

**St Breward Parish Council 2016/17**  
**Minutes of the Council meeting for**  
**Tuesday 3<sup>rd</sup> May 2016**  
**Held in St Breward Institute & War Memorial Hall starting at 7pm**

Parish Councillors Present: Veronica Stansfield, Ben Fairman, David Poxon, Denis Lusby, Jane Hanscomb

Unitary Authority Councillor Present: None

Clerk to the Parish Council: Anita Cornelius

Members of the Public Present: Mr & Mrs Bristow

	Minutes	Action req'd/Person responsible
Public concerns and issues raised prior to start of the PC meeting	None	
1) Annual Meeting of the Parish Council	The Annual Meeting of the Parish Council preceded the Parish Council meeting.	
2 Apologies	Joe Kay (holiday), David Cornelius(working), Barbara Kendall (holiday), Darren Wills(working), Stephen Nankivell(working)	
3) Declaration of members registerable, non-registerable and disclosable pecuniary interests (in accordance with Part 3, 5A & 5B Code of Conduct)	9a – DL – non registerable interest – financial and personal well being.	
4) Minutes of the meetings held 5 <sup>th</sup> April 2016	The PC approved the minutes of the meeting held on 5 <sup>th</sup> April 2016. Proposed by BF , seconded by DP - all in favour.	
5) Matters Arising	<p><b>From minutes 01/02/16</b>  <b>Agenda item 12)</b> Chris Monk invited to future meeting – no reply to date.</p> <p><b>From minutes 05/04/16</b>  <b>Agenda item 11)</b> – DP has met with the owners who wish to keep their property fenced as it is. They do not wish to alter the current arrangement. DP fixed some more wayfaring signs to help walkers stick to the path. DP suggests that a proper gate is erected, which would suit both the owners and any footpath users. Chris Monk to be updated following this conversation. DP to provide summary report and VS will feedback to Mr Monk.</p> <p><b>Agenda item 13)</b> The Clerk noted that the Police &amp; Crime Commissioner elections were due to be held on 5<sup>th</sup> May 2016, and all candidates were listed in the Parish Council notice board.</p> <p><b>Agenda item 14)</b> 3 - The Clerk confirmed that a negative reply had been received from the George Bairstow Trust for the defib maintenance and box for the AFC Club grant application</p> <p><b>Agenda 18)</b> Mark Crosby unable to attend the Annual Parish Meeting on 12<sup>th</sup> May 2016</p>	
6) Public Concerns & Comments	None	

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7) Police Report	None received.	
8) Chyryn Drive	Mark Crosby has requested to update the Parish Council regarding the revised drawings for Chyryn Drive – Clerk has submitted dates/times following replies from Councillors. Mark has also requested that a public consultation is held and the clerk has responded to him regarding dates/times/venue. Now awaiting his reply.	
9) Planning matters & planning applications  19:35hrs 19:45hrs	<ul style="list-style-type: none"> <li>a. Councillor Lusby left the meeting in view of non-registerable interest in the next agenda item. Vice-Chairman Fairman continued to chair the meeting.</li> <li>b. <b>PA16/02506 Mr G Bristow Trevean Cottage, Road from Victoria Terrace to Penquite Reservoir, St Breward.</b> Outline planning permission for a 3 bedroom 2 storey house. The Parish Council reviewed the information available on line and as the applicants were at the meeting they confirmed that not all of the information they have submitted to Cornwall Council is available to the PC meeting. Based on the information available the PC are concerned about: <ul style="list-style-type: none"> <li>i) the size/scale and density of any proposed development</li> <li>ii) traffic congestion is a concern in the area of Row and this may have an impact</li> <li>iii) Pedestrian safety is already a concern on the road to Higher Penquite. At the present time the Parish Council does not support this outline planning application.</li> </ul> Councillor Lusby returned to the meeting and resumed Chairmanship. </li> <li>c. <b>PA16/03488 Mr S Eddy Southwell Limehead St Breward.</b> Non-material amendment for windows and doors to be changed from timber to uPVC in respect of decision notice PA15/04511. The PC supports this application. Proposed by JH, seconded by BF – all in favour.</li> <li>d. <b>PA16/00992 Galliford Try Partnerships &amp; DCH Land east of Chyryn Drive, Chyryn Drive, St Breward.</b> Planning Performance Agreement (PPA) for proposed residential and associated development. The Parish Council noted the PPA for Chyryn Drive.</li> <li>e. <b>Approvals/refusals</b> will be received = PA16/01815 (N Rawlings) – approved, PA16/02177 (A Rowe) – approved, PA16/00523/PreApp – closed/advice given/app submitted. The meeting temporarily closed for a comfort break. The meeting resumed.</li> </ul>	
9) Financial Matters	The current account has £109.33 (as at 02.05.16). The savings account has £21,911.78 (as at 02.05.16) Payments presented for approval: Clerk: £290.58 Cleaner - £90	

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	<p>PAYE –£72.60  Post Office Counters Ltd - £20.31 for British Gas electricity for public conveniences 1 March – 31 March 2016.  Mr K Abraham (Internal Auditor) - £150 for fees incurred whilst auditing 2015/16 accounts.  LCRS Software package (see (f) below) £132.  Glasdon for new bin in Play Area £250  NCMCR – for service of Parish Council laptop, as running slow = £40</p> <p>The Clerk advised the Parish Council that notification had been received from the PWLB and £1686.83 - the first loan repayment will be taken on 26<sup>th</sup> May 2016 from the savings account (£1343.33 + £343.50) Interest rate of 2.29%).</p> <p>The Clerk confirmed that the Internal Auditor attended on 18<sup>th</sup> April 2016 to review/audit the PC accounts.</p> <p>The PC acknowledged that the Clerk intended to return the Annual Return 2015/16 before the deadline of 27<sup>th</sup> May 2016. The Clerk confirmed that the 2<sup>nd</sup> June 2016 would be the date of commencement for the exercise of public rights, ensuring that St Breward Parish Council was compliant with The Accounts &amp; Audit Regulations 2015 (S1 2015 No 234) and the Local Audit and Accountability Act 2014. The inspection period will end on 15<sup>th</sup> July 2016.</p> <p>a) The Parish Council received and resolved to approve the bank reconciliation for 2015/16, following the internal audit on 18<sup>th</sup> April 2016. Proposed by DP, seconded by BF – all in favour.</p> <p>b) The PC received the Internal auditor's report and noted its content. It was proposed and resolved to transfer an additional £500 from the savings account to the current account to safety net the current account, thus avoiding any unauthorised borrowing.  The PC proposed to transfer £1550 from the savings account to the current account. Proposed by BF, seconded by DP – all in favour.</p> <p>c) The PC reviewed, resolved and signed Section 1 of the Annual Governance statement 2015/16. Proposed by DP, seconded by JH – all in favour.</p> <p>d) The PC reviewed, resolved and signed Section 2 of the Annual Return for 2015/2016. Proposed by VS, seconded by BF – all in favour.</p> <p>e) The PC received and approved the payment to the auditor – Mr K Abraham – see above.</p> <p>f) The PC watched a short video re LCRS software package which Parish Councils are able to use to help manage</p>	
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	<p>risk assessments and assets. The PC resolved to purchase this software at a cost of £110 &amp; VAT (£132) – proposed by VS, seconded by DP – all in favour. Clerk to proceed with this.</p> <p>g) The PC received a consultation paper on General &amp; Earmarked Reserves 2016, from the Clerk. The PC agreed to wait for the VAT 2015/16 payment and LMP 2015/16 reimbursement – and then to review the suggestions in this paper.</p> <p>h) The Parish Council reviewed and agreed with the Investment Strategy – proposed by DP, seconded by BF, in favour.</p>	AC
11) Toilets at Row	<p>The Clerk confirmed that she has issued a contract of employment to Ms Manley.  BF &amp; DL agreed to update their actions/information in the June meeting:</p> <p><i>BF has surveyed the toilet with regard to its current electrical use. Electricity currently is required to supply the emergency &amp; outside light, emergency alarm, hot water and hot air drier. BF will pursue the options for this facility and feed back at the next meeting.</i></p> <p><i>DL confirmed that Mr&amp; Mrs Valley Read have checked with their solicitor and the Land Registry document they have with their property does not include the ownership of the path to the toilets. DL will review all documents associated with St Breward Stores and feedback at the next PC meeting to inform progression of the ownership.</i></p>	
12) Footpaths, urban footways, dog bins, grit bins, seats, bins & notice boards	<p>a) The Footpath Working Party has advertised the tender for 2016/17. Tenders were received and reviewed during the meeting. The Contract was awarded to Mr P Hoskin. Proposed VS, seconded JH – all in favour.</p> <p>b) The Clerk demonstrated the available bins for the Rylands Play Area – from Glasdon, as discussed at the last PC meeting. The PC resolved to purchase the Topsy 2000 bin, at a cost of £250. This was proposed by DP, seconded by BF and all in favour.</p>	AC AC
13) Play Areas	<p>DW had undertaken the inspections for April. BF will undertake for May.</p> <p>DL confirmed that the Nattertube and the gateway require matting – measurements have been taken and the quote is awaited for this surface. Charles Mant is attending this Thursday to review the play equipment.</p>	
14) Unitary Authority Councillor Reports, Community Network updates and Parish Councillor reports	<p>a) the PC received a report from JH re proposal for Bodmin Moor Dark Sky Park</p>	
15) Commemorative Medals	<p>Saturday 4<sup>th</sup> June 2016 will be the village party at St Breward School in commemoration of the Queen's 90<sup>th</sup> birthday. The Chairman will present the medals to all primary aged school children from the Parish at 3:45pm.</p> <p>The PC noted that other Parishioners have ordered and paid for their medals.</p>	
16) Correspondence	<p>Cornwall Countryside Access Forum information received and will be displayed.</p>	

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	A thank you card was received from the Football Club Refurbishment project with regard to last year's grant.	
17) Forthcoming training/meetings/seminars	<p>Cornwall AONB's Annual Conference 7<sup>th</sup> May 2016 Bedruthan Steps Hotel, Mawgan Porth.9 30 – 4:15pm. No-one able to attend.</p> <p>Camelford Community Network Meeting – 14<sup>th</sup> June – discuss attendance at June meeting.</p> <p>Bodmin Moor Parishes Network meeting – 16<sup>th</sup> May, Blisland Village Hall 6:30pm start. BF, VS will attend.</p> <p>Neighbourhood Planning Training information has been sent out from Cornwall Council. No-one able to attend at present.</p>	
18) Matters for next meeting	<p>The PC noted that the Annual Parish Meeting will be held on 12<sup>th</sup> May 2016.</p> <p>Chris Monk – VS will check availability.</p>	
19) Date & time of next meeting	<p>Tuesday 7<sup>th</sup> June 2016 in St Breward I &amp; WM Hall at 7pm.</p> <p>Meeting closed at 21:31hrs.</p>	