

## St Ive Parish Council

### Minutes of the Meeting of St Ive Parish Council held on Monday, 8<sup>th</sup> October 2018 in the Millennium House, Pensilva at 7.30pm.

**1.. Those present.** Cllrs. P Haines (Chairman), A Moss (Vice Chairman), T Hodson, C Vaughnley, A Haines, M Carr, I Vaughan, M Corney.

**Also attending.** Mrs J Hoskin (Parish Clerk)

**2. Apologies** for absence were received from Cllrs. K Parkes, N Libby, R Farley.

**3. Councillors Declaration of Interest. To grant any requests for dispensations.**

Cllrs. A Haines and P Haines declared an interest on any matters relating to staff (admin assistant). Cllr J Bruce declared an interest on agenda items 10g) and 11 the Halloween and Christmas parties.

**4. Questions from members of the public.** There were no members of the public present.

**5. Cornwall Council – report from Cllr Sharon Daw.** Cllr Daw arrived at 8.28pm and gave her report having attended the Linkinhorne parish council meeting earlier the same evening.

Cllr Daw highlighted the Tour Cornwall cycle event that would pass through the county as the first part of the Tour of Britain. This was expected to bring thousands of pounds into the local economy. Cormac were this year gong to refill all salt / winter grit bins at the start of the season but subsequent refills may need to be done by the local councils.

Cllr Daw reminded Councillors of the annual highway budget available for the community network area for minor road works. Town and Parish Councils were invited to submit applications to the fund of fifty thousand pounds per year.

Cllr Daw also had a small Community fund available to the parishes within her ward.

Cornwall Council were currently now meeting their housing targets for new builds and the type of homes being built was discussed. It was noted that the old Caradon area had met the demand. Cllr Daw reported that there were 13,406 second homes in Cornwall registered as holiday let and over 7,000 were unregistered. 21,393 homes were empty.

Cllr M Carr asked Cllr Daw to clarify matters regarding the spare bedroom tax and under occupancy. Cllr Daw notified the Council that she was attending an event at the Emily Hobhouse Trust the following day.

(Cllrs. S Daw and J Flashman left the meeting at 8.45pm)

**6. To receive and approve the Minutes of the Meeting held on the 10<sup>th</sup> September 2018.** The Minutes of the Meeting held on the 10<sup>th</sup> September 2018 were approved and signed by the Chairman; proposed Cllr I Vaughan, seconded Cllr T Hodson and unanimously agreed.

**7. Matters Arising.**

**Item 11 – Hand dryers for Millennium House.** The food hygiene regulations had been confirmed for a hand dryer in the Coffee Shop.

**Item 19 – Meetings.** Cllr J Bruce requested clarification for this item. The Chairman explained.

**8. Planning applications – to consider the following applications and any other applications received between the publication of the agenda and the meeting.**

a) There were no planning applications presented for consideration at this meeting.

**9. Planning decisions / appeals – to report on any planning correspondence received.**

**PA18/03234** Land adjacent to Greatlands Bungalow, Gooseberry Lane, Pensilva - Outline permission with some matters reserved for the two detached dwellings, formation of access and associated works. Approved.

**10. Finance:-**

**a) Authorisation of payments / payroll.** The Council approved the payments and payroll presented. Proposed Cllr J Bruce, seconded Cllr A Moss and unanimously agreed.

**b) Direct Debits.** Councillors were unable to open the documents emailed by the Finance Officer but agreed that they be checked and approved by the Chairman.

**c) Creditors and Debtors.** It was proposed by Cllr I Vaughan, seconded by Cllr M Corney and unanimously agreed the creditors be approved.

It was proposed by Cllr C Vaughnley, seconded by Cllr J Bruce and unanimously agreed the debtors be approved. Although the miscellaneous items were confirmed, Councillors again asked that items are not recorded as miscellaneous but itemised under specific headings.

Cllr C Vaughnley outlined aspects of the new SAGE accounting system stating that it should be used to its optimum not minimum.

Questions were raised about outstanding income from companies advertising in the parish magazine. The Chairman will speak to Mrs Hicks and the Finance officer regarding this. The Clerk will produce a standard reminder letter to be sent out for overdue accounts. Councillors felt that an 8% surcharge should be added for late payment but this would need to be stated on the original invoice.

It was agreed that the Finance Officer be invited to the next Finance & Admin Committee Meeting to explain specific aspects of the accounts and discuss the budget and proposed precept for the 2019/2020 financial year.

**d) Update on asset register (part of the audit process).** Cllr A Moss reported this work was ongoing and Cllrs. I Vaughan, M Corney, P Haines and J Bruce offered to assist, if required.

**e) To update signatories on the bank mandate.** The Chairman confirmed that five Councillors were currently on the bank mandate. Cllrs. M Carr and C Vaughnley will be added and the Chairman offered to action this.

**f) Precept for 2019/2020 – Committees to consider projects for the forthcoming financial year and report back to the Finance Committee by the end of October 2018.** Noted. The precept budget will be obtained from the Finance Officer who will attend the next Finance & Admin Committee Meeting.

**g) Donation to children's Halloween party – Cllr J Bruce. To decide if a donation should be given.** Cllr J Bruce outlined the activities for the party, then declared an interest and abstained from any further discussions and voting. There was no entry charge for this party that was being organized by the events committee. It was proposed by Cllr I Vaughan, seconded by Cllr A Moss and unanimously agreed that £100 (one hundred pounds) be given towards the costs for this event.

**h) EPOS system. To agree the EPOS system be upgraded and training is provided for the Clerk, Admin Assistant and Bar Supervisor.** Councillors agreed the system should be updated and brought back into use to its full potential. It was proposed by Cllr A Moss, seconded by Cllr C Vaughnley and unanimously agreed that the training and maintenance fee of £35 per month be accepted. The Admin Assistant will arrange the training. Cllr J Bruce offered to look at the technical aspects of the system.

**i).. IT Upgrade for computer systems and anti-virus protection. To agree to finance this work.** Cllr J Bruce strongly recommended that the Parish Council did not enter into an anti-virus package with a financial cost attached as these packages could be obtained for free.

It was noted that costs in the region of £950 would be needed to upgrade and unify the wi-fi throughout the building. This would provide a guest password for users of Millennium House. It was agreed that Cllrs. J Bruce, P Haines, M Corney and C Vaughnley would liaise and produce a report with recommendations. Cllr I Vaughan stated that the system should network with all computers and needed to be well researched and discussed before a decision was made. Agreed to place this on the agenda for the next meeting.

**j) Payroll for December – to agree this be completed on the 14<sup>th</sup> December 2018.** Cllr A Haines reported that feedback from staff confirmed the preferred payment dated for the month of December was not supported and staff wished to be paid early January 2019 keeping to the same payment times as normal but she would discuss this as a group at the next staff meeting.

**k) Staff Christmas bonus. To decide if vouchers should be purchased for staff.** It was proposed by Cllr A Moss, seconded by Cllr M Carr and unanimously agreed that a £10 voucher be given to staff as a Christmas bonus in appreciation of their work throughout the year.

**l) Feedback from 2017/2018 Audit of Accounts.** Cllr P Haines reported on the feedback from the external auditors with only one issue raised, this being a cross over from 2016/2017 to 2017/2018 for one loan payment.

**11. Christmas Parties – to decide if a children’s party should be held and funding for the event. To arrange a social event for the Millennium House volunteers.** Cllr J Bruce declared an interest and abstained. A date of Saturday, 22<sup>nd</sup> December 2018 was set for the children’s Christmas party for under 13 year old; and it was suggested that the Parish Council pays for the entertainment with a view to hiring Professor Goodvibes if he was available. Councillors were asked to gauge support for the event. An advert will be placed in the Parish Pump magazine. Propsoed Cllr P Haines, seconded Cllr A Moss and unanimously agreed.

Cllr. J Bruce suggested that a Christmas lunch be provided for the older generation, those living alone or couples with no family close by. A suggested date of the 22<sup>nd</sup> or 23<sup>rd</sup> December 2018 was given and people should be nominated to attend. Proposed Cllr P Haines, seconded Cllr A Moss and unanimously agreed.

An in-house party will also be organized for volunteers working at Millennium House or carrying out voluntary duties. It was proposed by Cllr P Haines, seconded by Cllr A Moss and unanimously agreed this be held on the evening of Friday, 21<sup>st</sup> December 2018.

**12. Parish Council Vacancy for the Pensilva Ward. To consider any applications if received. To agree to inform Cornwall Council that the vacancy has not been filled.** No applications received. The Clerk will speak to the local vicar who may be interested in the position.

**13. Correspondence – tabled by Clerk.**

- Trago Mills pensioners week 26<sup>th</sup> – 30<sup>th</sup> November 2018 to be published on the notice board.
- Royal British Legion – invite to Remembrance Sunday wreath laying ceremony and service. Cllr P Haines will lay the Parish Council wreath in Pensilva. Cllr M Corney offered to lay the wreath at St Ive but will contact Cllr R Farley is he is unable to do so.

**14. Pensilva Village Pump – to consider the structural report for the refurbishment of the pump.** A report from the Mr Colin Buck identified that the structure was ok, but suggested that iron railings or gates be placed along the front. The pump could quite easily be reinstated with the existing water supply. Costs to be obtained and the Clerk suggested an application be submitted to the Cornwall Councillors Community Chest fund to cover any expenses for this project.

**15. Parish Council notice board outside Millennium House. To identify repairs or consider a replacement.** The Clerk was authorized to obtain costs to refurbish or replace three boards at Millennium House and St Ive.

**16. Highway matters:-**

- o **Bus Shelter provision at Glen Park.** It was noted that a new shelter would be better placed at the junction with Belmont Park rather than sited at Glen Park. Cllr I Vaughan proposed that the location be changed and a meeting arranged with Cormac. This was seconded by Cllr T Hodson and unanimously agreed.

**17. Cornish Marathon – support for the event from Millennium House.** The Cornish marathon was taking place on the 4<sup>th</sup> November 2018 and it was agreed the event be supported. The coffee shop will be open for the duration of the event.

**18. Reports from committees, if needed. To discuss the merger of the Personnel Committee with the Millennium House Management Committee or Finance & Admin Committee, or agree to leave the committee as it is and to meet as and when required.** No reports received. It was decided to leave the MHMC and Finance & Admin as separate committees, although the two committees could meet together if needed. In future the Clerk will record the minutes of committee meetings.

**19. Dates for Committee Meetings, if required:-**

- a) **Planning** – Tuesday, 23<sup>rd</sup> October 2018 at 7.00pm.
- b) **Finance & Admin** – Tuesday, 23<sup>rd</sup> October 2018 at 7.30pm
- c) **Parks & Open Spaces** – Friday, 26<sup>th</sup> October 2018 at 11.00am.
- d) **Personnel** – Monday, 5<sup>th</sup> November 2018 at 6.15pm
- e) **Millennium House Management Committee** – Monday, 5<sup>th</sup> November 2018 at 7.15pm

**20. Date of the next Full Council Meeting** – Monday, 12<sup>th</sup> November 2018 at St Ive.

**21. To close the Meeting to the press and public.** There being no further business the meeting closed at 9.50pm

**22. Closed Session, if required to discuss any matters relating to staff and contracts.** No closed session required.