

St Mabyn Parish Council

Minutes of the Meeting of St Mabyn Parish Council held in the Memorial Hall, St Mabyn on Tuesday 3rd October 2017 commencing at 7.30pm.

Present: Cllrs J Gillespie (Vice Chairman), Mrs C Daniels, G Martin, Mrs C Bray, D Masters and R Chadwick

In Attendance: Mrs L Coles, Locum Clerk

There were no members of the public present

Item No		Action by
	In the absence of Cllr M Grigg, Chairman, Cllr Gillespie chaired the meeting.	
1	Apologies Apologies were received and accepted from Cllr Grigg, Cllr Batchelor, Cllr Lloyd, Cllr Finemore and Cllr Rushford (Cornwall Council)	
2	Declarations of Interests a) Agenda Items. Cllr Martin declared an interest in Item 15 a). A cheque for his expenses is included in this item. He will remain in the room but will not vote. b) Gifts. None declared	
3	Written Requests for Dispensations None received	
4	Public Participation There were no members of the public present.	
5	Response to public Participation Not applicable.	
6	Planning a) Planning Applications received before the Agenda finalised: None received. b) Planning Applications received after the Agenda finalised: None received c) Planning decisions notified by Cornwall Council: None received d) Other Planning Matters: The Clerk will try and sort out the problems with accessing the Portal on the Cornwall Council Website.	Clerk
7	Minutes of the St Mabyn Parish Council Meeting held on Tuesday 5th September 2017 Subject to the amendment as follows: <i>Cllr D Masters name to be added to Item 1. Apologies</i> , it was RESOLVED to sign the Minutes as a true record of that meeting. Proposed by Cllr Martin, seconded by Cllr Bray with all in favour.	
8	Matters arising from the above Parish Council Minutes and Action Tracker Page 9, Item 13. The flashing speed sign has been removed from Longstone and the data is being collated. The next stage will be a police presence if evidence of the data is required.	

9	<p>Parish Council Policies and Procedures.</p> <p>a) Social Media Policy. The Clerk circulated a draft policy for consideration and adoption which the Members read through. It was RESOLVED to adopt the Policy. Proposed by Cllr Gillespie, seconded by Cllr Martin with all in favour.</p>	
10	<p>Playing Fields</p> <p>Cllr Chadwick has inspected the playing fields. Cllr Daniels handed the Clerk the reports on the play equipment etc. One picnic bench has collapsed entirely and Cllr Daniels will ask Schoolscapes to take it away in the skip when they attend to complete the installation of the new equipment, which is due on the 10th October. Cllr Daniels has been unable to get quotes for the repair to the timber tower steps. Cllr Daniels will ask Richard Bray whether he can carry out a like for like repair and quote for the work. The concrete under the toddler swing seat is now visible and Cllr Daniels will ask Schoolscapes to cover this over. The tyre swing will be put back now that the bearing has been repaired by Cllr Chadwick and Cllr Masters. Cllr Chadwick will put more cable ties on the goal nets. It was agreed to defer a decision on the repair to the roundabout until next year. It was reported that Ramshackle Cottage is making a marvelous job of the hedge. Cllr Daniels has ordered the cradle swing but has not heard anything from the suppliers. Cllr Daniels will chase this up. The car park at the playing field a proposal has been put forward but an architects plan is needed (a two-scale plan).</p> <p>It was reported that the application to the Treworder fund has been successful. The Clerk has confirmed acceptance of the grant and the funding for the Roll Up bars will be in the Parish Council's account by the 13th October.</p>	<p>Cllr Daniels</p> <p>Cllr Daniels</p> <p>Cllr Daniels</p> <p>Cllr Chadwick and Cllr Masters</p> <p>Cllr Daniels</p>
11	<p>Neighbourhood Development Plan</p> <p>Cllr Gillespie said that a public meeting was held last Thursday and 30 – 40 people attended and took away a questionnaire. The next stage is to distribute a questionnaire to everyone in the Parish and a discussion followed about how this could be achieved. It is hoped to get all the questionnaires back by the end of November and then the data will be collated. There is a need to reimburse Cllr Batchelor for the costs that she has incurred so far. Cllr Gillespie reported that he met with Lord Matthew Taylor last weekend who has a great deal of knowledge about NDPs and is willing to help. The Questionnaire has been put on the Parish Council website for people to access. Following discussion, it was RESOLVED to engage the Clerk to carry out the admin duties for the NDP, 8-12 hours per month, proposed by Cllr Daniels, seconded by Cllr Masters with all in favour.</p>	
12	<p>Footpaths</p> <p>Richard Bray has cut some of the footpaths but needs some 6 posts and discs (way markers). The Clerk will order these from Cornwall Council. It was reported that the Parish Car Park at Chapel Lane has become overgrown and saplings are pushing their way through the surface. Richard Bray will be asked to look at this and carry out any remedial work.</p>	<p>Clerk</p>

	<p>The bridleway at Polglaze has become overgrown and Cllr Daniels will contact the landowner in the first instance.</p> <p>Cllr Masters reported that he had walked the Parish Boundaries, it had taken three days to do so, and some of it is impassable.</p>	<p>Cllr Daniels</p>
13	<p>Highway Matters</p> <p>Cllr Daniels has reported more potholes on Watergate Lane.</p> <p>The trees at Longstone, near the Notice Board, are overgrown and the branches are touching the houses. Cllr Chadwick will ask the Landowner to cut this back.</p> <p>Cllr Masters reported parking on the pavement in Station Road, schoolchildren are having to walk in the road to pass the parked vehicles. It was RESOLVED that a Notice will be put on the windscreens of the offending vehicles, proposed by Cllr Bray, seconded by Cllr Daniels with all in favour. Clerk to produce the notices and send to Cllr Masters.</p> <p>It was reported that there is a spotlight to light the parking at the bungalow opposite the exit of Watergate Lane, in Station Road.</p>	<p>Cllr Chadwick</p> <p>Clerk</p>
14	<p>Correspondence</p> <p>a) Letter received from the Local Government Boundary Commission regarding the consultation that will now take place. The Clerk will email the links to the Members.</p> <p>b) CALC – an invitation had been received from CALC to a Conference at County Hall regarding the mapping of the Wards for Cornwall because of the reduction in the number of Cornwall Councillors. The Clerk will book places for Cllr Martin and Cllr Daniels to attend.</p>	<p>Clerk</p> <p>Clerk</p>
15	<p>Finance</p> <p>a) It was RESOLVED to sign the cheques covering the Clerk’s wages/expenses for September and other payments as follows:</p> <ul style="list-style-type: none"> • 001810 - L Coles, Clerk’s September Salary and expenses • 001811 – Post Office, HMRC Clerk’s PAYE Sept - £68.74 • 001812 – B V McNary, Toilet & bus shelter Cleaning - £80.00 • 001813 – G Martin, expenses for Cllr training @ Bude - £22.95 • 001814 – BT, Adoption of Telephone Kiosk @ Longstone - £1.00 • 001815 – Schoolscapes Ltd, Invoice 1660 Roll Over Bars – £594.00 • 001816 – R M Bray, Footpath cutting - £45.00 • 001817 – C J Hyde, Cemetery maintenance - £50.00 • 001818 – Suntrade, Tremeer Construction, new UPVC windows for public toilets - £735.00 <p>Proposed by Cllr Daniels, seconded by Cllr Chadwick, 5 votes for and 1 abstention.</p> <p>Receipts. It was reported that the following income has been received:</p> <ul style="list-style-type: none"> • Cornwall Council Precept - £10,500.00 	

	<ul style="list-style-type: none"> • Cornwall Council CTS Grant - £274.26 • HMRC VAT Reclaim for 2016/17 - £703.29 <p>b) To RESOLVE to adopt the telephone Kiosk at Longstone. Proposed by Cllr Martin, seconded by Cllr Gillespie with all in favour.</p> <p>c) The Clerk circulated copies of the draft budget for 2018/19 and proposals for the Precept to be discussed at the November meeting. Copies will be sent to the Members who were not present at this meeting.</p> <p>It was agreed that the Clerk will write to the Cleaner of the toilets and ask what the arrangements are.</p> <p>The Clerk will book places on the Code of Conduct Training for Cllr Batchelor, Cllr Finnemore and Cllr Masters.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
16	<p>Any Other Business (Items for report and interest only)</p> <p>Cllr Masters has been asked what the arrangements are for planting in the cemetery.</p> <p>The Clerk is still waiting for the names and addresses before the letter about large vehicles driving through the village can be sent.</p> <p>Cllr Martin had circulated two reports, the first on the Treworder Fund, already covered, and the second on his recent attendance at the Community Network Area Meeting. Cornwall Council is still investigating changes to the Refuse Collection. Wadebridge Academy School is up to capacity and future demand for places will have to be met by other schools. St Mabyn School is now at 84% capacity. There is a specialist employed by Cornwall Council who will give the Parish Council free trees if it wants to plant some.</p>	
17	<p>Closed Session. Pursuant to the Public Bodies (Admissions to Meetings) Act 1960 the press and public were excluded from the meeting and the Council moved into Closed Session.</p> <p>a) Staffing Matters</p> <p>It was RESOLVED to extend the Locum Clerk's contract until the end of March 2018. Proposed by Cllr Daniels, seconded by Cllr Bray with all in favour.</p>	
18	<p>Items for inclusion in future meetings.</p> <ul style="list-style-type: none"> • Public Toilets • Policies, Disciplinary and Grievance Procedures • Cemetery • Seat to be placed at Highgate • Parish Insurance • Budget and Precept 	<p>Clerk</p>
19	<p>Date of the next Parish Council Meeting.</p> <p>The next meeting of St Mabyn Parish Council will be held on Tuesday the 7th November 2017 commencing at 7.30pm.</p>	

There being no further business to transact the Chairman closed the meeting at 10.10pm

Signed.....Chairman. Date.....