

CARDINHAM PARISH COUNCIL

MINUTES OF COUNCIL MEETING

Held at Cardinham Parish Hall on Tuesday 16th May 2017

Annual General Meeting

Present: Councillors J Best, K Morris, S. Smart, G Rogers, P Claridge, T Irwin, M Ridgewell, G Tucker, County Cllr C Batters. There were 3 members of the public present.

Election of Officers:

Chairman: Cllr Best Proposed by Cllr S Smart, seconded by Cllr G Rogers

Vice- Chairman: Cllr G Tucker Proposed by Cllr G Rogers, seconded by Cllr M Ridgewell.

Sub-committees (proposers and seconders shown for any new members of the committees):

Personnel: Cllrs J Best, S Smart, G Tucker, P Claridge

Finance: Cllrs J Best, G Tucker, G Rogers, P Claridge, T Irwin

Footpaths: Cllrs J Best, T Irwin, G Rogers, G Tucker, P Tucker

Cemetery/Burial: Cllrs J Best, G Rogers, P Tucker, G Tucker

Parish Hall Representative: Cllr G Tucker

Health & Safety: Cllr G Tucker, Cllr K Morris (proposed Cllr P Claridge, seconded Cllr S Smart).

Planning: Cllrs J Best, G Tucker, S Smart, P Claridge, K Morris, M Ridgewell (proposed Cllr S Smart, seconded Cllr T Irwin).

Emergency Plan: To be agreed at a later date

Scrutiny Coach: Cllr T Irwin.

Website Action Team: Cllrs S Smart, P Claridge, J Best.

Monthly Meeting

County Councillor

Councillor Batters gave his report:

- Fly tipping – this issue was raised and has been reported.
- Roads – after 14TH July, local traffic only on the local lanes. Once dualling is complete Cormac will carry out an inspection on the state of the roads in the area and what requires resurfacing. Also reported on several areas where potholes need addressing.

Public Session

None.

069/17 Dualling the A30 update

The Chair read out Kier's monthly report. From July 14th the carriageways will be open.

070/17 Apologies

Cllr P Tucker.

071/17 Declaration of Interest

None.

072/17 Minutes of the Previous Meeting

The minutes of the previous meeting held on 18th April had been circulated. The minutes for 18th April were proposed by Cllr P Claridge and seconded by Cllr T Irwin, as a true record of the meeting then signed by the Chair.

073/17 Matters Arising

- Callybarrett Wind Turbine – A reply has been received back from Clean Earth Energy regarding the Community Benefit Fund. The owners are in the process of setting up the registered charity to enable distribution of the community benefit with a panel of 4 trustees. The trustees within the charity will determine where the funds will be distributed rather than applications being made for the funds. This process should be finalised by the end of the month and the funds are to remain solely in the boundary of Cardinham Parish. Any further queries to be directed to the landowners rather than Clean Earth Energy.
- Code of Conduct Training – we have been given the date of 17th August for Sarah Mason to provide training during the evening. Clerk to contact CALC to confirm the date is acceptable.

074/17 Prospective Candidates for Co-option

This matter was discussed and it was agreed that the notices should be placed – the closing date to begin with to be set at Tuesday two weeks before next monthly meeting ie 6th June to allow time to add any necessary entry on the agenda for June.

075/17 Correspondence

- CALC Newsletter 12.05.17
 - Election information for 8th June election
 - Broxap brochure
 - Local Council induction training re planning – 14th June in Bodmin – 5 Councillors would like to attend. Clerk to notify Cornwall Council.
 - Additional dates/times for Code of Conduct training have been added: Bodmin on 11th July 5.30-7.30pm and Truro on 19th October 6-8pm
 - Thank you letters for Bodmin Moor Commons Council, iSight Cornwall and Cats Protection League for the donations.
 - HAGS Play equipment brochure.
 - Road closures – notification that these have been posted in the local press.
 - Invitation to take part in the Village of the Year competition re Channel 4 programme.
- Cllr Batters left the meeting.

076/17 Authorise Payment of Renewals of Insurance and Domain Name

The Insurance acceptance of long term agreement and payment of renewal proposed by Cllr S Smart, seconded by Cllr G Tucker, all agreed. Paperwork signed by Chair.

The Domain name was agreed for renewal last month, the amount of the charge is now available and is £14.47 and can be included in the May payments.

077/17 Finance Report and Payment of Accounts

The income and expenditure sheet for April was amended to include the precept grant received in April of: £195.21

The income and expenditure report for May showed:

Receipts £nil. Payments of £6690.12 made up of:

Insurance renewal £420.49

Domain name renewal £14.47

Cables for computer 15.40

Clerk's April wages (£360.00) and expenses (£15.05) £375.05

April PAYE payment £90.00

Internal Audit £125.00

Cemetery path repair and extension £5400.00

Calc subscription renewal £249.71

It was resolved to authorise the cheques for payment: proposed by Cllr T Irwin, seconded by Cllr G Rogers. All in favour.

078/17 Review Internal Auditors Report and Agree any Amendment required

The Councillors considered the Audit commentary and the recommendations and actions agreed are as follows:

- Recommendation 1: Latest version of Model Financial Regulations - the Council will download and compare the new regulations.
- Recommendation 2: Fully priced official order to be produced. The Auditor agreed that emails, containing the price/preventing unauthorised credit being granted in the authority's name, could be used in place of triplicate book.
- Recommendation 3: Risk assessments to be carried out annually, any new activities to be risk assessed. Risk assessment forms will be put in place going forward.
- Internal Control Statement to be produced in support of the Annual Governance Statement, containing a regime of Member internal control checks.
- Recommendation 4: Procedure manuals to be drawn up going forward for use by temp/new staff.
- Recommendation 5: Consider having a debit or credit card. This suggestion was rejected as unnecessary at this time as it is likely to be required only extremely rarely (could therefore pose an unnecessary risk of fraudulent use)
- Recommendation 6: Consider adopting the Information Commissioners Model Publication Scheme for Transparency. Add 2015/16 bank reconciliation and variance analysis to website. And asset holdings.

Bank statements received included 31st March. Bank reconciliation did not require any amendments.

The above information to be sent in the reply to the Internal Auditor.

079/17 Agree the Annual Governance Statement, Adopt and Sign

Cllr S Smart proposed and Cllr M Ridgewell seconded to agree and adopt. All in favour Chair and clerk signed.

080/17 Agree the Annual Return, Adopt and Sign

Cllr P Claridge proposed, Cllr G Tucker seconded to agree and adopt. All in favour. Chair and clerk signed.

081/17 Review of Standing Orders, Financial Regulations Internal Controls and Risk Assessments.

Internal controls and risk assessments to be considered at next meeting – to be added to agenda.
Standing Orders – agreed to update as per the amendment received from Calc.
Financial Regulations – review as per Internal Audit

082/17 Adoption of reviewed/amended Standing Orders, Financial Regulations, Internal Controls and Risk Assessments.

Internal Controls and Risk assessments to be reviewed next month therefore consider adopting once review is completed.
Standing Orders – Cllr P Claridge proposed and Cllr S Smart seconded to adopt the revised Standing Orders. All in favour
Financial Regulations - Cllr P Claridge proposed to review and compare and consider adopting once review is complete. Cllr S Smart seconded

083/17 Planning Applications

PA17/03346 The Chapel Caravan, Colesloggett, Fletchersbridge, Bodmin. Certificate of lawful development for existing use of a mobile home. Cllr S Smart proposed support. Seconded by Cllr T Irwin. Majority in favour, 1 against.

084/17 Planning Decisions

None.

085/17 Callybarrett Wind Turbine.

To add to agenda for next month.

086/17 Footpaths

Reply received from one parishioner who has kindly cleared the overgrown footpath. No reply yet from another parishioner regarding a broken gate post. This is now dangerous and consequently urgently needs to be repaired. Clerk to write again and email if possible.
Letter of complaint received from Callington U3A walking group regarding a footpath obstruction. To be forwarded to our County Councillor with a request to forward to the relevant department.

087/17 Highway matters

- Peaches Hill – road lettered with pieces of branches.
- Write to parishioner regarding the unstable tree and also pointing out that the dead branches in this area also need to be dealt with
- Potholes - Broad Lane, a narrow single track lane, has already been patched but there are 2 more potholes that have since appeared further up the lane.
- Millpool Chapel – the ditch by the chapel is not covered and seems to have grown bigger.

088/17 Parish Matters

Wheelie bin in the cemetery – it is not residential so the Council won't empty it. A sign is needed to show that green waste goes in the compost bin and other waste goes in the Wheelie bin. Cllr G Tucker offered to provide the sign.

089/17 Items for the next agenda

- There will be a pop up pub and BBQ for the 60 Years Celebrations – request for a donation.

Cllrs G Tucker and J Best declared an interest and left the room. Cllr G Rogers took the chair.

- This is a financial item and it will be added to the agenda for the next meeting. It was agreed to ask the Hall Committee for something in writing regarding the request for a donation.

Cllrs G Tucker and J Best returned to the meeting and Cllr J Best took the Chair.

- The issue of speeding in the parish was raised again – to be added to the agenda next time.
- The number/activity of drones is a concern.
- Notice boards – required for Bus Shelter – to be added to the agenda.

For the following item - item 19, the Parish Council resolved to go into closed session.

The remaining parishioners left the meeting.

The Parish Council then went into Closed Session.

090/17 Consider issues put forward relating to mediation in order to agree the next step, which will then be notified to the legal representative.

The Council resolved to contact the legal representative and request that he send the agreed correspondence.

There being no further business the meeting was closed at 10.10pm.

Chairman:

Date: 20th June 2017.