

Minutes of the Annual General Meeting of St Mabyn Parish Council held in the Memorial Hall, St Mabyn on Tuesday, 5th May 2015 at 7.30pm.

Present: Cllrs. Mrs A Martin, Mrs P Lloyd, Mrs C Bray, D Masters, A Fynamore, R Chadwick, C Walker. Cllr M Grigg (arrived at 7.50pm).

Also attending: Mrs J Hoskin (Parish Clerk)
One member of the public

In the absence of Cllr M Grigg (Chairman), it was agreed that Cllr Mrs A Martin chair the meeting until Cllr M Grigg arrives delaying Agenda Items 4 and 5 if necessary.

1. Public Session: Cllr Mrs A Martin welcomed everyone to the meeting and invited the member of the public to address the Council, if they so wished. There were no matters reported.

2. Apologies for absence were received from Cllr. R Clark.

3. Members Declaration of Interest: None declared at this stage of the meeting.

6. Minutes: The Minutes of the Annual Parish Meeting and Parish Council Meeting both held on the 7th April 2015 were approved and signed by Cllr Mrs A Martin following an amendment to the Parish Council Minutes - Item 11 Clerks Appraisal – Cllr A Fynamore will also conduct the appraisal, and Item 12 School Academy – to read 'Cllr C Walker' and not 'Cllr C Willett'.

7. Matters Arising: There were no matters arising from the minutes.

8. Planning Applications / Planning Matters: There were no applications presented for consideration at this meeting and no decisions reported.

Planning Application PA15/02291 Mr & Mrs P Abbott,

(Cllr M Grigg arrived and took the Chair)

4. Election of Chairman and Vice Chairman for the forthcoming year:

Chairman – It was proposed by Cllr Mrs A Martin and seconded by Cllr A Fynamore that Cllr M Grigg be elected as Chairman. There were no other nominations. All were in favour. Cllr M Grigg accepted the position.

Vice Chairman – It was proposed by Cllr D Masters and seconded by Cllr Mrs C Bray that Cllr Mrs A Martin be elected as Vice Chairman. There were no other nominations, all were in favour. Cllr Mrs A Martin accepted the position.

5. Election of Sub-Committees (Staffing & Contracts, Planning) and to elect representatives for the Community Network Meetings, Village Hall Committee:

Councillors were elected onto the following committees and nominated as representatives for the following organisations:-

Staffing & Contracts – Chairman, Vice Chairman, Cllrs. A Finnmaore, Mrs C Bray (proposed Cllr C Walker, seconded Cllr R Chadwick, all in favour)

Planning – Cllrs. Mrs C Bray, D Masters, Mrs A Martin, M Grigg, C Walker (proposed Cllr A Finnamore, seconded Cllr Mrs P Lloyd, all in favour).

Community Network Meetings – Cllr. Mrs A Martin (proposed Cllr C Walker, seconded Cllr A Finnamore, all in favour). The Clerk also attended these meetings, when available.

St Mabyn Village Hall Committee – Cllrs. M Grigg, Mrs P Lloyd (proposed Cllr Mrs A Martin, seconded Cllr R Chadwick, all in favour).

Treworder Community Fund & other Community Projects – Cllrs. Mrs A Martin, C Walker (proposed Cllr Mrs P Lloyd, seconded Cllr D Masters all in favour).

9. Accounts/ Financial Matters: The Council approved the cheque payments presented. The finance report is issued as Part 2 of these minutes.

It was noted that a retrospective payment was being made for repairs to the public toilets. Councillors approved the payment as a 'one off' and agreed that any future work, for the toilets or any other matters, must be authorised by the Clerk or Chairman prior to work being carried out, with estimated costs if available.

Audit of Accounts for 2014/2015: The Clerk reported that the audit notice had been posted on the notice board, and the audit had been booked for the 15th June 2015.

10. CC LMP Footpaths – update on trimming of paths: A list of materials required by the contractor was passed to the Clerk to order from Cornwall Council. The path from Tregaddock to the Chapel required cutting.

11. Playing Field: Cllrs. Mrs A Martin and Mrs C Bray reported on recent inspections identifying that a section of the surface material below the multi-use roundabout needed repairing. There was a hole in the net on the tower frame. The material on the cradle swing seat had started to perish. Cllr R Chadwick stated that the shackles on the toddler swings would need to be replaced in the future, and two wood battens had been broken off.

It was agreed that the Clerk analyse the work required and ask the Outdoor Play People to submit a quotation for this work.

Cllr D Masters had fitted the new padlock on the main entrance gates. Keys will be kept at the Post Office / Shop, with additional keys kept by Cllr D Masters, the Parish Clerk and the appointed grass cutting contractor.

The Clerk will order the fencing materials from Travis Perkins, required for the boundary hedge.

The ROSPA inspection report had been received and would be circulated amongst Councillors.

Cllr C Walker offered to carry out the inspections for the forthcoming month. Cllr Mrs P Lloyd offered to help, if needed.

Additional quotations will be obtained for the tree work required.

12. Correspondence:

- **Smiths of Derby – Annual Clock Service Plan Offer:** The Council agreed to enter into a three year agreement with Smiths of Derby for the servicing of the parish clock.
- **Cornwall Council – Code of Conduct Training:** Dates and venues in May, July, September.

- **Victim Care / Devon & Cornwall Police:** Information on the scheme supporting victims of crime.

13. To Agree / Discuss:

- **Provision of a Parish Council website:** Cllr C Walker reported that the website was in progress and offered to manage the website when completed.
- **Report from Community Network Meeting:** Nothing to report, no meetings held. Date of the next meeting, Thursday, 11th June 2015. The Clerk had received a publication from Cornwall Council 'A public guide to Community Network Panels'
- **Providing a defibrillator for the parish – update:** Cllr Mrs C Bray reported that she was awaiting delivery of the defibrillator.
- **Replacing / relocating the bus shelter in the village:** Nothing to report. Costs were being obtained. It was suggested that Cormac be asked to provide a cost for a basic shelter.
- **Location of bus stopping at Longstone:** The Clerk had received an email from Mike Green (Cornwall Council Passenger transport Section) who had agreed investigate the Parish Councils concerns and report back.
- **Grass Cutting Contract 2015-2016:** Appointment of contractor deferred to a closed session at the end of this meeting.
- **Change of access arrangements for public toilets / removal of concrete base on old canteen site:** It was agreed that the concrete base needed to be removed for health and safety, to allow a smooth access to the public toilets now that access via the village hall had been changed. It was suggested that an identified strip be made to protect public access and prevent vehicle parking. Estimated costs for this work will be obtained.
- **Parish Council Vacancy:** The Clerk reported that the vacancy left by the resignation of Mr Mark Menhenitt would be advertised after the general election (7th May 2015).
- **Arrange a date for the Clerks annual appraisal:** To be arranged by the Staffing Committee.

14. Parish Matters / Any other Business:

- **CALC Councillor Training:** Cllr Mrs P Lloyd will attend the 'Being a better Councillor training' in Truro on the 16th May 2015.
- **Parking on verge at Greenwix:** It was noted that the white van continued to park on the highway grass verge at Greenwix. Details had been passed to Cornwall Council to investigate.
- **Provision of a Car Park:** Cllr C Walker notified the meeting that plans for a car park on land adjacent to the school / village hall were progressing through the School Academy (removal of concrete base discussed under Item 13 of this meeting).
- **New Notice Board:** The new notice board for Station Road had been received. Once fixed, it was agreed that this becomes the main notice board for the Parish Council although agendas will continue to be posted on the notice boards outside the village hall and at Longstone.

15. Date of next Meeting: Tuesday, 2nd June 2015.

16. To close the Meeting: There being no further business the meeting closed at 9.18pm – to be followed by a closed session to discuss the grass cutting contract for 2015/2016.

Dated: 2nd June 2015

Signed: