

St Mellion Parish Council

Extraordinary Meeting

Tuesday 25th April 2017 at 710pm in the Church Hall, St Mellion

Minutes

In attendance: Cllr Ian Waite (IW), Chair; Cllr Geoffrey Postles (GP), Vice Chair; Cllr Steve Crook (SC); Cllr Jean Dransfield (JD); Cllr Alan Twist (AT); Christine Douglas (CD), Clerk to the Parish Council.

Cornwall Councillor Jim Flashman (left during item 5.5).

Five members of the public (three left at item 5.5(i); two left after item 5.5(ii)).

1. Councillor matters

1.1 To receive apologies for absences

Cllr Anita Brocklesby (holiday).

1.2 To receive declarations of pecuniary interests

None.

1.3 To receive declarations of non-registrable interests

None.

1.4 To approve written requests for dispensations

None.

2. Previous Parish Council meetings (11th April 2017)

2.1 To approve the minutes

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

That the pre-circulated minutes were a true reflection of the Parish Council meeting held on 11.4.17.

IW signed and dated the minutes.

2.2 To note matters arising from the minutes

Cornwall Council's statutory obligation to provide a depository for Parish Council documents (whilst CRO is closed): waiting for response from NALC. This and all standing items to be carried forward to 16.5.17.

3. Questions from the public

None.

4. Planning matters

4.1 Local housing needs assessment: to receive update on survey form and public event to promote the survey

Letters about the survey and public event were posted by Cornwall Council on 21.4.17. These were sent to all those on the Revenue and Benefits address list (i.e. those who pay Council Tax) for St Mellion and Pillaton. A link to the on-line survey has been published on the Parish Council's website. The survey covers both affordable (owned) and social (rented) housing. CD confirmed Cornwall Council is looking into several issues with the on-line survey form (e.g. opinions on affordable/social housing can be given only by those who live in the parishes, not by those who work there). IW stressed the importance of identifying a housing need in order to justify further action. The public event on 29.4.17 in St Mellion will be attended by Helen Downing of Cornwall Community Land Trust and Parish Councillors SC, JD, AT and IW. Hard copy survey forms are being printed by St Mellion School for use on the day. A report on the event to be received on 16.5.17.

4.2 PA17/03414 field north of Keason Hill: prior notification for the provision of a self-draining road of skilnet wide enough for tractors and machinery use

Note: this item was discussed in conjunction with item 4.3.

IW confirmed the application is a 'prior notification' (agricultural permitted development) and doesn't require a consultee comment from the Parish Council. Several points were raised, however, that Cornwall Council may wish to consider.

(i) The building in PA17/03415 is sited close to properties in St Mellion Park and, at 4.2 metres high on a downward slope, may be visible to residents. It was suggested the currently high boundary hedge be maintained at least at its current height to protect visual amenity as far as possible.

(ii) There is concern the field might become heavily machine cultivated (given the need for a tractor/implement building) and that extended machine use may cause noise disturbance for adjacent residents, particularly if work starts early and extends into the evenings.

(iii) Residents of the lane where the concrete access road emerges (from the north boundary of the site) have concerns at increased traffic (from produce transport) on the road which is currently prone to pot-holes. In addition, when a road within the site was laid previously (marked red on PA17/03415), there was damage to the walls of private housing and it is suggested all efforts are made to prevent such disturbance with any future works.

(iv) On PA17/03414, the height of the development is given as 450 metres. Councillors wished to know whether this is a typ-o or has some other bearing on the notification.

(v) On both notifications, the total area is given as 11.4 hectares with the parcel of land in question being between 0.4 and 1 hectares on PA17/03414 and 'less than 0.4 hectares' on PA17/03415. It is presumed the total area refers to a plot of land known as 'lot 1' that was marketed in November 2014 with an area close to 45 acres. Cllr Flashman suggested the size of plot may fall outside of agricultural prior notification rules.

CD to confirm these points to Cornwall Council's case officer and request clarification on (iv) and (v).

4.3 PA17/03415 field north of Keason Hill: prior notification for proposed implement and tractor shed

As per item 4.2.

5. Parish Council finances

5.1 To approve monthly payment schedule for May 2017

The payment schedules for May 2017 (dated 25.4.17) totalling **£807.91** for the revenue account and **£111.99** for the capital account had been pre-circulated and related invoices shown at the meeting. IW confirmed he and SC approved the April 2017 payroll before it was run.

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

To approve the payment schedules dated 25.4.17 for £807.91 from the revenue bank account and £111.99 from the capital bank account.

IW signed/dated the payment schedules and cheques were signed at the end of the meeting.

5.2 To review year end 31.3.17 accounts with a view to approval

The following documents for year ending 31.3.17 had been pre-circulated: bank statement for primary (renamed revenue) account for March 2017; cash book dated 10.4.17; bank reconciliation dated 10.4.17; and actual receipts and payments vs budget for precept dated 19.4.17. The documents were shown on-screen and summarised by CD. Councillors had no questions.

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

To approve year end 31.3.17 accounts as follows: bank statement for primary account for March 2017; cash book dated 10.4.17; bank reconciliation dated 10.4.17; and actual receipts and payments vs budget for precept dated 19.4.17.

JD signed and dated all documents.

5.3 To discuss revised audit asset schedule with a view to approval

A revised asset schedule for audit purposes updated on 19.4.17 had been pre-circulated and was shown on-screen. This had been amended to reflect the ex VAT acquisition value of the park bench in The Glebe (i.e. £333.33) vs the full replacement value inc VAT (i.e. £800) as shown on the audit asset schedule approved on 11.4.17.

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

To approve the asset schedule for audit purposes updated on 19.4.17.

5.4 To review internal audit report for ye 31.3.17 and agree actions

The draft internal audit report dated 24.4.17 had been pre-circulated and was shown on-screen. Councillors discussed each point in turn with any actions and/or comments recorded by CD (see appendix to these minutes). Councillors agreed to approve the draft internal audit report in conjunction with the recorded actions/comments shown in the appendix.

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

To approve the draft internal audit report dated 24.4.17 in conjunction with the agreed actions and comments recorded in the appendix to these minutes.

CD to confirm to the internal auditor.

5.5 To discuss annual return for ye 31.3.17 with a view to approval and submission to external auditor

The draft annual return document (six pages) dated 19.4.17 and draft iv of the supporting schedules had been pre-circulated and were shown on-screen. Councillors reviewed all pages in turn with discussion and resolution on Sections 1 and 2 and the supporting schedules.

(i) Section 1 annual governance statement 2016/17

CD read out statements 1 to 9 in turn. Councillors agreed to answer 'yes' to statements 1 to 8 and 'not applicable' to statement 9.

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

That statements 1 to 8 of Section 1 of the annual return for year ending 31.3.17 should be answered 'yes' with statement 9 marked as 'not applicable'.

IW and CD signed and dated Section 1.

(ii) Section 2 accounting statements 2016/17

CD summarised the figures for year ending 31.3.17 and (restated) figures for year ending 31.3.16, plus draft iv of schedules A, B, C1, C2 and E. The figure for fixed assets for year ending 31.3.16 had been restated as £4,384 (i.e. reduced from £4,484) because the grit/salt bin opposite the church hall (value £100) had been removed from the Parish Council's asset schedule for audit purposes (as approved on 11.4.17 at minute 7.3).

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

To approve the figures in Section 2 of the draft annual return for year ending 31.3.17 dated 19.4.17, including the restated fixed asset figure of £4,384 for year ending 31.3.16, and DRAFT iv of schedules A, B, C1, C2 and E.

IW and CD signed and dated Section 2.

CD to submit finalised documents to external auditor Grant Thornton.

5.6 To agree arrangements for the exercise of public rights associated with the annual return for ye 31.3.17

CD summarised date options (confirmed by 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 IW, seconded and SC and **RESOLVED**

To set the public inspection period for the annual return for year ending 31.3.17 from Monday 5th June 2017 to Friday 14th July 2017.

CD to confirm to external auditor Grant Thornton. The following documents to be published on-line on (Friday) 2.6.17: annual return year ending 31.3.17 Sections 1 and 2, page 5 (internal audit report), and schedules B, C1, C2 and E; year end bank reconciliation; declaration of status of published accounts*; notice of date of commencement of period for the exercise of public rights*; Local Audit and Accountability Act 2014 (c.2)*. Documents marked with an asterisk (*) to be posted on the notice boards.

5.7 To approve VAT claim for ye 31.3.17

The draft VAT claims for year ended 31.3.17 for **£92.63** for the primary (renamed revenue) bank account and **£754.67** for the secondary (renamed capital) account had been pre-circulated and were shown on-screen. CD summarised. Councillors had no questions.

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

To approve the VAT claim for year ending 31.3.17 for £92.63 for the revenue bank account and £754.67 for the capital bank account.

CD to submit claim to HMRC.

The extraordinary meeting closed at 2034.

I certify that these minutes are a true reflection of the St Mellion Parish Council extraordinary meeting held on 25th April 2017.

Signed

Name

Position Chair of the Parish Council

Date 16th May 2017

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:		Tuesday 25th April 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for April 2017	£451.12	000038	
Angela Greenhough	22.4.17	1887	Payroll services for April 2017 salary/pension/reimbursements	£10.14	000039	
Cornwall Association of Local Councils	1.4.17	1718-170	Annual subscription 2017/18	£176.24	000040	
Hudson Accounting Ltd	17.4.17	235	Internal audit for ye 31.3.17	£125.00	000041	
CC St Mellion School	20.4.17	00001000012	Printing procedures manual	£5.34	000042	
NEST	10.5.17	n/a	Employer + employee contribution to Clerk's pension April 2017	£33.79	DD	n/a
EE Mobile	18.5.17	n/a	Mobile phone air time	£6.28	DD	n/a
Total				£807.91		
Payment Approval						
Name		Signature				
Position		Date				
St Mellion Parish Council						
Payment Schedule CAPITAL ACCOUNT						
Date:		Tuesday 25th April 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
Cornwall Trophies	19.4.17	417978	Henley Cup for Pupil Voice	£111.99	000004	
Total				£111.99		
Payment Approval						
Name		Signature				
Position		Date				

Appendix: agreed actions and comments to internal auditor's draft report dated 24.4.17

2. Financial Regulations

Consideration should be given to publishing Standing Orders and Financial Regulations in the interest of transparency.

Councillors discussed this under point 11.

Council should consider whether to align its tender limit to that included in the Public Contracts Regulations 2015 i.e. £25,000.

Councillors agreed to leave the limit at £60k and amend it as necessary pending the type of contract being considered.

3. Payments

It is suggested that those (few) payments that have already been made should be reflected as such on the payment schedules taken to Council.

Recommendation 1: As far as possible a fully priced official order should be sent to suppliers in advance of delivery of goods. Triplicate books are readily available that would be fit for purpose.

Councillors agreed for the Clerk to produce a standard email for confirming orders to suppliers (for one-off purchases) and to attach a print-out of the email to the related invoice. The email will include the meeting date/minute where the purchase was approved by full Council, or recorded as authorised by the Clerk and/or Chair under the *de minimus* regulation (i.e. for expenditure less than £100).

4. Risk Management

A review of the current risk assessment in the light of the NALC guidance would be of benefit.

Councillors agreed for this point to be discussed at the Parish Council's annual meeting on 16.5.17 when a post-election Council can appoint members to progress such a review.

The Council should take due regard of the guidance on internal controls prior to completing its Annual Return.

Councillors confirmed they had read NALC's Governance and Accountability for Smaller Authorities in England (March 2017).

Recommendation 2: A policy on the security measures required to protect any computers and associated data used for Council business should be introduced including any personal equipment used by Officers and Members.

Councillors agreed for this point to be discussed at the Parish Council's annual meeting on 16.5.17 when a post-election Council can appoint members to develop such a policy. It is suggested that a draft policy be completed by October 2017 so that any associated costs can be included in the budget for precept for ye 31.3.19 which is prepared in November 2017.

5. Budget Management

...the Council should pay attention to their reserve requirements in future financial planning.

Councillors noted the suggestion.

9. Bank Reconciliations

We note the difficulties being experienced with regard to bank statements detailed in the March minutes. It is possible for the Clerk to gain 'read only' access to Lloyds internet banking which would negate the issue.

Councillors agreed for the Clerk to pursue this with Lloyds and report to the Parish Council's annual meeting on 16.5.17. **Note** a response to the letter to Lloyds concerning this matter (dated 4.4.17) is yet to be received.

11. Transparency Code

If any Councillors are appointed to outside bodies this should be included on the website.

None have been appointed to outside bodies but Councillors still noted the point.

The Council has included its Publication Scheme on the website but none of the actual documentation suggested in the Information Commissioner's (ICO) Model. In the interests of open government it is suggested that the documents included in the ICO Model are published.

Councillors agreed that (a) there are too many policy and procedure documents to upload to the size of website run by the Parish Council website and (b) the frequency will add significant hours/cost to managing their publication. It was agreed to publish on-line a list of the Parish Council's policies and procedures that can be requested from the Clerk. The Publication Scheme to be amended accordingly. Councillors agreed to upload the bank reconciliation and annual return variance analysis for ye 31.3.16. The Clerk also to check file size limits with the website provider.