

St Breward Parish Council 2021/22

Minutes of the Council meeting for

Tuesday 4th May 2021

Held via Zoom as a remote meeting at 7pm, because of COVID19 legislation

1) Parish Councillors Present: Denis Lusby, Ben Fairman, Veronica Stansfield, Stephen Nankivell (phone), Darren Wills, David Poxon

Unitary Authority Councillor Present: Dominic Fairman

Clerk to the Parish Council: A Cornelius

Members of the Public Present: None

	Minutes	Action req'd/Person responsible
Public concerns and issues raised prior to start of the PC meeting	None	
2) Apologies	David Cornelius (work) , Joe Kay, Patrick Lucas (work)	
3) Declaration of members registerable, non-registerable and disclosable pecuniary interests (in accordance with Part 3, 5A & 5B Code of Conduct)	None	
4) Minutes of the meeting 6 th April 2021	<p>The PC approved the minutes of the meeting held on 6th April 2021. Proposed by BF , seconded by DP . All in favour. The Chairman welcomed all participants via Zoom meeting in view of the current COVID pandemic. The Parish Council discussed future meetings and the resumption of face to face meetings if the legislation is not extended. It was agreed to explore the feasibility of using the village hall for the first meeting and to investigate/test the measures required to keep COVID secure. Agreed that the meeting will be 24th May 2021. VS offered to liaise with Ted R as DP will be away.</p> <p>Tonight's meeting was preceded by the Annual Parish Meeting.</p>	
5) Matters Arising	<p>Actions reviewed and prioritised in view of COVID 19:</p> <p>On Hold – work with owners of Wenford Pottery regarding commemorating Michael Cardew</p> <ol style="list-style-type: none"> 1) Noticeboard replacement plan – on hold 2) 20mph signs – signs with Ben 3) Update 06.04.21 : Rylands Bus Shelter structural survey undertaken – Clerk informed Tina McGrath & Rob Waters. Clerk has posted survey to Tina for progression. 	
6) Public Concerns & Comments	None	

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7) Planning matters & planning applications	<p>1. Planning matters & planning applications – the PC will consider and discuss all planning applications, matters of correspondence and approvals/refusals received from the Unitary Council: All planning applications and decision notices received will be reviewed and confirmed by the Parish Council:</p> <p>7a) Decisions PA21/00469 Deaconstowe (approved)</p> <p>7b) Correspondence Notification of Appeal PA20/07475 T&C Planning Appeals Procedure 2009 – Land opposite Tredavas, Penpont St Breward</p>	
8) Police Report will be received	Email received from Andy Currie illustrating new analysis for Police Report for St Breward until end of March 2021.	
9) Updates from CALC	<p>CALC advised via email on 28th April 2021 that the High Court ruling has not supported the continuation of virtual meetings for town and parish councils.</p> <p>DL advised that he had measured the I & WM Hall for PC meeting feasibility but it would not allow any members of the public to enter or be present. Therefore PC agreed to explore village hall as discussed earlier.</p>	
10) Play Areas at Rylands & Village benches	<p>VS confirmed that all checks have been undertaken and the Avon Multi Unit in play area has been scratched</p> <p>David McLeod has offered to voluntarily renew and repair the bench in memory Virginia Cholmeley</p> <p>19:55hrs Darren Wills joined the meeting</p> <p>VS confirmed that John Bedford –Clark has been contacted regarding his last play area inspection in 2019 and the subsequent lack of invoice! He will check his accounts and get back to us.</p>	
11) Election 6 th May 2021	The Parish Council received the notice of statement of persons nominated for St Breward Parish Council. There were 10 nominations and 10 places to fill. Therefore the Annual Meeting of the Parish Council has to be held within 14 days of the Councillors taking office (i.e 10 May 2021) and no election will be required as this is an uncontested position.	
12) Code of Conduct & Register of Interests form for Councillors & Members 2021-2025	The Parish Council received this form and agreed to adopt this format – proposed by DW, seconded by VS – all in favour.	
13) Footpaths	<p>It was confirmed that stock have been getting past Silversprings, as well as footpath 19 and footpath 6. This has been passed to C Monk.</p> <p>VS advised that the footpath signage survey will be starting soon by CC. Signposts for our 3 urban footways and where FP cross parish roads will be positioned. There have only been 3 councils in Cornwall chosen to work on this - and we are one of them.</p> <p>FP 13 – signs regarding livestock awareness – Chris Monk will discuss with Mr Greenaway.</p> <p>Footpath paring tender</p> <p>One tender was received for this contract 2020/21. The PC reviewed the presented documents and agreed to award</p>	

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	the contract to Mr P Hoskin. Clerk to advise Mr Hoskin of outcome.	
14) Public Conveniences	<p>Parish Council noted that as no previous applicants had been received for the Cleaner position for the opening/locking and cleaning of the public convenience. The PC considered whether the hourly rate should be reviewed or the hours per week. It was agreed to re-advertise, increasing the hours from 3 to 5hrs/week and from £10/hr to £12/hr. Proposed by DW, seconded by DP – all in favour.</p> <p>The PC discussed the future of the current location and whether other facilities could be combined to include the public convenience. Also discussed was the opportunity of this becoming a CIL project. DL offered to discuss with relevant parties. DW offered to investigate the system at Boscastle toilets. It was agreed that the facility would remain closed at present until a cleaner is recruited. DW & VS offered to undertake interviews for any successful applicants.</p>	
15) The PC will note all reports made to Cornwall Council/others in the past month & update on progress	None.	
16) Financial Matters	<p>The Clerk advised the current account has £248.95 and the savings account has £34547.80.</p> <p>Payments to be made:</p> <p>Clerk - £374.19</p> <p>PAYE - £89.90</p> <p>Internal Auditor – Sam Roy - £67.50</p> <p>A3 laminator – 28.79</p> <p>Payroo £6</p> <p>British Gas £54.17</p> <p>Proposed by DW, seconded by DP – all in favour.</p> <p>Clerk advised PC that the Precept and CTS grant has been paid in April (CTS grant:£192.04, Precept:£10337.25)</p> <p>In addition – the grant has been received for Rylands PlayArea S106 monies totalling £10,992.30.</p> <p>a) The Section 137 limit per elector in 2020/21 is £8.41</p> <p>b) The PC received and approved the bank reconciliation for 2020/21 and confirmed this will be published on the website.</p> <p>c) The PC reviewed its risk register and agreed to review and update following the meeting.</p> <p>d) The PC reviewed and updated its system of internal control and agreed that now the Clerk uses internet business banking – that each month – 1 – 2 Councillors should review, check and sign/date all monthly transactions. This amendment was proposed by DW, seconded by BF – all in favour.</p>	

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	<ul style="list-style-type: none"> e) The PC received Annual Governance & Accountability Return 2020/21 Part 3, including the internal audit report from Sam Roy – no recommendations or issues identified. f) The PC reviewed, approved and completed the Annual Governance Statement which was signed by the Chairman. The PC reviewed and confirmed the Accounting Statements 2020/21, which was signed by the Chairman. g) The PC confirmed that the notice of public rights and publication of unaudited annual governance and accountability return and Sections 1 & 2 of the approved AGAR period required by Regulation 15(2), Accounts and Audit Regulations – notice board and website h) PWLB Statement has been received and at 31 March 2021 the remaining amount on this loan is £15852.99 i) The PC noted the receipt of the S106 monies from CC from PA16/07062 (£10992.30 – transferred on 13th April 2021) 	
17) Reports will be received from Clerk/Councillors/Volunteers who are responsible for a portfolio/attended a meeting/conference	<ul style="list-style-type: none"> a) The issue of cows wandering through the village was raised and discussed. SN confirmed that this is part of the moorland right for the farmer and his stock. b) BF confirmed that he still had the 20mph signs c) DP summarised the on going projects for the newly elected Council: <ul style="list-style-type: none"> i) Bus Shelter at Claylands ii) Play Area at Penvorder – devolution project iii) Telephone Box at Row iv) New public convenience facility v) Wenford Bridge vi) Noticeboard replacement scheme vii) Display Board at Mine Hill d) DP advised that harris fencing has been installed at Wenford Dries but not a full fence so graffiti continues on the buildings. DL offered to inform the Camel Trail partnership. VS will follow up on her previous report of incomplete fencing and has not yet received a reference number. Therefore – she will follow this up. 	
18) Rylands Bus Shelter	Clerk confirmed that Tina McGrath is scheduling a meeting with Scott Sharples about the PC having the shelter devolved to the PC. Clerk has posted a copy of the shelter's structural survey to Tina McGrath.	
19) Correspondence the PC will view or discuss specific items of correspondence received via email or post	<p>The PC reviewed all items received:</p> <ul style="list-style-type: none"> a) Email from Bodmin Town Council re planning/strategic development plan – no response required b) Email from St Breward Primary School re basket ball hoop and no access to school grounds out of opening hours – dealt with by DL c) Email from parishioner complaining about dog poo on FP13 and around school area - noted d) New community carbon calculator- noted 	
20) Forthcoming	Camelford Community Network 22 nd June 2021	

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Training/Meetings/seminars		
21) Items for discussion at next meeting	Declarations for new Councillors Rylands Bus Shelter	
22) Date & time of next meeting	The PC agreed to hold the next meeting on 24 th May 2021 at 7pm in Village Hall. DL thanked BF for all his support, work and contribution whilst holding the PC role. Meeting closed at 20:52hrs	