

# CARDINHAM PARISH COUNCIL

## MINUTES OF COUNCIL MEETING

**Held at Cardinham Parish Hall on Tuesday 15<sup>th</sup> May 2018**

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

### Annual General Meeting

#### **Election of Officers:**

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

**Vice- Chairman:** Cllr G Tucker Proposed by Cllr G Rogers, seconded by Cllr T Irwin.

**Sub-committees** (proposed by Cllr K Morris and seconded by Cllr S Smart that all sub committee members remain the same as last year.):

**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

**Planning:** Cllrs J Best, G Tucker, S Smart, P Claridge, K Morris, M Ridgewell

**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 went through the issues raised in his monthly report for May. He had dealt with the following issues:

- Bridleway 17 and Cattle Grid fencing – issues passed to relevant parties.
- Trees on Bunny's Hill – there are some trees which are leaning over the road. Cllr Batters is still in the process of trying to talk to the owners.
- Query raised about the width of the cattle grid gates on the A30. Await reply from Cornwall Council.

#### **Public Session**

Issues raised were:

- Music in the school playground in the morning is loud. Request received for Parish Council to write requesting volume be kept to a quieter level.

- Request for an explanation of the item on the agenda relating to Energy Saving Builds.
  - Gullies – some have been missed and not cleared out at all, on some only the entrances have been cleared but not the exits. Cllrs offered to show which gullies.
  - Still a lot of scheduling of Highway repairs to be done
  - Where some patching has been carried out the filling has come out and potholes have appeared again
  - Millpool is on the schedule to be done but Maidenwell doesn't need doing. Peaches Hill should be done.
- Cllr Batters reiterated that any roads not done should be reported to him.

### **069/18 Apologies**

Cllr G Tucker

### **070/18 Declaration of Interest**

Cllrs J Best and P Claridge declared their interest in Finance.

Cllr Batters left the meeting.

### **071/18 Minutes of the Previous Meeting 17<sup>th</sup> April 2018**

The minutes of the meeting held on 17<sup>th</sup> April had been circulated. The minutes for the meeting held on 17<sup>th</sup> April were proposed by Cllr G Rogers and seconded by Cllr K Morris as a true record of the meeting then signed by the Chair.

### **072/18 Matters Arising**

- The issue of responsibility for the wall was raised again. This is on the agenda and will be discussed at that point.

### **073/18 Correspondence**

Correspondence received from:

- Cormac re highways issues
- The Churchyard retaining wall and issues of responsibility
- Highways England response to the invitation to Annual Parish Meeting
- War Memorial Trust – reply to our pre application application.
- CALC Newsletter
- Preeze Cross Signage
- Thank you letters for recent donations.
- Reply from VWV re Churchwall.
- Network meeting Minutes
- Police reply for Annual Parish meeting
- Steve Woods – to attend Annual Parish Meeting to talk about any A30 issues
- Trench production – to add to website
- Tree Warden request – add to website
- Countryside Access Forum – letter re appointment of members
- Invitation to the Chairman re choosing of the Mayor and Sunday Service

**074/18 Update on War Memorial grant funding application**

The War Memorial grant application will take longer than expected to be processed. Nothing further to report.

**075/18 Finance Report and Payment of Accounts**

Cllrs J Best left the meeting and Cllr G Rogers took the chair.

- a) Donation and letter of support for the Parish Hall: Discussion took place again on the request for a donation from the Parish Hall Committee and the letter received from them. It was proposed by Cllr M Ridgewell and seconded by Cllr S Smart and agreed by all that the request should be held until March 2019 to be considered with any other donation requests received during the 18/19 year. Clerk to write and notify the Hall Committee of the Parish Council's decision.

Cllr J Best returned to the meeting took the Chair.

- b) Authorise Payment re the Domain Name – the bill had been received . Cllr S Smart proposed and Cllr G Rogers seconded to authorise for payment. All in favour.
- c) Insurance – quotes received. It was proposed by Cllr S Smart and seconded by Cllr T Irwin, all in favour, to go with Zurich, Chair and Clerk to ensure War Memorial is covered and accept the adjusted quote if necessary.
- d) Additional Cheque Signatory Cllr G Rogers agreed to be the additional signatory. All in favour. Clerk to obtain relevant forms.
- e) Reserve Policy Cllr P Claridge proposed a reserve of £9k, seconded by Cllr G Rogers, all in favour.
- f) Annual Governance Statement checked, and Cllr S Smart proposed that the Council adopt and Chair to sign this, Cllr P Claridge seconded, all in favour. Minute ref to be added to form
- g) Annual Return checked, Cllr P Tucker proposed the Council adopt and Chair to sign this. Cllr M Ridgewell seconded, all in favour. Minute ref to be added to form
- h) Certificate of Exemption read out by the Chair. Cllr P Tucker proposed this to be agreed and signed, Cllr K Morris seconded, all in favour.

The income and expenditure report for May showed:

Receipts £143.39 – the precept grant. Payments of £566.09 made up of:

Clerk's wages (£285.60) and expenses (£11.50) - £297.10

PAYE payment - £71.40

Cardinham Parish Hall - £214.00

The Cumbria Clock Company - £198.00 – to replace the cheque sent last month that was accidentally torn on receipt.

CALC Annual Membership - £258.45

Leaf It To Me - £875.00

Cllr G Rogers proposed and Cllr K Morris seconded to sign the cheques. All in favour.

**076/18 Review Standing Orders, Financial Regulations, Internal Controls and Risk Assessments agree any amendments.**

Cllr P Claridge had assessed the Standing Orders and Finance regulations. All are up to date at present. There may be new items to add after GDPR has been finalised. Therefore add to agenda next month.

The Risk assessment and Internal control schedules were considered.

It was proposed by Cllr P Claridge, seconded by Cllr T Irwin that the churchyard boundary wall should be added to the risk assessment schedule. The Chair signed them as being correct.

### **077/18 Adopt Standing Orders, Financial Regulations, Internal Controls and Risk Assessments**

To be completed at the next meeting

### **078/18 Planning Applications**

PA18/03724 Mr and Mrs Bishton, Ross Parc, Little Downs, Cardinham, Bodmin, Cornwall PL30 4EF. Provision of Equestrian sand school with 40mx20m drained all weather surface (not flood lit) enclosed with post and rail fence and replacement stable block with ancillary accommodation over. Cllr S Smart proposed, Cllr P Claridge seconded to support the sand scholl but stating that the Parish Council shares the planning officers concerns about the accommodation over the stable block.

PA18/00283 Mr and Mrs A Dewar, Callybarrett Cottage, Callybarrett Road, Cardinham, Bodmin PL31 2AZ Proposed ancillary annex/holiday accommodation. Cllr S Smart proposed support, Cllr K Morris seconded, and majority are in favour, now that the council's concerns have been addressed, making this effectively a single unit. One vote against.

### **079/18 Planning Decisions**

None

### **080/18 Tourism Leaflets**

Cllr P Claridge gave an update on the project and comments on the general design were favourable. We await the draft of this parish's leaflet next. The leaflet is still on track to be out by this summer. Several points/questions were raised as follows:

- It is important that the new road and bridges etc are on the map
- How many leaflets will be available?
- Will it be possible to have some leaflets from each of the different parishes, and Bodmin, to put out at various places within Cardinham Parish, so as to disseminate the information as widely as possible?
- Will there be links between the 5 parishes and Bodmin?

### **081/18 Defibrillator and Lottery Funding Application**

The Parish Council has received a verbal agreement re the location of the Little Downs Defibrillator that permission is granted to dig the trench in the garden for the electricity cabling. The agreement must be formalised in writing before any works are undertaken. Cllrs will organise for an electrician to carry out the work. No location agreed yet for the Millpool defibrillator. Cllrs S Smart and P Claridge will revise the wording for the application for the lottery funding.

### **082/18 Footpaths**

Cllr G Tucker had provided a report in his absence for the footpaths:

508/4/1 – gate that exits onto A30 Dual Carriageway in need of immediate repair

508/4/1 – exit gate post at Lower Carblake needs replacing as it is rotten and dangerous. There is Knotweed there that needs to be treated.

508/17/2 where it meets 508/13/5 site visit required. Cllr G Tucker will meet with Chris Monk to solve the issue.

### **083/18 Speeding through the Parish and Highways scheme**

We have received further information on available schemes. It is possible to ask Cormac for a temporary speed visor. It was agreed that it would be helpful if one was placed on the road into the village, outside the nursery school. Clerk to action.

### **084/18 Energy Saving New Builds**

Requested as an agenda item by Cllr G Tucker. As Cllr Tucker is not able to attend this month's meeting this item will be carried forward to next month's meeting.

### **085/18 Highways**

Millpool Signage – Highways England have contacted the Chairman regarding what to do about the signage and which would be the preferred option for the Parish. The various options were discussed and agreement reached that Millpool should be on the main signage on the A30 at the Preeze Cross junction. Chairman will notify Highways England.

### **086/18 Churchyard Boundary Wall**

Suggestions were to get in touch with Cornwall Council for any advice they may be able to offer, also look into getting any grant funding/ see if that is an option. It was noted that the wall has been in this state for as long as anyone can remember. Other suggestions were contacting the Diocese for guidance and other party re the wall.

### **087/18 Parish Matters**

- Sign for the war memorial can be fitted to the wall.
- The Stone – Cllr P Tucker will check if the ground is dry enough to begin the job of placing the stone. .

### **088/18 Items for the next agenda**

1.Ceremony for the Stone.

2.Adopting the Standing Orders, Finance regulations and signing off the Risk assessments and Internal controls as being carried out.

There being no further business the meeting was closed at 10.12pm.

Chairman:

Date: 19<sup>th</sup>June 2018.