

MENHENIOT PARISH COUNCIL

www.menheniotparish.org.uk

At a Meeting of the Menheniot Parish Council held in Menheniot Old School on Thursday 17 May 2018 at 7.30pm there were present: Mrs Eve Easterbrook (Vice Chair); Mrs Lilian Hooper; Mrs Pat Cade; Mrs Demelza Medlen; Mr Tony Ball; Mrs Sally Kendall; Mr Peter Sobey; Mr Tony Clarke.

Clerk to the Council: John Hesketh

There were no members of the public in attendance

| Minute | Agenda Items |
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| 55/2018 | <p>Chairman's Welcome</p> <p>The Chair welcomed councillors to the annual parish council meeting and invited nominations for the post of Chair.</p> <p>Cllr Easterbrook proposed that Cllr Tucker be nominated. Cllr Tucker accepted the nomination. Seconded Cllr Kendall. It was RESOLVED to elect Cllr Tucker as Chair of the parish council for 2018/19. All agreed.</p> <p>The Chair invited nominations for the post of Vice Chair. Cllr Tucker nominated Cllr Easterbrook, who accepted the nomination. Seconded Cllr Sneyd. It was RESOLVED to elect Cllr Easterbrook as Vice Chair of the parish council for 2018/19. All agreed.</p> <p>Councillors then RESOLVED to accept nominations for offices of the parish council 2018/19. Proposed Cllr Medlen. Seconded Cllr Clarke. All agreed. List appended.</p> |
| 56/2018 | <p>Apologies for Absence</p> <p>Cllr Janice Turner</p> |
| 57/2018 | <p>Members' Declarations</p> <p>No declarations made or dispensations requested.</p> |
| 58/2018 | <p>Public Participation</p> <p>There were no representations from members of the public.</p> |
| 59/2018 | <p>Minutes of Meeting</p> <p>Councillors RESOLVED to accept the following minutes as a true and accurate record. 19 April 2018. Proposed Cllr Easterbrook. Seconded Cllr Hooper. All agreed.</p> |
| 60/2018 | <p>Matters Arising from the Minutes</p> <p>Will be covered by separate agenda items</p> |
| 61/2018 | <p>Planning Matters</p> <p>A To agree the parish council's response to Cornwall Council consultations on new planning applications received before the agenda was finalised:</p> <p>Application: PA18/01052/PREAPP Applicant: Willton Homes West Ltd Location: Ten creek Farm Plymouth Road Liskeard Cornwall PL14 3PS Proposal: PPA for variation of S106 and/or amended application for changes to permitted mixed use development.</p> |

Clerk reported that he had received a telephone call from the applicant's agent explaining that his client had made early contact with Cornwall Council with concerns about the viability of the scheme, and will be having discussions with planning officers to investigate ways to make it viable.

Application: PA18/03663 Mr Derek Latham FOR INFORMATION
 Location: Rosevale Farm Horningtops Liskeard Cornwall PL14 3PU
 Proposal: Non-material amendment (No. 2) for Provision of Wood-burning Stove and Associated Stainless Steel Flue to (PA17/06356) Proposed conversion of vacant barn to dwelling.

B Any applications received by Cornwall Council by the time of the meeting. Information only. None received.

C Planning applications approved by Cornwall Council – Information only.

PA18/01124 APPROVED
 Applicant: Torr Farm Ltd
 Location: Torr Farm Menheniot Liskeard Cornwall PL14 3PW
 Proposal: Erection of a fodder, farm yard manure and fertilizer store.

01.05.2018 PA18/02323 APPROVED
 Applicant: Mr Mark Allsop
 Location: Scawns Lodge Menheniot Liskeard Cornwall PL14 3QP
 Proposal: Construction of boot room to rear. Construction of bathroom above lounge to rear. Construction of conservatory to front. Raise Floor above office to provide art studio

27.04.2018 PA18/03189 APPROVED
 Applicant: Mr And Mrs F Seager
 Location: Red Fox Grange Merrymeet Liskeard Cornwall PL14 3LP
 Proposal: `Non-material amendment in respect of decision PA16/02763.

D Planning applications refused by Cornwall Council or withdrawn by the applicant. Information only. None.

E Planning Appeals: None

62/2018

Financial Matters

A Accounts for Payment Schedule 2018/19. It was RESOLVED to agree the schedule and payment. Proposed Cllr Sneyd. Seconded Cllr Medlen. All agreed.

| Payments Schedule | | May 2018 | Period | 2 |
|---------------------------|----------------|-----------------------|--------|------------|
| Date | Payee | Description | CQ | £ |
| 17/05/2018 | Steve Moon | Toilet maintenance | 1784 | £ 3,127.45 |
| 17/05/2018 | Prydis | Payroll support | 1785 | £ 87.60 |
| 17/05/2018 | B R Gerry | Merrymeet gate repair | 1786 | £ 260.00 |
| 17/05/2018 | Rob Craig | Ground maintenance | 1787 | £ 450.00 |
| 17/05/2018 | Cornwall ALC | GDPR Training | 1788 | £ 54.00 |
| 30/05/2018 | John Hesketh | Salary | 1789 | £ 423.80 |
| 30/05/2018 | HMRC | PAYE | 1790 | £ 138.20 |
| 17/05/2018 | Linda Coles | Audit | 1791 | £ 200.00 |
| 17/05/2018 | Came & Company | Insurance | 1792 | £ 597.23 |
| 17/05/2018 | ICO | Registration | 1793 | £ 35.00 |
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| All cheque payments today | | | | £ 5,373.28 |

B Direct Bank Payment & Receipts. For information.

| Bank Payments Schedule including Debit Card | | | | |
|--|------------------|--------------------|------------|-------------|
| Date | Payee | Description | Pay | £ |
| 04/04/2018 | SLCC | Membership | DC | 147.00 |
| 24/04/2018 | EDF | Electricity | DD | 61.26 |
| | | | | |
| | | | | |
| All bank payments this period | | | | £ 208.26 |
| Bank Receipts Schedule | | | | |
| Date | Payer | Description | | £ |
| 09/04/2018 | Lloyds Bank | Interest | | £ 3.66 |
| 09/04/2018 | Cornwall Council | Precept & CTS | | £ 13,101.07 |
| 26/04/2018 | Resident | Allotment Rent | | £ 12.00 |
| | | | | |
| All bank receipts this period | | | | £ 13,116.73 |

C Bank Reconciliation. At the close of business on 30 April 2018, the council held £105,665.83 in its accounts.

D Cllr Kendall reviewed a sample of bank payments from the previous month.

E Councillors discussed the Annual Governance & Accountability Return for 2017/18. There were no issues identified by the internal auditor.

It was RESOLVED to accept the Annual Governance Statement. Proposed Cllr Easterbrook. Seconded Cllr Ball All agreed.

It was RESOLVED to accept the Accounting Statement. Proposed Cllr Medlen. Seconded Cllr Sneyd. All agreed.

F Reserve Deposits with Cornwall Council

Councillors received a briefing note from the Clerk and RESOLVED to deposit surplus parish councils funds with Cornwall Council. Proposed Cllr Easterbrook. Seconded Cllr Kendall. All agreed.

Following a discussion on the levels of reserves need to maintain parish council services with a contingency fund, it was RESOLVED to deposit £60,000 with Cornwall Council. Proposed Cllr Easterbrook. Seconded Cllr Clarke. All agreed. Also agreed that the Parish Clerk and Cllr Tucker have delegated authority to issue instructions on behalf on the parish council to the Treasurer's office.

G Annual Insurance

Clerk presented three quotations from the council's insurance brokers. It was RESOLVED to accept the quotation from Inspire Insurance for as three year period. Proposed Cllr Sneyd. Seconded Cllr Clarke. All agreed.

H Application for Small Grant

Clerk received a request from Mr Keith Goldsmith for a grant of £118.32 to cover the cost of maintenance at Trelawney gardens. It was RESOLVED to make the award from the Small Grants Fund. Proposed Cllr Medlen. Seconded Cllr Kendall. All agreed.

63/2018

Councillors' Reports

A Cllr Demelza Medlen

Cllr Sneyd presented an update on the skatepark on behalf of Cllr Medlen. In order to progress the project, the organisers will require a copy of the lease agreement relating to the proposed site; the council's public liability insurance; a commitment of £2,000 as a gesture of goodwill and asked that the parish council adopt the park as a council project. Cllr Clarke asked that the organisers make an application to the parish council in the form of a

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| | <p>Community Grant, together with the necessary documentation to support it, and add this to the June agenda. All agreed.</p> <p>B Cllr Tony Clarke Reported on the recent annual playground inspection, and that essential repairs advised by Playsafety had been addressed.</p> |
| 64/2018 | <p>Chair's Agenda Items</p> <p>A Neighbourhood Development Plan. Progress The Steering Group of the NDP met 10 May 2018 to hear the results of the second residents' survey. The first draft of results is posted online at www.menheniotparishcouncil.co.uk</p> <p>B Menheniot Traffic Plan Chair reported that he had received notice from the head teacher at Menheniot Primary School explaining that the trial with additional parking spaces located along the recreation field had concluded. Results had not been as good as expected, and a number of road safety issues had been identified. Councillors agreed that a meeting to review the findings should be organised between the school governors, parish council and other stakeholders.</p> <p>A number of trailers that had been abandoned in the Hartmeade car park have now been removed. Further remedial work is still required in order to make the car park properly useable. Work with Cornwall Council is ongoing.</p> <p>The issue of speeding cars through the village centre was raised by a resident at the Annual parish Meeting held on 10 May 2018. Chair agreed to raise the issue with Cornwall Council Highways.</p> <p>C War memorial and WW1 events Chair has received a quotation for new granite slabs for installation around the war memorial. On behalf of the Royal British Legion, Clerk has prepared an application to Cllr Seeva's Community Chest fund as a contribution to the cost of railings around the war memorial.</p> <p>D Bolitho Farm Agri Hub Cllr Easterbrook reminded councillors that the deadline for completion of the Demand Study survey had been extended to 14 July 2018.</p> |
| 65/2018 | <p>Clerk's Administration</p> <p>A The General Data Protection Regulations Clerk explained that the parish council had published a privacy notice on the front page of its website, and changes had been made to the wording on the webform to alert users that any data they supplied would be securely kept and properly used. Clerk is in process of creating a data asset register and preparing for a self assessed data audit. It was RESOLVED to appoint the Parish Clerk as interim Data Protection Officer. Proposed Cllr Easterbrook. Seconded Cllr Tucker. All agreed. Application for registration has been made to the Information Commissioner's Office. Clerk distributed log in details for councillors to set up new Menheniot Parish Council email accounts. A telephone helpline is available.</p> |
| 66/2018 | <p>Diary Dates</p> <p>A The next Council Meeting is to be held at The Old School, Menheniot on Thursday 21 June 2018, commencing at 7.30pm.</p> |
| 67/2018 | <p>Meeting closed – 21.30</p> |

| Office held | Office Holders 18/19 |
|---------------|----------------------|
| Chairman | Mr J Tucker |
| Vice Chairman | Mrs Eve Easterbrook |

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| Allotments | Mrs P.A. Cade |
| Community Safety (Police and Neighbourhood Watch) | Mr A Clarke |
| Poads Trust Reps | Mrs E Easterbrook |
| Parish Hall Committee | Mrs P.A. Cade |
| Sports Association | Mrs S Kendall |
| Playground Maintenance | Mr A Clarke & Mrs D Medlen |
| Paths & Stiles | Mrs S Kendall & Mr T Ball |
| Transport | Mrs P.A. Cade |
| Old School Trust | Mrs E Easterbrook |
| Highways | Mr J Tucker & Mr T Ball |
| Honorary Auditor | Mrs Linda Coles |