

Minutes of the Meeting of St Mabyn Parish Council held in the Memorial Hall, St Mabyn on Tuesday, 6th June 2017 at 7.30pm.

Present: Cllrs. M Grigg (Chairman), Mrs C Daniels, J Gillespie, Mrs C Bray, R Chadwick.

Also attending: Cllr Steve Rushworth, Dave Masters

Item No.		Action by
1	<p>Meeting opened at 7.40pm. Public Participation: Mr Steve Rushworth introduced himself as the Cornwall Councillor for the St Mabyn, St Issey and St Tudy ward and was keen to involve himself as much as possible with St Mabyn matters. He hopes that Cornwall Council will still have funds available for projects in the district (Community Chest) and would welcome requests for projects needing funding.</p> <p>Mr Dave Masters explained his reasons for standing down at the end of the last term, and spoke to the Parish Council about his reasons for standing for co-option at this time.</p>	
2	<p>Apologies for absence were received from Cllrs. Mrs P Lloyd, Mrs A Batchelor and Mr G Martin. Cllr Alf Fynamore was not in attendance.</p>	
3	<p>Members Declarations of Interest: None declared.</p>	
4	<p>Minutes: The Minutes of the Extraordinary meeting on 2 May, Staffing Committee Meeting on 2 May and Meeting between Clerk, Chair and Vice Chair on 9 May 2017 were confirmed and signed by the Chairman.</p>	
5	<p>Matters Arising: None</p>	
6	<p>Parish Council advertised vacancy: The Parish Council discussed the only applicant, Dave Masters, and resolved to co-opt him at this meeting. Proposed – Jake Gillespie, seconded Carol Bray, all in favour. Dave signed his Declaration of Acceptance of Office, and received the file with all documentation required. He will return his Register of Interests form to C Daniels who will send to Cornwall Council.</p>	DM CD
7	<p>Administrative matters: The Parish Council resolved to formally adopt the Code of Conduct April 2017. Proposed C Daniels, seconded C Bray, all in favour. The Parish Council resolved to amend the Standing Orders as per advice from Cornwall Council Standards Committee, to insert the phrase: “All councillors shall undertake training in the Code of Conduct within six months of the delivery of their Declaration of Acceptance of Office” Proposed R Chadwick, seconded J Gillespie, all in favour. The Parish Council resolved to stop the investigation into the matters relating to</p>	

	<p>the failure to reclaim VAT due to the resignation of the Clerk. Proposed, R Chadwick, seconded C Bray, all in favour.</p> <p>After a discussion regarding the bank account signatories, the Parish Council resolved to remove all signatories from the bank account who were no longer Councillors, and to add four Councillors, so that seven would be able to sign documents and cheques (three are required for each action) Proposed J Gillespie, seconded C Daniels, all in favour.</p>	CD
8	<p>Planning Applications/Planning Matters: PA17/04569- Land South of Penwine Farm, Longstone</p> <p>C Bray gave a report on behalf of the Planning Committee and the Parish Council gave their support for this application. C Bray will email the planning officer to record the comments.</p>	CB
9	<p>Accounts/Financial Matters:</p> <p>Audit 2016/17: C Daniels reported that the audit was with Linda Coles and there would need to be an extraordinary meeting of the full Parish Council to go through the audit and sign it off, if correct, by 30th June deadline, to then send to Grant Thornton as the external auditor to be completed by the agreed delayed date of 23rd July 2017. The Parish Council resolved to hold an extraordinary meeting on 20th June at 8pm to discuss the audit with Linda Coles. C Bray gave apologies as unable to attend on that date.</p> <p>The Parish Council reiterated the position by which they are not able to pay for any work undertaken in retrospect . If there is a blockage in the sewerage system at the public toilets, the procedure to follow is to use appropriate signage to show the toilets are out of use, inform members of the Parish Council (Mark Grigg, Jake Gillespie and Charlie Daniels in the first instance) who will then decide on the appropriate course of action and agree costs, if any, that are involved.</p> <p>Cheque numbers 1751 to 1760 were issued at the meeting, details of which will be on the account spreadsheet on the Parish Council website, and were issued for; memberships, grass cutting, stationery and administrative expenses, footpath maintenance, cleaning, and repairs to play equipment.</p>	CD CD CD
10	<p>CC LMP Footpaths:</p> <p>C Daniels explained the information received from Cornwall Council regarding footpath maintenance and the Parish Council resolved to review procedures for the current year at the next meeting. Richard Bray to review the map provided. C Daniels to invoice Cornwall Council for the 2016/17 year as per their advice.</p>	R Bray CD
11	<p>Playing Fields:</p> <p>Monthly inspection showed no new problems. Report from RoSPA to be deferred to July meeting. Grass is being kept to a much better standard and the committee are pleased with the contractors. C Daniels to contact contractors to ask them to undertake their cut of the hedge of Watergate Lane and the boundary on Station Road.</p> <p>New plans: The Parish Council resolved to accept the quote from Schoolscapes for Phase 1 of the new equipment plans to the amount of £15,934.67 plus VAT. Proposed R Chadwick, seconded Dave Masters, all in favour.</p>	CD

12	Neighbourhood Plan: J Gillespie updated the Parish Council on the status of the plans, and that the area had been officially designated by Cornwall Council	
13	Training: 14 th June – Planning Induction training at Chy Trevail – C Bray, J Gillespie, G Martin 11 th July, 5.30-7.30pm - Code of Conduct at Chy Trevail	
14	Correspondence: C Daniels read out correspondence received – defibrillator information given to C Bray, burial information deferred to following meeting.	
15	To Agree/Discuss: Community Network - Report from G Martin regarding CCTV cameras at event in Camborne noted. Next meeting Weds 14 th June at Egloshayle Pavilions. Parish Council on-line presence and use of social media deferred to next meeting.	
16	Parish Matters/Any other business: Public toilets – windows are in, invoice to follow, need to schedule date to repaint interior. Outside light reported as broken again. It was noted that each time a new LED bulb is fitted, however, the bulbs being removed when broken are energy saving ones and not the ones the Parish Council are replacing. Car Park Area for the Playing Fields – D Masters to give form to C Daniels to look over and ascertain what information is required from the Playing Fields Committee as the upgrading of the equipment is directly related to the need for adequate parking facilities. Old equipment – the Parish Council resolved to give the old metal slide that was removed from the wendy house structure as unfit for purpose and unusable, to Tom Bray for a donation of £40 towards new equipment. Proposed R Chadwick, Seconded J Gillespie, all in favour. Locum Clerk – Quotes were received from a company who provide locum clerks and from Linda Coles. The Parish Council resolved to ask Linda Coles to be the Locum Clerk from the July meeting if possible, as she offered better value for money. C Daniels to contact her and agree a suitable contract of hours and work anticipated to be completed in that time-frame. It was noted that more hours than normal might be necessary to catch up on paperwork and also to check that documents are correct.	DM/CD RC CD
17	Date of the Next Meeting: Tuesday 20 th June 2017 – 8pm – Extraordinary meeting of full council for Audit 2016/17 Tuesday 4 th July 2017 – 7.30pm – Full Council Meeting	
18	Meeting Closed at 10.40pm.	