

ST STEPHEN IN BRANNEL PARISH COUNCIL

Minutes of the Ordinary Meeting of St Stephen in Brannel Parish Council
held at the Brannel Room, Fore Street, St Stephen
on Wednesday 2 October 2019 starting at 7.00pm.

Present:

Chair: Cllr Sibley

Vice Chair: Cllr Simpson

Messrs: Cllrs Berryman, Davey, Hallett, Hatton, McLening, Truscott and Wonnacott MBE.

Mesdames: Cllrs Mrs Harris, Wonnacott and Yates.

In attendance:

Linda Ranger – Clerk, Ruth Mills – Administrator and Cornwall Cllr Wood.

Cllr Sibley welcomed everyone to the meeting. He ran through housekeeping procedures and advised everyone present that if they intended to participate in the meeting, they could be recorded, photographed, filmed or otherwise reported about.

FPC226/19 Apologies:

It was

RESOLVED to accept apologies from Cllr Mrs Allsopp, Cllr Mrs Tippet and Cornwall Cllr Greenslade.

The Chairman advised that he had received a letter from Cllr Mrs Allsopp requesting a 3 month leave of absence and that during that time no correspondence, including agendas, be sent to her.

Advice had been taken from CALC, which detailed the Clerk's statutory duty to issue summons under the Local Government Act 1972 s10 (2), this was circulated to all Members.

It was

RESOLVED to note Cllr Mrs Allsopp's request; to note Cllr Mrs Allsopp's apologies for every meeting that she would have attended up to and including 1st January 2020; to instruct the Clerk not to send any correspondence but to keep any papers in a folder for Cllr Mrs Allsopp in the office; and a letter be sent to Cllr Mrs Allsopp confirming the resolutions and explaining how she can access council documents if required.

Cllr Sibley advised that he had spoken to Cllr Mrs Allsopp earlier in the day and she had advised that she would be writing to all Councillors within the next couple of days.

FPC227/19 Declarations of Interest:

- a) Cllr Berryman declared an interest in agenda item 8 as the accounts included a payment to his employer.
- b) There were no declarations of non-registerable interests.
- c) There were no dispensation requests.
- d) There were no declarations of gifts or hospitality.

FPC228/19 Cornwall Councillor Reports:

Cornwall Cllr McLening's report had been distributed prior to the meeting. An update on the A3058 meeting the previous evening was given.

Cornwall Cllr Greenslade's report had been distributed prior to the meeting. There were no questions.

Cornwall Cllr Wood spoke on economic development; the funding for the proposed A30 link road, the role of Parish and Town Councils, the pressure Cornwall Council services were under and the need for a 5 or 10 year Parish vision.

FPC229/19 Public Participation:

None

FPC230/19 Full Council Meeting Minutes:

It was

RESOLVED that the minutes of the meeting held on Wednesday 4 September 2019 be signed as a true and accurate record.

FPC231/19 Matters to Note:

FPC206/19: Cormac had advised that the missing sign was due to a recent RTC and a works package to replace had been created.

FPC208/19: The vacancy had been re-advertised however the Clerk needed to know Members availability to organise the event. The Clerk would email Members with possible dates.

FPC220/19: Places had been booked for the training seminar.

FPC221/19: Places had been booked for the planning conference.

Cllr Hatton asked about the Community Benefit Fund working party meeting. It was suggested that due to the lack of business for the October meeting, this be included as an agenda item.

FPC232/19 Committee Meeting Minutes:**Employment & Cemeteries Committee**

The minutes of the Employment & Cemeteries Committee meeting held on Wednesday 11th September 2019 were received. It was **RESOLVED** to approve the following recommendations –

That the draft appraisal policy be adopted.

That the draft pay policy be adopted.

The other recommendations would be taken under confidential.

Planning Committee

The minutes of the Planning Committee meeting held on Wednesday 18th September 2019 were received. There were no recommendations therein.

Cllr Berryman left the meeting.

FPC233/19 Financial Matters:

a) It was

RESOLVED to approve the following expenditure –

Items for Ratification:

Petty Cash	Petty Cash	DC			134.86
Amazon	Blind - Top Hangers	DC			1.89
Amazon	Printer	DC	66.62	13.33	79.95
SJ Andrew & Sons	Steel	DC	100.82	20.17	120.99
SJ Andrew & Sons	Steel	DC	20.60	4.12	24.72
Wellington Welding	Headshield Variable Horizon Air	DC	425.00	85.00	510.00
Cheaperwaste	Waste contract	DD	144.00	28.80	172.80
Cheaperwaste	Waste contract	DD	78.00	15.60	93.60
Onecom	01726 821233	DD	15.44	3.09	18.53
Vodafone	Mobile phone x 2	DD	51.24	10.24	61.48
E-on	Nanpean cemetery electric	DD	13.55	0.68	14.23
E-on	St Stephen cemetery electric	DD	19.18	0.96	20.14
E-on	St Stephen toilet electric	DD	11.38	0.57	11.95
SWALEC	Car park electric	DD	8.77	0.43	9.20
Initial	BR Hygiene contract	DD	8.58	1.72	10.30
SW Water	Nanpean cemetery water	DD			66.99
SW Water	Craft workshop water	DD			283.23
					86/19

Chairman's initials:

SW Water	Nanpean toilets water	DD			39.38
SW Water	St Stephen toilets water	DD			159.40
Investec	Photocopier lease rental	DD	210.00	42.00	252.00
NEST	Pension payment (Period 6)	DD			537.29
Salaries Telepay	Salaries (Period 6)	Telepay			9502.65
Zurich Municipal	Insurance	BACS	3133.72	376.05	3509.77
Total			4306.90	602.76	15635.35

Items for Approval:

Google	Email services (October)	DC			73.83
E-on	Parish office electric	DD			15.43
E-on	Nanpean toilet electric	DD	8.80	0.44	9.24
HMRC	Tax and NIC (Period 6)	BACS			2730.58
SSE	Street lighting	BACS	40.50	8.10	48.60
Britannia	Confidential waste disposal	BACS	33.21	6.64	39.85
Masons Kings	End of warranty check and fuel filter	BACS	139.94	27.98	167.92
Jewson	Digger hire	BACS	184.35	36.87	221.22
Firewatch	Annual Inspection	BACS	208.59	41.72	250.31
AQM	Quarterly Report	BACS	1500.00	300.00	1800.00
Compu-K	Work to Share NHP folder, updates & Internet Security Renewal	BACS	208.78	41.76	250.54
SLCC	The Clerk's Manual 2019	BACS	51.50	0.80	52.30
Viking	Office supplies	BACS	212.10	42.42	254.52
TradeUK	Drill bits	BACS	20.83	4.16	24.99
CIS	PPE	BACS	34.79	6.96	41.75
SeaDog IT	Hosting fee, Email support & domain renewal	BACS			68.25
Grahams Garden Machinery	Repairs and parts	BACS	122.04	24.40	146.44
Hudson Accounting Ltd	Interim Internal Audit	BACS			300.00

87/19

Chairman's initials:

D May & Son	Materials	BACS	115.11	23.02	138.13
Bob Thomas	Footpath maintenance	BACS	1200.00	240.00	1440.00
New Keys	Signs, Badge & keys cut	Cheque			118.40
Blackies	Fuel (Aug - Sept)	Cheque	120.76	24.16	144.92
The Royal British Legion	Wreath x 2 & donation	Cheque			100.00
Total			£4,201.30	£829.43	£8,387.22

Cllr Berryman returned to the meeting.

b) It was
RESOLVED to note the following income –

Payee	Item	Total
Lloyds	Bank interest (September)	1.25
CCLA	Shares (August)	57.36
Various	Rent (September)	725.00
Various	Burial Fees	1600.00
Various	Brannel Room Hire	224.00
HMRC	VAT claim	14428.60
CC	Precept	113583.50
CC	CTS	4580.46
CC	Grass cutting	495.94
Total		£135,696.11

c) It was
RESOLVED to note the following information–

Cash		£15.14
Lloyds Current		£16,669.37
Lloyds Business		£123,468.01
Unity	(August as no statement received to date)	£84,927.40
CCLA	(August as no statement received to date)	£85,665.93

d) It was
RESOLVED to retrospectively approve the transfer of £3,500 from the Lloyds Business Account to the Lloyds Current Account and a transfer of £15,000 from the Lloyds Business Account to the Lloyds Current Account.

e) Cllr Wonnacott MBE confirmed that he had signed the August bank reconciliation.

FPC234/19 Correspondence:

The following correspondence was received and noted –

Post:

1. SLCC – The Clerk magazine. September 2019 edition.
2. Clerks & Councils Direct – September 2019 edition.
3. Take A Craft Break – Letter of thanks for room set up.

E-Mail: *(All previously circulated)*

1. CALC: News Round-Up – dated September 2019
2. CALC: Invitation to join CALC Executive Committee
3. SLCC: News bulletins – dated September 2019
4. NALC: Newsletter – dated September 2019
5. NALC: Chief Executives Bulletins – dated September 2019

Invitations: *(All previously circulated)*

1. Cornwall Council: Localism Summit at Wadebridge on 6th November 2019 between 10am and 15.30pm.
2. AONB: Annual conference at Wadebridge on 23rd November 2019 between 3.30pm and 9.30pm.

Consultations:

1. NALC: Consultation on extending 5G mobile provision in rural areas.

FPC235/19 Consultations:

1. It was
RESOLVED not to respond to the consultation.

FPC236/19 Neighbourhood Plan Steering Group:

Cllr Mrs Wonnacott advised that the minutes of the last meeting had been distributed and gave a brief update. The steering group would next meet on Tuesday 8th October 2019.

FPC237/19 Financial Regulations:

It was

RESOLVED to approve the draft Financial Regulations for adoption at the next meeting.

FPC238/19 Interim Internal Audit:

The internal auditors report had been received – there were no recommendations therein. It was

RESOLVED to note the report.

FPC239/19 Parish Online:

It was

RESOLVED to trial the package and purchase a yearly subscription at a cost of £300.

FPC240/19 South West Tree Warden Forum:

It was

RESOLVED to authorise the attendance of Cllrs Hallett and Truscott at the aforementioned event at a cost of £15 per person.

FPC241/19 GDPR:

The latest update from ICO had previously been circulated. Cllr Mrs Harris advised that Members using their own devices to access Council emails came with some risks. She detailed the cost of each member being supplied with a Council owned device and the potential savings on printing and postage if the Council went paperless. It was

RESOLVED to give the Development & Environment committee delegated powers, including the authority to spend up to £4,000, to set up and purchase 17 Council owned devices and move to a paperless system.

FPC242/19 High Street Heros Fund Grant Application:

It was

RESOLVED to approve the application as presented.

FPC243/19 For Information:

- 1) The Internal Control Check was due. The Clerk asked if Cllrs McLening and Wonnacott were available on Tuesday 8th October 2019.
- 2) The Financial Risk Assessment was due. The Clerk asked if Cllrs Mrs Harris and Simpson were available on Wednesday 9th October 2019.
- 3) Defibrillator training was taking place on Monday 14th October in the Brannel Room with sessions at 4pm and 6pm. Cllrs Wonnacott MBE, Mrs Wonnacott and Mrs Yates asked to attend the 6pm session.
- 4) Cllrs Mr & Mrs Wonnacott gave feedback on the Community Governance Boundary review meeting that they had attended.
- 5) Cllr Truscott spoke on the A3058 meeting the previous evening.
- 6) Cllr Mrs Harris spoke on the St Dennis & Nanpean Community Trust relaunch.
- 7) Cllr Mrs Wonnacott advised that Tregargus Trust had been successful in achieving volunteer support from the Cornwall Council employee scheme.
- 8) Cllr McLening spoke on meetings in Foxhole and Nanpean regarding speeding.
- 9) The Clerk reminded members of their Code of Conduct training dates.
- 10) Cllr Wonnacott MBE spoke the use of the reactive speeding sign at Terras, St Stephen.

Cornwall Councillor Wood left the meeting.

Confidential Matter(s):

It was

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Refer to confidential minute FPC244/19.

The meeting ended at 8.25pm

Signed as a true and accurate record -

Chairman

Date

DRAFT