

St Cleer Parish Council

Minutes of the Annual Parish Council Meeting on 22nd May 2019, held at Council Sports Pavilion, Hockings House, St Cleer.

Penelope Andrews, Councillor		In attendance
Kelvin Buckley, Councillor		Apology Accepted
Sue Harbord, Councillor	Elected as Chair of Council	In attendance
Suzanne Horsfield, Councillor		In attendance
Peter Lockley, Councillor		Apology accepted
Jon Prinn, Councillor		In attendance
Clive Sargeant, Councillor		In attendance
Brian Seage, Councillor		Apology Accepted
Martin Shead, Councillor		In attendance
Brian Smith, Councillor		In attendance
Tony Turton, Councillor		In Attendance
Derris Watson, Councillor		In attendance
Andy Webb, Councillor	Elected as Vice Chair of Council	In Attendance
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	Apology Accepted
Roni Jones		
Members of the Public		3

Item 1	Apologies for Absence As above	
2	Members declarations <ul style="list-style-type: none"> a. Disclosable pecuniary interests b. Non-registerable interests c. Declarations of gifts d. Applications for dispensations None	
3	Elections (SO6j i) a To elect a Chairman of the Council The outgoing Chair asked that the outgoing Vice Chair take over this item; in his capacity as acting chair AW asked were there any candidates for the role of Chairman at the meeting. DW asked would SH consider standing again and that was confirmed There were no other candidates. DW proposed and CS seconded SH be voted as Chair for the forthcoming year and the motion was carried	

	<p>b To elect a Vice-Chairman of the Council. In her capacity as Chair, SH asked were there were there any candidates for the role of Chairman at the meeting? CS nominated AW and this was seconded by DW, no other candidates were identified. The motion carried</p> <p>c To receive the Chairman’s declaration of acceptance of office or, if not then received, to decide when it shall be received. SH signed her declaration of acceptance of office AW signed his declaration of acceptance of office</p> <p>d To receive Councillors declaration of acceptance of office All Councillors present signed their declaration of office and returned their forms to the Clerk.</p> <p>e To decide when any declarations of acceptance of office which have not been received as provided by law shall be received. It was agreed that the 3 Councillors not present would need to sign their acceptance by 24.7.19</p>	
4	<p>Minutes of the Last Meeting (SO6j ii&iii)</p> <p>The Minutes of the meeting of the 23.5.18, which had been circulated, were received by the meeting and SH proposed, seconded by AW that they were an accurate record of that meeting. The motion was carried.</p>	
5	<p>Business</p> <p>To ratify the following documents for use in the forthcoming civic year:</p> <ul style="list-style-type: none"> • Cornwall Code of Conduct 2012 as amended by Parish on 24.4.19 • Member Officer Protocol (CALC 2016) • Standing Orders as amended by Parish on 27.3.19 (SO6j ix) • Financial Regulations as amended by Parish on 27.3.19 • Terms of reference for subcommittees (SO6j v) <ul style="list-style-type: none"> ○ Finance and General Purposes as amended by Parish on 12.9.18 ○ HR (Including the Terms) as amended by Parish on 30.1.19 (SO6j xix) ○ NDP as incepted by Parish in 2017 ○ Estates as amended by Parish on 26 September 2018 ○ Community Engagement as amended by Parish on 24.3.19 ○ Community Emergency Planning as incepted by Parish on 27.3.19 ○ Planning Coordinator as amended by Parish on 28.11.19 ○ Abusive, persistent or vexatious policy as incepted by Parish on 27.2.19 ○ Social Media Policy as incepted by Parish on 27.6.19 (SO6j xviii) <p>The Chair made reference to the familiarity of the Council with the documents named above as most had been diligently reviewed during the last civic year after a period of change. SH proposed and was seconded by DW that all of the documents be officially adopted for the forthcoming civic year. The motion carried.</p>	
6	<p>Subcommittees and appointments</p> <p>To appoint representatives to outside bodies who will notify parish in advance of any meeting and report back on all matters at the Parish meeting following the external meeting (SO6j xi)</p> <ul style="list-style-type: none"> • Community Network Area (and similar) <i>DW and SH indicated a willingness to attend</i> 	

	<ul style="list-style-type: none"> • Bodmin Moor Parishes Network <i>DW indicated a willingness to attend</i> • Liskeard Have Your Say (LHYS) or link to Devon and Cornwall Constabulary <i>DW and SH indicated a willingness to continue</i> • Commoners Association <i>DW indicated a willingness to attend</i> <p>It was noted that under the new Standing Orders that representatives had a duty to advise Parish of any external meeting and to report back following each meeting. BS asked about the protocol involved in attending any of the meetings as an observer which was possible, save an invitation would be required (but could be asked for) to attend the commoners meetings</p> <p>PA proposed and MS seconded that DW and SH be asked to represent and report back to parish from the external meetings noted above. The motion carried</p> <p>To appoint committees and sub-committees (SO6j vii) A discussion about each of the following groups was held and the members of the groups in 2018-2019 noted. Councillors indicated their willingness to serve as follows:</p>															
	<table border="0"> <tr> <td>• Finance and General Purposes</td> <td>BSg, BS, JP, SH, MS</td> </tr> <tr> <td>• HR</td> <td>To roll over to the meeting 24.6.19</td> </tr> <tr> <td>• NDP</td> <td>SH, DW, AW, SxH</td> </tr> <tr> <td>• Estates</td> <td>CS, KB, JP, AW, SxH, TT</td> </tr> <tr> <td>• Community Engagement</td> <td>BSm, PA, JP, SH</td> </tr> <tr> <td>• Community Emergency</td> <td>PA</td> </tr> <tr> <td>• Planning</td> <td>DW</td> </tr> </table> <p>It was proposed to accept all nominations as noted above by DW; this was seconded by JP and the motion carried</p>	• Finance and General Purposes	BSg, BS, JP, SH, MS	• HR	To roll over to the meeting 24.6.19	• NDP	SH, DW, AW, SxH	• Estates	CS, KB, JP, AW, SxH, TT	• Community Engagement	BSm, PA, JP, SH	• Community Emergency	PA	• Planning	DW	
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7	<p>To ratify and receive the following documents</p> <ul style="list-style-type: none"> • Asset register (SO6j xiii) this had been agreed by FGPC 13.2.19 and Parish 27.2.19 • Insurance 2019-2020 (SO6j xiv) this had been agreed by FGPC 13.2.19 and Parish 27.2.19 • Meeting schedule 2019/2020 published 2.5.19 • Transparency Audit 2018/2019 this had been agreed by FGPC 10.4.19 <p>The Chair made reference to the familiarity of the Council with the documents named above as most had been diligently reviewed during the last civic year; The Asset register and its major revision had informed the Insurance Policy limits and Council ratified that expenditure in the March meeting.</p> <p>The new meeting schedule had been circulated widely at the beginning of the month.</p> <p>The Clerk presented the Transparency Audit to Council, this had been previously circulated and was recommended to parish by FGPC as good practice although it was not mandatory for a Parish of St Cleer's size.</p> <p>DW proposed and BSm seconded that the four documents be ratified and received by Parish. The motion as carried.</p>															
8	<p>To review the Council's expenditure under S137 (SO6j xx)</p> <p>The Clerk reported that this had been separately accounted for, there was a budget of £1000; which had been fully committed. £100 to the School's Gardening Project and £900 to the Darite Village defibrillator appeal</p>															

9	<p>To review the Council's and/or staff subscriptions to other bodies (SO6j xv)</p> <ul style="list-style-type: none"> • CALC • Cornwall Legal Services • SLCC <p>It was proposed by SH that Parish continued with the subscriptions noted. This was seconded by PA and the motion carried.</p>	
10	<p>To delegate FGPC to undertake the following tasks (SO6j xvi &xvii)</p> <p>SH commented that whilst Parish had made every effort to undertake all of the requirements outlined in the new Standing Orders prior to implementation - The SOs were adopted by Parish as recently as the 27.3.19; two items remained outstanding</p> <ul style="list-style-type: none"> • Review of the Council's complaints procedure; • Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>) <p>It was proposed that these be delegated to the FGPC who were meeting on the 19th June (and that they report to parish on the 26th June 2019) their satisfaction or suggestions for improvement under motion of both elements noted. This was proposed by MS and seconded by CS; the motion carried.</p>	
11	<p>Close</p> <p>The meeting was brought to a close</p>	