

# CARDINHAM PARISH COUNCIL

## MINUTES OF COUNCIL MEETING

**Held at Cardinham Parish Hall on Tuesday 17<sup>th</sup> May 2016**

### Annual General Meeting

**Present:** Councillors J Best, G Tucker, G Rogers, P Tucker, T Irwin, Dr P Claridge, S Smart and T Keat, and Cllr Batters. There were 7 members of the public present.

#### **Election of Officers:**

**Chairman:** Cllr Best Proposed by Cllr G Tucker, seconded by Cllr T Irwin

**Vice- Chairman:** Cllr G Tucker Proposed by Cllr J Best, seconded by Cllr T Keat.

**Sub-committees** (proposers and seconders shown for any new members of the committees):

**Personnel:** Cllrs J Best, S Smart, G Tucker, P Claridge (proposed Cllr G Tucker, seconded Cllr S Smart)

**Finance:** Cllrs J Best, G Tucker, G Rogers (Cllrs T Keat proposed, J Best seconded), P Claridge (Cllrs G Tucker proposed, G Rogers seconded), T Irwin (Cllrs P Tucker proposed, S Smart seconded).

**Footpaths:** Cllrs J Best, T Irwin, G Rogers, G Tucker, P Tucker (Cllrs J Best proposed, G Tucker seconded)

**Cemetery/Burial:** Cllrs J Best, G Rogers, P Tucker, G Tucker

**Parish Hall Representative:** Cllr G Tucker

**Health and Safety:** Cllrs T Keat, G Tucker

**Emergency Plan:** Cllr S Smart

**Neighbourhood Plan:** to be discussed at a later date.

**Scrutiny Coach:** Cllr T Irwin (Cllrs S Smart proposed, P Claridge seconded) This is a new post, the aim of it is to be aware of regulations and rules and to raise any queries that may arise. Cllrs G Tucker and G Rogers supported this. Cllr T Keat registered his disagreement regarding the creation of this post, the reason being that there is already too much office work being done.

**Website Action Team:** Cllrs S Smart and P Claridge agreed to continue in updating, editing and running the website. Cllr J Best will assist.

#### **County Councillors**

Councillor Batters had provided a copy of his annual report for 2015/16. There was little to report. He had addressed the concerns of residents at Little Downs regarding parking of vehicles. Cllr S Smart raised the topic of the Cornwall Council map. Reported an issue with one of the drains in the road.

#### **Public Session**

Mr Bonker thanked the Councillors for adding relevant documents to the website. He mentioned correspondence through Mr Mansell which raised the issue of mediation. Mr Bonker said he welcomed this and he had agreed to go along with Mr Mansell's suggestion.

Cllr Batter left the meeting

Mr Martin gave a report of the A30 dualling. Cllr T Keat pointed out that trees may need to be cut back along the proposed night time route which will operate on the 5 nights when the A30 is closed. Mr Martin agreed to look into this. Cllr G Rogers asked about the cycle signs and would Highways repair/replace them once the roadworks are completed. Cllr Smart asked about the planting/landscaping once the roadworks are complete.

### **092/16 Apologies**

Mr Ridgewell.

### **093/16 Declaration of Interest**

None

### **094/16 Minutes of the Previous Meeting of 19<sup>th</sup> April 2016**

The minutes of the previous meeting held on 19<sup>th</sup> April 2016 had been circulated. There were amendments to the minute 078/16 to include 'for 2 years' re the expenses, and minute 090/16 to include the phrase 'in the rally' then it was proposed by Cllr S Smart and seconded by Cllr G Rogers that once the amendment had been added, these were then a true record of the meeting and were approved.

### **095/16 Minutes of the Previous AGM of 16<sup>th</sup> June 2015**

Cllr G Tucker proposed and Cllr G Rogers seconded that these were a true record of the meeting and were signed

### **096/16 Matters Arising**

Minutes of 19<sup>th</sup> April – Gypsy Lane is washed out – to notify Cllr Batters it's a health and safety issue. Minutes of June 16<sup>th</sup> 2015 – to be noted that Cllr Best is the Community Network Rep.

### **097/16 Correspondence**

1. Cornwall Council road closures.
2. Report from Kier on A30 Dualling
3. Email from Mr Mansell forwarding Mr Bonkers correspondence re draft minutes, documents not published, and mediation
4. Casual Vacancy notice
5. CLA Public Admin Licence – copyright compliance and NALC Response
6. Cllr Martin's Resignation letter
7. Cllr Frost's resignation
8. Cornwall Council emails regarding Sarah Arden unable to attend on Saturday 7<sup>th</sup> May.
9. Community Network correspondence
10. Police report
11. Clean Earth new contact details.
12. Email from Pete Crier to say well done and thank you to the Parish Council for the Bonfire and BBQ on 21<sup>st</sup> April.

### **098/16 Finance Report and Payment of Accounts**

Budget and balance figures to be shown on the Finance statements as from June going forward. The insurance renewal had been received. Cllr T Keat requested that this be looked into and further comparable quotes be obtained before the renewal date of 1<sup>st</sup> June.

The income and expenditure report for May showed:

Receipts of £6263.92 made up as follows:

£6000 precept for 6 months to 30 Sept

£263.62 support grant for 6 months to 30 Sept

Payments of £921.50 made up as follows:

J Best £32.99 (Reimbursed for supplies for the BBQ)

T Irwin £99.49 (Reimbursed for supplies for the BBQ)

Cardinham Parish Hall £30.00

Servicing the Church Clock £171.60

Independent Internal Audit £125.00

J Wilson Clerk's wages and expenses £377.22

HMRC £85.20

Cllr T Keat queried the amount of the Hall rental.

Cllr S Smart proposed and Cllr P Tucker seconded to approve the payments and sign the cheques.

All in favour.

#### **099/16 Mandate for signatory for cheques**

Cllr T Keat proposed and Cllr S Smart seconded to have 2 new signatories and these should be Cllr P Claridge and Cllr P Tucker.

#### **100/16 Annual Return and Internal auditors comments**

The Annual return and internal auditor's comments were reviewed and Cllr S Smart proposed and Cllr P Tucker seconded to adopt these accounts as a true record. Cllr Best and Clerk signed and dated the Annual Return.

Clerk to write to the companies which have not cashed the cheques from previous years.

#### **101/16 Review of Standing Orders and Financial regulations**

Cllr P Claridge had read through the current NALC model documents and applied these to Cardinham, resulting in a slightly shorter but more appropriate document in each case for a smaller parish council. The Parish Council is grateful for the time spent by Cllr Claridge on this.

Cllr S Smart suggested these documents could be used as working documents to be reviewed in say 3-6 months. Limit of £200 for Chair and clerk to access in an emergency, where a meeting cannot be convened in time.

#### **102/16 Adoption of Standing Orders and Financial regulations**

Cllr G Tucker proposed and Cllr P Claridge seconded to adopt these Standing Orders and Financial Regulations for use by Cardinham Parish Council as from May 17<sup>th</sup> 2016.

#### **103/16Planning Application**

PA16/04147 1 Dreason Barns, Lanhydrock, Bodmin PL30 4BG. Prior approval to convert units 1 and 2 Dreason Offices from B1(a) to one C3 residential unit. Cllr S Smart proposed and Cllr G Tucker seconded to support. All in favour apart from Cllr T Keat who abstained.

#### **104/16 Planning Decisions**

**Planning Approvals**

PA16/01537 3 Dreason Offices – Approval for change of use from offices to single dwelling.

**Planning Refusals**

None

**Planning Appeals**

None

**105/16 The Queen's Birthday Celebrations**

The Hall is booked, Chairman has put an item in the magazine to advertise the event. Will be a free event. Donations from the BBQ amounted to £130.15, this amount to be put towards any items required for the tea party. Time will be 3-5pm on Sunday 12<sup>th</sup> June. Group photograph to be taken between 4-4.30pm All to bring a plate/donation of food.

**106/16 Neighbourhood Survey/ Emergency Plan**

Sign up forms to go on the website. Ana Johnson to begin the training on 6th June. Cllr S Smart proposed the resolution to pay the monthly charge for training each Monday (1<sup>st</sup> Monday in the month) Cllr G Tucker proposed to pay the 3 monthly charge then review, Cllr S Smart seconded. Majority in favour. Cllr T Keat abstained. Lions club emergency bottles to be obtained. Map of fire hydrants to be obtained.

**107/16 Website**

Letter to Sue to thank her for the work done. Cllr S Smart proposed and Cllr G Rogers seconded to go live with the website as from 1<sup>st</sup> June.

**108/16 Footpaths**

Footpath 508/12 now sorted. Gypsy Lane is a Health and safety issue unsuitable to be used at present unless with great care. Footpath 508/321 and 508/322 – note the bridleway runs down the road and not through the field.

**109/16 Highway matters**

Road is still bad by Cardinham School – to be reported again.

**110/16 Dualling the A30 update**

Mr M Martin provided the current list of updates.

**111/16 Defibrillator and associated issues and Millpool Kiosk**

Nothing to discuss.

**112/16 Parish Matters**

- Thank you letter to be sent to Mick Martin and Mike Frost from Chairman. Chair also to write to Mike Rowe.
- Cllr T Keat reported £800 raised for kidney research through the Tractor Run.
- Phone box to be painted and area cleared.
- Eager Beaver – Date now arranged for them to carry out the work.

- Grass cutting – Mr Solomon will carry on with the maintenance, to be agreed every 5 years going forward. – 10 cuts per year and verges also to be done.

**113/16 Items for the next agenda**

- Millpool to be added to June agenda.

There being no further business the meeting was closed at 10.10pm

Chairman:

Date: 21<sup>st</sup> June 2016.