

St Mellion Parish Council
Annual Meeting
Tuesday 16th May 2017 at 7pm in the Church Hall, St Mellion

Minutes

In attendance

Cllr Ian Waite (IW) (outgoing and incoming Chair); Cllr Alan Twist (AT) (incoming Vice Chair); Cllr Hugh Campbell (HC); Cllr Alan Cookson (AC); Cllr Steve Crook (SC); Christine Douglas (CD), Clerk to the Parish Council.

Four members of the public (three left at item 5.1).

1. Outgoing Chair's annual report

APCM2017-1 IW paid tribute to the late Chair Ken Henley, thanked outgoing Councillors Anita Brocklesby, Jean Dransfield and Geoffrey Postles for their commitment to the parish during the previous four years, welcomed returning Councillors Steve Crook and Alan Twist, and newly elected Councillors Hugh Campbell, Alan Cookson and Bridie Kent. The Clerk was thanked for her services to the Parish Council. See attached report.

2. Appointment of Chair for 12 months to May 2018

APCM2017-2 AT nominated IW. There being no further nominations, IW requested a seconder. SC seconded the nomination and all were in favour.

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

That Councillor Ian Waite be appointed Chairman for St Mellion Parish Council for 12 months to May 2018.

IW signed the declaration of acceptance of office, witnessed by CD.

3. Councillor matters

APCM2017-3.1 To confirm receipt of declarations of acceptance of office from newly elected Councillors

CD confirmed forms from all six Councillors had been signed and witnessed. Forms for the registration of approval to receive meeting papers and other Parish Council documents by email also had been signed by all six Councillors.

APCM2017-3.2 To receive apologies for absences

Cllr Bridie Kent: work commitment.

APCM2017-3.3 To receive declarations of pecuniary interests

None declared.

APCM2017-3.4 To receive declarations of non-registrable interests

None declared.

APCM2017-3.5 To approve written requests for dispensations

None submitted.

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

APCM2017-4 IW nominated AT. There being no further nominations, IW requested a seconder. HC seconded the nomination and all were in favour.

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

That Councillor Alan Twist be appointed Vice Chairman for St Mellion Parish Council for 12 months to May 2018.

5. Review of Parish Council's policies and procedures

Councillors had received a soft copy of the procedures manual which they had read prior to discussing the following items.

APCM2017-5.1 Standing Orders

IW confirmed these are based on NALC's model of 2013 with various subsequent amendments. The last complete re-issue was adopted by full Council on 13.12.16. A further amendment was adopted by full Council on 14.3.17. Councillors had no queries or suggested amendments.

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

That no amendments are required to Standing Orders adopted on 13.12.16 and 14.3.17, and they will be reviewed at the Parish Council annual meeting in 2018 unless a need arises sooner.

APCM2017-5.2 Financial Regulations

IW confirmed these are based upon NALC's model of 2014 and reflect amendments by NALC in January 2016. The last complete re-issue was approved by full Council on 11.10.16. Councillors had no queries or suggested amendments.

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

That no amendments are required to Financial Regulations approved on 11.10.16, and they will be reviewed at the Parish Council annual meeting in 2018 unless a need arises sooner.

APCM2017-5.3 Payroll signatories

CD confirmed the procedure for payroll authorisation. At month end, the Clerk emails a time sheet and reimbursements sheet to the Chair, Vice Chair and one other Councillor (SC in the previous year) for approval by return. Two of the three Councillors are required to approve the sheets. The email with approvals plus time sheet/reimbursements are then forwarded to the payroll agent for PAYE submission prior to the 5th of the following month. Councillors agreed to continue with this procedure.

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

That the Clerk's monthly time sheet and reimbursements sheet be emailed to Councillors Waite, Twist and Crook and that two of these Councillors must confirm their approval by return before the email and sheets are forwarded to the payroll agent.

Note Councillors to confirm approval within the same email; CD to cc the three approving Councillors on the email to the payroll agent.

APCM2017-5.4 Publication scheme (including procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998)

(i) IW confirmed the Publication Scheme approved on 10.5.16 had been updated as per the resolution at the Parish Council extraordinary meeting on 25.4.17. This had been pre-circulated as a draft dated 9.5.17. Councillors had no queries or suggested amendments.

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

To approve the draft Publication Scheme dated 9.5.17 and review again at the Parish Council annual meeting in 2018 unless a need arises sooner.

CD/SC to upload to the Parish Council's website.

(ii) Registration with the Information Commissioner's Office: IW confirmed there is still a charge of £35 pa for this with Government still looking to lift the fee. Councillors had no queries.

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

To renew the annual registration with the Information Commissioner's Office when this becomes due in November 2017, and at a cost of £35.

Note Standing Order 20 covers 'requests for information'; implications of the impending General Data Protection Regulation to be considered by a volunteer Councillor (see item *APCM2017-5.14*).

APCM2017-5.5 Financial risk assessment

The financial risk assessment approved on 14.6.16 had been pre-circulated and was shown on-screen. IW confirmed the internal auditor has recommended this be reviewed in the light of guidance in NALC's 'Governance and Accountability for Smaller Authorities in England and Wales (March 2017)' (i.e. consider risks in terms of their likelihood and potential severity). As

per the resolution at the Parish Council extraordinary meeting on 25.4.17, IW requested a volunteer Councillor to look into this and report to a subsequent Parish Council meeting. AT agreed to do this. Councillors had no further queries or suggested amendments.

Note CD to add the financial risk assessment approved on 14.6.16 to the procedures manual.

APCM2017-5.6 Asset schedule and checks

(i) The asset schedule for insurance purposes (approved on 11.4.17) and asset schedule for audit purposes (approved on 25.4.17) had been pre-circulated and were shown on-screen. Councillors had no queries or suggested amendments

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

That the asset schedule for insurance purposes (approved on 11.4.17) and asset schedule for audit purposes (approved on 25.4.17) are an accurate reflection of current assets, will be updated if further assets are acquired or existing ones disposed of, and will be reviewed at the Parish Council annual meeting in 2018.

(ii) A new asset checking form had been reviewed at the Parish Council ordinary meeting on 11.4.17. This showed SC and AT as responsible for checking village assets and Dunstan Lane grit bins respectively. A decision on the form was postponed until after the May 2017 election. The form (dated 7.4.17) had been pre-circulated and was shown on-screen. It was agreed that AT confirms the state of the grit bins to SC who updates the form and confirms the state of all assets to full Council on a bi-monthly basis.

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

That Cllr Crook checks village assets and Cllr Twist checks Dunstan Lane grits bins on a bi-monthly basis and that this be logged on the asset check form by Cllr Crook and reported to full Council by Cllr Crook, also on a bi-monthly basis.

Note CD to add the asset schedules and asset check form to the procedures manual.

APCM2017-5.7 Insurance cover

Zurich policy renewal documents for ye 27.5.18 (dated 10.3.17 and 24.3.17), plus policy wording and FAQs, had been pre-circulated. The premium of £285.60 was included on the payment schedule for 11.4.17. Councillors agreed the cover to be adequate.

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

That the insurance cover provided by Zurich Municipal in the renewal documents for ye 27.5.18 (dated 10.3.17 and 24.3.17) are adequate and will be reviewed again at the Parish Council annual meeting in 2018 unless a need arises sooner.

APCM2017-5.8 Policy for dealing with the press/media

IW confirmed this is covered by Standing Order 21 already reviewed under item 5.1. Councillors had no further queries or suggested amendments.

APCM2017-5.9 Complaints procedure

IW confirmed this is covered by Standing Order 14 already reviewed under item 5.1. Councillors had no further queries or suggested amendments.

APCM2017-5.10 Remaining policies and procedures contained in the procedures manual

The procedures manual had been pre-circulated and was available at the meeting in hard copy. Specific policies to be reviewed included the Policy on Travel and Subsistence Expenses for Parish Councillors (approved 8.11.16) and retention of NDP documents under the Document Retention Policy (approved 14.2.17). Councillors had no queries or suggested amendments for the procedures manual itself, nor for the Policy on Travel and Subsistence Expenses for Parish Councillors (approved 8.11.17). Councillors discussed retention of NDP 'evidence base' documents and agreed they should be retained in the parish for a further 12 months as the information could be useful if the NDP is reactivated during this time. It also may support any policy arising from the current housing needs assessment.

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

That no further amendments are required to the procedures manual or its contents, and that NDP evidence base documents be retained in the parish for a further 12 months, all to be reviewed at the Parish Council annual meeting in 2018 unless a need arises sooner.

Note As per items *APCM2017-5.5* and *-5.6*, CD to add the financial risk assessment, asset schedules and asset check form to the procedures manual.

***APCM2017-5.11* New policy to consider: purchase orders**

Further to the internal auditor's recommendation, the following resolution was passed at the Parish Council extraordinary meeting on 25.4.17: '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).' A draft standard email dated 9.5.17 had been pre-circulated and was shown on-screen. Councillors had no queries or suggested amendments

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

To approve the draft standard email dated 9.5.17 for confirming orders to suppliers for one-off purchases.

CD to add to the procedures manual.

***APCM2017-5.12* New policy to consider: computer and internet security**

The internal auditor has made the following recommendation: '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.' At the Parish Council extraordinary meeting on 25.4.17, Councillors agreed for this to be discussed at the annual meeting on 16.5.17 when a post-election Council could appoint a member to develop such a policy. It was suggested that a draft policy be completed by October 2017 so any associated costs can be included in the budget for precept for ye 31.3.19 which is prepared in November 2017. SC agreed to prepare a draft policy.

***APCM2017-5.13* Subscriptions to other bodies**

IW confirmed the Parish Council subscribes only to CALC (at an annual fee of £163.12 +£13.12 VAT for ye 31.3.18). Councillors agreed to continue with this subscription and had no queries or additional subscriptions to suggest.

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

To continue with subscription to CALC for review at the Parish Council annual meeting in 2018 unless a need arises sooner.

***APCM2017-5.14* Councillor roles and responsibilities**

A draft table of roles and responsibilities had been pre-circulated and was shown on-screen. Responsibilities for IW, AT and SC from the previous year had been added. Councillors agreed these should remain as-is. Responsibilities agreed at the current meeting had yet to be added. IW asked Councillors to consider which responsibilities they would like to 'champion' so this could be discussed and agreed at the Parish Council ordinary meeting on 13.6.17. AC confirmed he would be prepared to take on planning policy. CD to update the draft table and circulate to Councillors for further discussion on 13.6.17.

Note The internal auditor recommends that roles and responsibilities are published on the Parish Council's website.

***APCM2017-5.15* Representation on/work with other bodies and arrangements for reporting back**

IW confirmed the Parish Council has representatives for three bodies.

(i) Cornwall Council Caradon Community Network Panel: AT agreed to represent the Parish Council at these meetings.

(ii) Cornwall Council Bus Forum: an email dated 9.5.17 from Glyn Williams, Head of Integrated Public Transport & Technology at Cornwall Council confirms they are ‘...currently reviewing all groups and forums to gauge attendance level, worth, contribution and future format. The PTU Manager will be in touch soon re the outcome and also the future ‘One Public Transport System for Cornwall’, as we would like to engage with your Parish Council not only to update you on the project but also to discuss the transport services in general.’ Councillors agreed to defer a decision on a representative until further information is received from Cornwall Council.

(iii) Tamar AONB: Councillors agreed to continue receiving the AONB’s email bulletins and decide whether to attend events in a personal capacity.

CD to add these items to the draft table of Councillor roles and responsible for discussion and approval at the Parish Council ordinary meeting on 13.6.17.

APCM2017-6 Review of Service Level Agreement with Cornwall Legal for ye 31.3.18

The service level agreement (SLA) for ye 31.3.18 (showing amendments vs the previous year’s document) had been pre-circulated and was shown on-screen. CD confirmed the previous year’s SLA quoted a fee of £95 +VAT per hour although Cornwall Legal had confirmed latterly a fee of £82.34 +VAT per hour. The SLA for ye 31.3.18 shows a fee of £95 +VAT per hour and this rate has been used when setting the budget for precept for 32.3.18. Councillors had no queries or suggested amendments.

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

To approve the Service Level Agreement with Cornwall Legal for ye 31.3.18.

CD to sign on the Parish Council’s behalf and return to Cornwall Legal.

APCM2017-7 Review of Parish Council’s community grant scheme

IW confirmed the resolution by full Council on 11.10.16 to allocate the £25k compensation payment from the Newton Ferrers solar farm to a ‘community grant scheme’. An application form and completion guidelines were approved by full Council on 8.11.16. These had been pre-circulated and shown on-screen. To date, the scheme has funded a park bench for The Glebe (£333.33 ex VAT). There is £24,667 remaining. A condition of the resolution on 11.10.16 was to review the scheme at the Parish Council annual meeting. Councillors agreed to continue the scheme with the proviso that, should a need arise for its funds to be diverted to a project proposed by the Parish Council, this would be allowable pending a registered motion that would be debated by full Council in public session.

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

To continue the community grant scheme with the proviso that should a need arise for its funds to be diverted to a project proposed by the Parish Council, this would be allowable pending a registered motion that would be debated by full Council in public session.

Note The scheme will be publicised on the Parish Council’s website and in the *Mellanus News*; CD to prepare the copy.

APCM2017-8 Parish Council meeting schedule up to/including the 2018 annual meeting

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

To hold the Parish Council ordinary meetings every second Tuesday of the month (except August) at 7pm in the church hall, St Mellion; and provisionally set the Parish Council annual meeting for 2018 for Tuesday 8th May at 7pm in the church hall, St Mellion.

9. Public comment

None.

10. Close

The Parish Council annual meeting 2017 closed at 809pm.

[The Parish Council ordinary meeting started at 809pm.]

I certify that these minutes are a true reflection of the St Mellion Parish Council annual meeting held on 16th May 2017.

Signed

Name Alan Twist

Position Vice Chair of St Mellion Parish Council

Date 13th June 2017

St Mellion Parish Council Annual Meeting 16th May 2017 Outgoing Chairman's Report

All of our achievements pale into insignificance against the very sad loss of our Chairman Ken Henley. Ken was an excellent Chair and he is sadly missed, I would dearly love him to be here tonight to thank him again for his dedication to the community and the work he did for the parish council.

Anita, Jean and Geoffrey have stood down and I would like to thank them for all their time and efforts over the last four years. I would like to welcome back Steve and Alan who have committed {or possibly should be} to another 4 years of council duties. A warm welcome to our 3 new councillors, Bridie, Hugh and Al. Thank you for taking the time to work voluntarily for the good of the Parish!

I would like to thank our Clerk Christine Douglas who has been instrumental in the work we do. Without Christine's drive and enthusiasm we would be just another Parish Council where little gets done. Christine's precision and dedication to her role as Clerk has been outstanding and because of that we are well known at Cornwall Council for the active role we take.

We are currently working on some exciting things for the Parish and surrounding area. Housing for local people is our most ambitious project at the moment! A housing needs survey has been sent to all parishioners and we hope to identify a need for housing. Also, we are promoting a safe passageway for pedestrians and cyclists from Callington to Saltash and a feasibility study is underway! This would benefit both drivers and cyclists alike!

Another big project we will not let go of is the Village relief road and we can confirm a feasibility study is due to start soon.

Finger posts have been refurbished, a new bench installed in the glebe, bus stops are proving a struggle but we will persist. These are just some of the achievements made by your Parish Council over the last year

It has been a privilege to be Chair of St Mellion Parish Council for the last year.

Finally, I would like to thank our Parishioners for their input over the last 12 months it has been invaluable!!

I stand down as Chairman.