING 9.6.18</b></p> <p>1 Lloyds Bank Account Rescission Motion</p> <p>That the decision of the meeting on 28.3.18 to appoint Lloyds Bank be discharged and a resolution made to open a CAF Cash and CAF Gold account at the suggestion of the FGPC to increase VfM for St Cleer</p> <p>2 Policies and procedures recommended for adoption by Council en bloc:</p> <ul style="list-style-type: none"> <li>• Induction</li> <li>• CCTV</li> <li>• Officer Member Protocol</li> <li>• Social Media</li> <li>• Health and Safety Policy</li> <li>• Appraisal Template</li> <li>• Casual Vacancy</li> <li>• Transparency</li> <li>• Complaints</li> </ul> <p>3 All HR Policies referred to the HR / Employment Group for attention</p> <p>4 Risk Assessment document under development – EXO meeting 18 July to examine this and the Financial Regulations as lone items. Remedial actions taken</p> <p>5 Recommendation in relation to Training and Quality Assurance</p> <ul style="list-style-type: none"> <li>• that Clerk is put forward for CiLCA Award;</li> <li>• that the costs of the training be covered under a learning agreement with the Clerk on a sliding scale</li> <li>• that Certificate of Competence Training be offered to all Councillors at St Cleer and costs defrayed by offering training to other interested PCs;</li> <li>• That St Cleer collects evidence for the Quality Parish Award and submits it once all criteria are met</li> </ul> <p>6 That having reviewed the comments of the Football Manager and being content with the work of the contractor that Quarter 1 payment be made, as per contract, on 27 June 2018</p> <p>7 Internal Auditor Appointed (Hudson Accounting) have declined St Cleer substitute auditor to be appointed (CALC to recommend)</p> <p>Items 1 – 7 were recommended to parish en bloc</p> <p><b>Proposed by DW Seconded by MS For AW SH PL CS MS DW LP</b></p> <p><b>Against KJ                      Abstained                      SxH                      Motion Carried</b></p>	
19	<p><b>Financial Report</b></p> <ul style="list-style-type: none"> <li>• February and March Actuals</li> <li>• Year End Outturn</li> <li>• April and May Actuals</li> </ul> <p>It was reported that DW and the Clerk had reconciled the year end outturn and were confident in the position as reported</p> <p><b>Proposed by DW Seconded by PL and carried unanimously</b></p>	
<p>Standing orders were suspended as the meeting was progressing beyond 9.30pm</p>		

20	<p><b>Restricted Item</b></p> <p><b>Social Media Motion</b></p> <p>Given the resolution to adopt the Social Media Policy the Council resolved, according to that policy to address issues related to certain St Cleer Parish Facebook Accounts</p> <ul style="list-style-type: none"> <li>Parish is tasked with disseminating information which is more balanced and advises the electors that it does not endorse or have control over the pages referred to and that they do not comply with policy</li> <li>..... Parish account is set up and activated which makes it clear that it is not associated with and does not endorse the other page, and that it officially reflects the presence of the council online. This account refers to itself as the official page and in the short term this is to be operated by the Clerk and based on fact, good news, information about events and planning but longer term to be assumed into a working group</li> </ul> <p><b>Proposed by SH Seconded by KB DW AW CS BS and PL</b>  <b>For AW SH PL CS MS DW LP SxH                      Abstained                      KJ                      Motion Carried</b></p>	
21	<p><b>Receipts and Payments</b></p> <p>The following was presented for payment</p> <p><b>Proposed by SH Seconded by AW</b>  <b>For AW SH PL CS MS DW LP SxH                      Abstained                      KJ                      Motion Carried</b></p>	

PAYEE	REASON	GROSS	VAT	NET
Salaries				
P Sweet	Survey and ITT	560		560
J Husband	Q 1 Mowing Contract	2465		2465
SWAST	Defibrillator	2160	361	1800
Sue Harbord	Benches Millennium Garden / NBB Recycled Furniture	598.80	99.80	499.00
INCOME	REASON	GROSS		
Interest		19.30		19.30
Pavilion	Quilters art and craft	60		60
Allotments		76		76

The meeting closed at 9.37

**Future Meetings:**

<b>Month at 7.30pm</b>	<b>Full Council</b>	<b>FGP</b>	<b>AMC</b>	<b>Employment</b>	<b>APM</b>
August					
September	26 <sup>th</sup>	12 <sup>th</sup>			
October	24 <sup>th</sup>		10 <sup>th</sup>		
November	28 <sup>th</sup>	14 <sup>th</sup> (Precept)			
December	19 <sup>th</sup>				
January <b>2019</b>	23rd		9 <sup>th</sup>		
February	27 <sup>th</sup>		13 <sup>th</sup>		
March	27 <sup>th</sup>	13 <sup>th</sup>			