

St Mellion Parish Council
Annual Parish Council Meeting
Tuesday 10th May 2016 at 645pm in the Church Hall, St Mellion

Minutes

In attendance

Cllr Ken Henley (outgoing and incoming Chair) (KH); Cllr Ian Waite (outgoing and incoming Vice Chair) (IW); Cllr Jean Dransfield (JD); Cllr Geoffrey Postles (GP).

Parish Clerk Christine Douglas (CD).

No members of the public.

1. Councillor matters

APCM2016-1.1 To receive apologies for absences

Cllr Anita Brocklesby (on holiday) and Cllr Steve Crook (away on business).

APCM2016-1.2 To receive declarations of pecuniary interests

None declared.

APCM2016-1.3 To receive declarations of non-registrable interests

None declared.

APCM2016-1.4 To approve written requests for dispensations

None submitted.

2. Current Chair's annual report

APCM2016-2 KH summarised work of the Parish Council for 12 months to 10.5.16 (attached).

3. Appointment of Chair for 12 months to May 2017

APCM2016-3 GP nominated KH; JD seconded KH; no further nominations were proposed. KH received a unanimous vote and was duly appointed Chair for 12 months to May 2017. KH signed the declaration of acceptance of office, witnessed by CD.

4. Appointment of Vice Chair for 12 months to May 2017

APCM2016-4 JD nominated IW; GP seconded IW; no further nominations were proposed. IW received a unanimous vote and was duly appointed Vice Chair for 12 months to May 2017.

5. Internal audit report for year ended 31st March 2016

APCM2016-5 All Councillors had read the pre-circulated internal audit report from Hudson Accounting Ltd and had no specific queries. The auditor's only recommendation was to amend Standing Orders and Financial Regulations to reflect the Public Contracts Regulations 2015 and implement systems to capture compliance. CD had requested advice on this from CALC.

It was proposed by KH, seconded by GP and **RESOLVED**

To accept the internal auditor's report for ye 31.3.16 and pursue the recommendation to amend Standing Orders and Financial Regulations to incorporate the Public Contracts Regulations 2015.

6. External audit submission for year ended 31st March 2016

APCM2016-6 All Councillors had read the pre-circulated draft of the annual return for ye 31.3.16 (dated 2.5.16), the accompanying DRAFT ii variance analysis, and actual receipts and payments vs budget for ye 31.3.16 (dated 13.4.16).

APCM2016-6i CD summarised actual receipts and payments vs budget for ye 31.3.16.

Councillors had no further queries.

It was proposed by IW, seconded by GP and **RESOLVED**

To approve the actual receipts and payments vs budget for ye 31.3.16 dated 13.4.16.

IW signed and dated the document.

APCM2016-6ii CD read out statements 1 to 9 of Section 1 (annual governance statement) of the annual return form. All agreed to answer 'yes' to statements 1 to 8 and 'not applicable' to statement 9.

It was proposed by GP, seconded by KH and **RESOLVED**

That statements 1 to 8 of Section 1 of the annual return should be answered 'yes' with statement 9 marked as 'not applicable'.

KH and CD signed and dated Section 1.

APCM2016-6iii CD explained draft figures for Section 2 (accounting statements) of the annual return form, plus the related variance analysis.

It was proposed by GP, seconded by KH and **RESOLVED**

To approve the figures in Section 2 of the draft annual return for ye 31.3.16 dated 2.5.16, and DRAFT ii of the accompanying variance analysis.

KH and CD signed and dated Section 2.

APCM2016-6iv CD summarised date options (confirmed by the external auditor, Grant Thornton) for publishing the annual return and allowing the public right of inspection. Councillors agreed to the earliest inspection period possible.

It was proposed by GP, seconded and IW and **RESOLVED**

To set the public inspection period from Friday 3rd June 2016 to Thursday 14th July 2016.

7. Review of Parish Council's policies and procedures

7.1 Standing Orders and Financial Regulations

APCM2016-7.1i KH confirmed that both documents (based on NALC's models of 2013 and 2014 respectively) were reviewed in their entirety and adopted on 9.12.14. Standing Order 17c and Financial Regulations 2 and 4 (to change financial reviews from bi-monthly to quarterly) were amended and adopted on 8.9.15. Standing Order 12 (Draft Minutes) was amended and adopted on 13.10.15. As per the internal audit report, further amendments are required to incorporate the Public Contracts Regulations 2015 (this is pending a response from CALC).

It was proposed by KH, seconded by IW and **RESOLVED**

That, with the exception of incorporating the Public Contracts Regulations 2015, no further amendments are required to current Standing Orders and Financial Regulations at present and they will be reviewed at the Annual Parish Council Meeting in 2017 or if/when significant need arises, whichever is sooner.

APCM2016-7.1ii The financial risk assessment approved on 14.7.15 to be reviewed pending approval of the insurance policy at item 7.3. Any amendments to be discussed and approved at the ordinary Parish Council meeting on 14.6.16.

APCM2016-7.1iii Other policies excluding those at 7.6, 7.7 and 7.8: KH confirmed that a significant number of policies had been approved relatively recently (i.e. in the last two years) and all will be included in the procedures manual that is work-in-progress.

It was proposed by KH, seconded by GP and **RESOLVED**

To review all remaining policies not discussed at this meeting at time of signing off the procedures manual.

7.2 Inventory of assets

APCM2016-7.2i The asset schedule dated 8.12.15 had been pre-circulated to Councillors.

It was proposed by KH, seconded by GP and **RESOLVED**

That the asset schedule dated 8.12.15 is an accurate reflection of current assets but will be updated if further assets are acquired or existing ones disposed of, and will be reviewed at the Annual Parish Council Meeting in 2017.

APCM2016-7.2ii In the absence of SC, it was agreed to defer review of the form for checking assets until the ordinary Parish Council meeting on 14.6.16

7.3 Insurance cover

APCM2016-7.3 The policy schedule from Zurich Municipal dated 7.5.16 had been pre-circulated to Councillors. CD recapped the key points and confirmed an annual premium of £277.97 for 12 months to 27.5.17. This was included in the payment schedule for the ordinary Parish Council meeting of 10.5.16.

It was proposed by KH, seconded by JD and **RESOLVED**

That the cover provided by Zurich Municipal in the policy schedule dated 7.5.16 is adequate, will be renewed for 12 months to 27.5.17, and reviewed at the Annual Parish Council Meeting in 2017.

7.4 Subscriptions to other bodies

APCM2016-7.4 The annual subscription to CALC for ye 31.3.17 is £154.61 +VAT = £163.80. This was included in the payment schedule for the ordinary Parish Council meeting of 10.5.16. There are concerns about the timeliness of responses from CALC but there are no alternative, affordable advisers for a Parish Council of St Mellion's size. KH has written to their Chief Executive and awaits a reply.

It was proposed by KH, seconded by GP and **RESOLVED**

To renew the annual subscription with CALC for ye 31.3.17 but pursue concerns re response times with their Chief Executive.

7.5 Representation on/work with other bodies and arrangements for reporting back

APCM2016-7.5 Three external groups were discussed with no further being suggested.

i. Cornwall Bus Forum meetings (three times pa): GP agreed to continue as Parish Council representative. CD to request meeting schedule from the organisers.

ii. Tamar AONB meetings (held ad hoc): GP agreed to continue as Parish Council representative.

iii. Cornwall Council Community Network Panel meetings: JD agreed to continue as Parish Council representative.

7.6 Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

APCM2016-7.6i The Publication Scheme approved on 14.1.14 had been updated with a change of email address and pre-circulated as 'DRAFT 5th May 2016'. Councillors discussed the content and also whether to publish the document on the Parish Council website.

It was proposed by KH, seconded by IW and **RESOLVED**

To approve the draft Publication Scheme dated 10.5.16 and review again at the Annual Parish Council Meeting in 2017 or if/when significant legal changes occur, whichever is sooner.

It was proposed by KH, seconded by IW and **RESOLVED**

To publish the approved Publication Scheme on the Parish Council website.

APCM2016-7.6ii Registration with the Information Commissioner's Office: CD confirmed there

is still a charge for this (£35 pa) but Government is looking to lift the fee.

It was proposed by KH, seconded by GP and **RESOLVED**

To renew the annual registration with the Information Commissioner's Office when this becomes due in November 2016 (at a cost of £35).

APCM2016-7.6iii Service Level Agreement (SLA) with Cornwall Council Legal Department for year ended 31.3.17: CD confirmed this is yet to be forwarded by Cornwall Council because of staff absence and illness. Cornwall Council has confirmed (email dated 6.5.16): "all existing agreements remain in force until a new SLA is issued." Current fee is £85 +VAT per hour.

It was proposed by KH, seconded by GP and **RESOLVED**

To review the impending Service Level Agreement with Cornwall Council's Legal Department for year ended 31.3.17 in a subsequent ordinary meeting and again when setting the precept for year ended 31.3.18 (i.e. during December 2016).

7.7 Policy for dealing with the press/media

APCM2016-7.7 KH confirmed this is included under Standing Order 21 and covered under item 7.1. Councillors had no suggested amendments.

7.8 Complaints procedure

APCM2016-7.8 KH confirmed this is included under Standing Order 14 and covered under item 7.1. Councillors had no suggested amendments.

8. Parish Council meeting schedule up to/including the 2017 Annual Parish Council Meeting

APCM2016-8i It was proposed by KH, seconded by GP and **RESOLVED**

To continue holding ordinary Parish Council meetings on the second Tuesday of each month, except August, at 7pm in the church hall, St Mellion.

APCM2016-8ii It was proposed by KH, seconded by GP and **RESOLVED**

To hold the next Annual Parish Council Meeting on Tuesday 9th May 2017 (directly after the Annual Parish Meeting of Electors and directly before the ordinary Parish Council meeting of that month).

9. Public comment

None.

10. Close

The Annual Parish Council Meeting 2016 closed at 740pm.

[The ordinary Parish Council meeting started at 745pm.]

I certify that these minutes are a true reflection of the St Mellion Annual Parish Council Meeting held on 10th May 2016.

Signed

Name Ian Waite

Position Vice Chair of the Parish Council

Date 14th June 2016

**St Mellion Parish Council
Annual Parish Council Meeting
10th May 2016
Chairman's Report**

Introduction

Councillors are now an established and cohesive group with some separate areas of expertise and responsibility. The Parish Clerk is now the established focal point.

Ongoing Themes from Last Year's Report

Planning

Because the national planning regulations have been amended and simplified it has become far easier to apply for planning and more applications are being raised. Some are just speculative but others need serious consideration.

Our Neighbourhood Development Plan (NDP) had to be postponed and then put aside due to lack of support, as only three of the original Steering Group remained active. This lack of an NDP leaves us vulnerable to even more planning applications and makes it harder for the Parish Council to plan ahead with the backing of parishioners.

Section 106 Projects

The A388 pedestrian crossing became too expensive and was dropped. Footpaths along 'Church Lane' are being investigated. Church Lane access-only was a complete failure as none of the promised police enforcement materialised. Bus shelters are now to be 4 in number, sites have been agreed locally and with Cornwall Council, specifications are nearly complete and additional funding has been obtained, so reducing the cost to the parish.

Relief Road

Although not on the monthly agenda it is still one of the items for future consideration.

Parish Council Finances

The precept remained at £9,800 for ye 31.3.17.

Parish Council Website

The Parish Council launched a website in 2015 (to comply with 'Transparency' legislation) and adopted the Church Hall as its official address. Parish Council meeting agendas and minutes, plus other statutory documents, can be viewed on-line.

New Items Arising

Average speed cameras went live in March 2015. A proposed safe passageway for cyclists, runners and walkers was initiated by St Mellion Parish Council and work continues into current year. Approval was gained to name Church Lane formally with road signs planned for current year. The Resort is for sale but no news on this as yet. The Parish Council continues to look for ways to allocate community benefit from the solar farm (plus the compensation payment, if/when it's received). Options have included land purchase and a fund for local community projects.

With that, I step down as Chairman for the current year.