

## St Ive Parish Council

**Minutes of the St Ive Parish Council Meeting held on Monday, 10<sup>th</sup> August 2020 in the Millennium House, Pensilva at 7.30pm (to comply with social distancing owing to the Coronavirus pandemic).**

Item No.		Action by
1	<p><b>Those present.</b> Cllrs. P Haines (Chairman), A Moss (Vice Chairman), M Carr, M Corney, N Libby, S Reilly, I Vaughan.</p> <p><b>Also attending.</b> Mrs J Hoskin (Parish Clerk) Two members of the public</p>	
2	<p><b>Apologies for absence</b> were received from Cllrs. A Haines, R Farley, K Parkes, J Bruce, C Vaughnley, T Hodson.</p>	
3	<p><b>Councillors Declarations of Interest. To receive and grant Councillors requests for dispensations.</b> None declared at this stage of the meeting.</p>	
4	<p><b>Questions from members of the public (meeting then closes to the press and public although visitors are welcome to remain for the rest of the proceedings up to Item 16 when confidential matters may be discussed.</b></p> <ul style="list-style-type: none"> <li>o A local resident questioned the publication of the agenda and minutes on the parish notice board and website. He also raised some questions in relation to finance and insurance.</li> <li>o The manager of Pensilva Football Club spoke about the forthcoming season and their requirements for the changing rooms and its toilet facilities. A risk assessment would be carried out and teams encouraged not to use the showers and adhere to social distancing. The club would follow the FA Covid Guidelines. The manager offered to assist with the grass cutting, if required. It was noted that rubbish from the fish and chip van that visited the village on a Thursday was often blowing around the field.</li> </ul>	
5	<p><b>Report from Cornwall Council – Cllr Sharon Daw.</b> No report received.</p>	
6	<p><b>To receive and approve the Minutes of the Meeting held on the 17<sup>th</sup> July 2020.</b> The Minutes of the Meeting held on the 17<sup>th</sup> July 2020 were approved and signed by the Chairman; proposed by Cllr M Carr, seconded by Cllr A Moss and agreed by those who attended. Cllr M Corney abstained.</p>	
7	<p><b>Matters Arising from the Minutes.</b> <b>Item 7 – Seat for St Ive Recreation Ground.</b> The Clerk asked if the seat could be fitted.</p>	Cllrs.
8	<p><b>Planning Applications – to agree that planning applications continue to be circulated to all Councillors and the planning committee informs the Clerk of the response to Cornwall Council.</b></p>	

	<p>a)..PA20/03804 Mr &amp; Mrs Baker, Trefor and BB Cottage, Shute Lane, Pensilva – Demolition of existing garage and the creation of new parking bays adjacent to Shute Lane including electric vehicle charging point. Support – proposed by Cllr P Haines, seconded by Cllr I Vaughan and unanimously agreed.</p> <p>b). PA20/05564 J Harris, 3 Amanda Way, Pensilva – Proposed rear extension. Support, proposed by Cllr P Haines, seconded by Cllr I Vaughan and unanimously agreed.</p> <p>c). PA20/05809 Mr C Dabbs, land south west of Lower Penquite, St Ive – Permission in principle of a rural building to a dwelling. Support, proposed by Cllr P Haines, seconded by Cllr I Vaughna and unanimously agreed.</p>	
9	<p><b>Finance – to receive en-bloc the following items (a) to (c).</b></p> <ul style="list-style-type: none"> <li>a) Authorisation of payments /payroll</li> <li>b) Direct Debits</li> <li>c) Creditors and Debtors.</li> </ul> <p>It was proposed by Cllr I Vaughan, seconded by Cllr A Moss and unanimously agreed that a) to c) creditors only, be approved. Councillors questioned the aged debtors and agreed that questions be raised with the Finance Officer. It was proposed by Cllr I Vaughan, seconded by Cllr P Haines and unanimously agreed that aged debtors be registered with a debt recovery company. It was noted that the furlough payments were not indicated on the payroll analysis.</p> <p><b>Donations</b> - Councillors approved the annual donations of £400 (four hundred pounds) to both St Ive Church and St Ive Methodist Church towards the upkeep of the burial grounds. Proposed by Cllr P Haines, seconded by Cllr M Carr and unanimously agreed.</p>	<p>Clerk/ RFO</p> <p>RFO</p>
10	<p><b>Correspondence – circulated to Councillors.</b> Circulated to Councillors and noted.</p>	
11	<p><b>Play Areas / Recreation Field – to report any matters needing attention.</b></p> <ul style="list-style-type: none"> <li>o <b>Report on the work required to resolve the surfacing material defects at St Ive Recreation Ground – update.</b> Advice was being sought from play equipment providers and surfacing companies along with quotes to rectify the surface defect.</li> <li>o <b>Requirements from Pensilva Football Club for the coming season.</b> Various options were discussed to allow ease of access to the changing rooms for the football club. Cllr P Haines proposed that a lock be installed on the outer door and a key given to the football club manager. This was seconded by Cllr I Vaughan and unanimously agreed. Cllr I Vaughan reported the holes in the football club’s container that required repairing. The supporters stand also required some maintenance or should otherwise be closed or removed.</li> </ul>	
12	<p><b>Millennium House –</b></p>	

	<ul style="list-style-type: none"> <li>○ <b>To discuss the opening of the building following the Coronavirus (Covid 19) lockdown and what actions need to be taken – update and changes since the last meeting and the way forward from the 1<sup>st</sup> September 2020.</b> Plans were being made to open the building on the 3<sup>rd</sup> September 2020 and discussions were being held with staff. Covid restrictions will be applied and notices and screens installed. The Mel bar would open on Thursday, Friday and Saturday nights with covid recording in place for those who attended. Hand sanitisers were being fitted in areas around the building.</li> <li>○ <b>Update on the new BT telephone system and fibre connection.</b> The Clerk reported that BT now required an installation fee of £125 and this had not been agreed as the contract for the work had been issued in October 2019. The system had still not been installed; with many questions raised about the provision of the fibre connection.</li> <li>○ <b>Update on the PWLB application and the work to replace the roof.</b> The Clerk will ask the Finance Officer to submit the public works loan application. It was proposed by Cllr P Haines, seconded by Cllr M Carr and unanimously agreed the loan be obtained and work be carried out as soon as possible. Cllr M Carr suggested that light tubes / sky lights be installed. The Clerk will seek clarification on costs for this.</li> <li>○ <b>Mel Bar payment methods.</b> Cllr I Vaughan proposed that the contract dates for the EPOS system be confirmed and, if possible, it be cancelled and enquiries made for an alternative cash recording register. The system appeared to be too complicated for the requirements needed in the bar and it was felt costs could be saved by removing it. This was seconded by Cllr P Haines and unanimously agreed. It was proposed by Cllr I Vaughan, seconded by Cllr A Moss and unanimously agreed that enquiries be made to replace the card machine, to reduce monthly charges should the Council be able to cancel the current contract.</li> </ul>	
<b>13</b>	<p><b>Parish Matters to be reported and noted by the Clerk. Items for the next Agenda.</b></p> <ul style="list-style-type: none"> <li>○ The Chairman thanked Cllr S Reilly for her work in co-ordinating volunteers throughout the Coronavirus lockdown.</li> </ul>	
<b>14</b>	<p><b>Date of the next Meeting – Monday, 14<sup>th</sup> September 2020.</b> It was agreed that future meetings be held in the Millennium House, Pensilva to allow for social distancing.</p>	
<b>15</b>	<p><b>To close the Meeting to the press and public.</b> There being no further business, this part of the meeting closed at 9.05pm. Cllr N Libby left the meeting along with the member of the public.</p>	

16	<p><b>Closed Session, if required to discuss staffing or confidential matters.</b></p> <ul style="list-style-type: none"> <li>○ <b>Millennium House staff and the forthcoming changes to the furlough payment scheme. To discuss staff roles from the 1<sup>st</sup> September 2020.</b></li> </ul> <p>It was noted that the Clerk and Finance Officer had not been furloughed. The Caretaker and Cleaner were now part furloughed and part working. The rest of the staff remained on the furlough scheme although this would change when the bar and building re-opened. Further staff meetings were being held and all employees were being kept up to date with the staffing arrangements and the furlough payment scheme; some contracts may be reviewed. Staff will also be given the opportunity to address their concerns and future working arrangements. Cllr M Carr suggested that a joint meeting be held between the Personnel &amp; Staffing Committee and the Millennium House Management Committee.</p> <ul style="list-style-type: none"> <li>○ <b>Staff annual leave.</b> To be discussed with employees.</li> </ul> <p>The meeting closed at 10.00pm.</p>	
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Dated. 14<sup>th</sup> September 2020

Signed.