

St Ive Parish Council

Minutes of the St Ive Parish Council Annual General Meeting held on Monday, 14th May 2018 in the St Ive Village Hall at 7.00pm.

21.. Those present. Cllrs. P Haines, A Haines, A Moss, K Parkes, N Libby, M Corney, J Bruce, M Carr, T Hodson, C Vaughnley.

Also attending: Mrs J Hoskin (Parish Clerk) and one member of the public.

22. Apologies for absence were received from Cllrs. I Vaughan, R Farley.

23. Councillors Declarations of Interest: Cllrs.P Haines and A Haines declared an interest on any matters relating to the parish council admin assistant post.
Cllr M Corney declared an interest on Agenda Item 4a) and any matters relating to the youth project.
Cllr T Hodson and M Carr declared an interest on any matters concerning the PCA.

24. Questions from members of the public: No matters raised.

a) **Representatives from the Pensilva youth to outline their proposals.** No report received.

25. Cornwall Council – report from Cllr Sharon Daw. No report received.

26. Election of Chairman and Vice Chairman for the forthcoming year.

Chairman – It was proposed by Cllr A Moss, second by Cllr K Parkes and unanimously agreed that Cllr P Haines be elected and Chairman. There were no other nominations. Cllr P Haines accepted the position.

Vice Chairman – It was proposed by Cllr P Haines, seconded by Cllr M Carr and unanimously agreed that Cllr A Moss be elected as Vice Chairman. There were no other nominations. Cllr A Moss accepted the position.

27. Election of Councillors onto the following committees:-

- o **Personnel** – it was proposed by Cllr T Hodson, seconded by Cllr A Moss and unanimously agreed that the committee be re-elected.
- o **Planning** – it was proposed by Cllr A Moss, seconded by Cllr A Haines and unanimously agreed that the committee be re-elected.
- o **Finance & Admin** – it was proposed by Cllr M Corney, seconded by Cllr A Haines and unanimously agreed that the committee be re-elected.
- o **Millennium House Management Committee** – it was proposed by Cllr C Vaughnley, seconded by Cllr T Hodson and unanimously agreed the committee be re-elected.
- o **Parks & Open Spaces** – it was proposed by Cllr A Haines, seconded by Cllr A Moss and unanimously agreed the committee be re-elected.

28. To receive and approve the Minutes of the last Meeting held on 9th April 2018. The Minutes of the meeting held on the 9th April 2018 were approved and signed by the Chairman. Proposed Cllr A Moss, seconded Cllr A Haines and unanimously agreed.

29. Matters Arising therefrom.

Item 4 Trees at Emily Hobhouse Trust. Cllr M Corney reported that an application had been submitted to Cornwall Council to have the remaining trees covered by a preservation order.

Item 4b) Pensilva Youth Project – Cllr M Corney offered to speak to Pam Carter about the youth project inviting her to attend and meeting of the parish council if required.

30. Planning applications – to consider any applications received between the publication of the agenda and the meeting. There were no applications tabled for this meeting.

31. Planning decisions – to report on any planning decisions received. No decisions reported.

32. Finance:-

- a) **Authorisation of payments.** The Council approved the payments presented, proposed Cllr A Moss, seconded Cllr T Hodson and unanimously agreed. The outstanding debt from Pirate FM was noted and the Clerk will speak to the Finance Officer.
- b) **Direct Debits.** It was proposed by Cllr A Haimes, seconded by Cllr C Vaughnley and unanimously agreed that the direct debits be approved.
- c) **Creditors.** The council agreed to approve the creditors, proposed Cllr T Hodson, seconded Cllr A Moss and unanimously agreed.
- d) **To approve the Accounts for the 2017/2018 financial year and the Governance Statement and Audit.** Councillors had received a copy of the accounts and the annual audit return and governance statement. It was proposed by Cllr A Moss, seconded by Cllr T Hodson and unanimously agreed that the accounts be approved and the statements completed.

33. Parish Council Vacancy for the Pensilva ward. To consider any applications received. The Clerk reported that no applications had been received and the position will continue to be advertised.

34. Update on loan application for car park resurfacing. The Clerk reported that the application was now complete having submitted further clarification for the public works loan board.

35. Tokenbury Cemetery – to discuss the repairs required to the shed, and water rates for the site. The Chairman reported on the condition of the shed and the repairs required and the re-painting of the building. The Open Spaces Committee to discuss and report back. Cllr P Haimes proposed that water butts be provided and the mains water supply be capped off making a financial saving of approximately £90 per year to the council. This was seconded by Cllr A Moss and unanimously agreed.

36. To consider the offer of an electric car for the parish and it's storage and charging point at Millennium House. Cllr A Moss briefed the council on discussions held by the Millennium House Management Committee on the chosen site for an electric car, provided by CRCC and Age UK who would install the charging point and nominate drivers for the facility. The Parish Council would be compensated for any electricity used. Cllr A Moss had received details of the contract agreement. It was proposed by Cllr P Haimes, seconded by Cllr M Carr and unanimously agreed this request be supported.

37. Correspondence. It was requested that list of correspondence be circulated to councillors prior to the meeting.

- U3A (University of the third age) had questioned the increased in hire costs. It was agreed that the modest increase of £10 per month was acceptable and that the organisation used the facilities within the building free of charge. It was proposed by Cllr A Haimes, seconded by Cllr M Carr and unanimously agreed that the Chairman and Clerk draft and send a response.
- Pensilva Village Hall – The hall was seeking financial support to replace their tables and Cllr M Carr offered to obtain further information on costs. The Clerk will provide an application form from the Cornwall Councillors Community Chest fund and pass on to the organisation.

It was also suggested that funding could be obtained from the Solar Farm community money. Cllr A Moss and M Carr declared an interest.

38. Report from Clerk on the new Data Protection Regulations May 2018 and appointment of Data Protection Officer. The Clerk reported on the General Data Protection Regulation training on the 25th May 2018 organised by CALC and Cornwall Council. It was proposed by Cllr A Haines, seconded by Cllr M Corney and unanimously agreed that the Clerk be appointed the Data Protection Officer for the parish council.

39. To consider the Clerks recommendation that the Parish Council becomes a member of the Cornwall Association of Local Councils (CALC). The Clerk outlined the work of CALC and the availability of documents and policies from this organisation, along with legal support if required. Training was also available at a reduced rate for members. It was proposed by Cllr P Hodson, seconded by Cllr M Corney and unanimously agreed the council subscribe to an annual membership.

40. Report from committees, if required.

- o **Planning** – Nothing to report.
- o **Finance** – The Clerk confirmed the insurance claim for damage to the bar area was now progressing through the system.
- o **Parks & Open Spaces** – It was noted that the mower had broken down and this had left the grass in the top section of the junior football field very long. Cllr N Libby agreed to ask a local contractor to cut this in the interim period. Cllr C Vaughnley had a contact for another contractor if needed, and Cllr T Hodson stated it would be best practice to have a “back-up” contractor, if required. The contractor at St Ive will also be asked to assist. Two new padlocks had been obtained for the gates at St Ive and Pensilva. The council agreed to the installation of the salt bin at Church Hill.
- o **Millennium House Management Committee** – Cllr A Haines updated members on matters relating to Millennium House including the staff restructuring following the resignation of the bar supervisor. An application had been submitted to amend the licensee. Following discussion it was agreed that the catering for general functions be out sourced with the council having a list of companies to choose from; although in house catering for the monthly antiques fayre and the weekly pensioners lunches would continue along with the general provision of tea / coffee for meeting in the conference rooms. Proposed Cllr A Haines, seconded Cllr A Moss and agreed.
It was proposed by Cllr A Haines, seconded by Cllr J Bruce and unanimously agreed that a new bar supervisor / receptionist be appointed with a zero hours contract.
Adverts for the above to be placed around the parish, at Millennium House and in the Parish Pump magazine.
Cllr A Haines will look at the options for replacing the curtain rail in the bar.
It was unanimously agreed that a leaving party be held for Graham (bar supervisor) on Saturday, 2nd June at 2pm, proposed Cllr A Haines, seconded Cllr A Moss. Staff were organising a collection.
Costs for an Electrical Safety Certificate were noted, and it was unanimously agreed this should be provided and reviewed every five years, proposed Cllr M Corney, seconded Cllr A Moss, along with the review and replacement more energy efficient lighting within the building.
It was proposed by Cllr P Haines, seconded by Cllr J Bruce and unanimously agreed the defibrillator be replaced along with providing a defibrillator at St Ive Hall. The money will be sought from the Solar Farm Community Fund. Cllr M Corney offered to speak to the hall committee at St Ive.

Having obtained figures from the income generated by the coffee shop it was noted that costs had been taken out for expenses and this was not the intention when volunteers had offered to provide this service, wanting to raise money to enable donations to be given to the building for a specific purpose. It was proposed by Cllr P Haimes, seconded by Cllr A Haimes and agreed by the majority that the coffee shop income be held by the PCA. Cllrs. M Carr, T Hodson and J Bruce abstained. Cllr M Corney was against this decision.

- **Personnel Committee** – Reported in a closed session at the end of this meeting owing to the confidential nature of the business to be disclosed.

41. Dates for Committee Meetings:-

- Planning – 24th May 2018 at 6.00pm
- Finance & Admin – 24th May 2018 at 6.30pm.
- Parks & Open Spaces – 25th May 2018 at 11.00am.
- Personnel – 4th June 2018 at 6.15pm
- Millennium House Management Committee – 4th June 2018 at 7.15pm

42. Date of the next Full Council Meeting. Monday, 11th June 2018 at Pensilva.

Annual Parish Meeting – Thursday, 24th May 2018 at 7.30pm

43. To close the Meeting. There being no further business the meeting closed at 955pm.

Dated:

Signed: