

**MINUTES OF THE ST ISSEY PARISH COUNCIL MEETING HELD IN ST ISSEY VILLAGE HALL AT 7.30PM ON WEDNESDAY 17<sup>th</sup> MAY 2017.**

**Present:** Mrs A. Heard, Mr J. Carhart, Mr D Heard, Mrs C Carter, Mr E Ballard, Mr C Ivins, Mr G Henwood, Mrs K Hawkins, Mrs S Sleep, Mr P Hammett, Miss J. Wilson (Clerk)

**AGM**

The following election of officers took place:

**Election of Officers:**

**Chair:** Nominations were Mr P Hammett and Mrs A Heard. Mrs Heard: proposed by Mr J Carhart, seconded by Mr D Heard, 3 in favour.

Mr P Hammett: proposed by Mrs K Hawkins, seconded by Mrs S Sleep, 5 in favour. **Mr P Hammett** elected as Chairman.

**Vice Chair:** **Mr D Heard** Proposed by Mrs K Hawkins, seconded by Mrs A Heard, all in favour.

**Village Hall Rep:** **Mrs K Hawkins** Proposed by Mrs A Heard. Seconded by Mrs S Sleep, all in favour

**Camel Trail Rep:** **Mr J Carhart** Proposed by Mrs A Heard, seconded by Mrs K Hawkins, all in favour.

**Community Assoc Management Committee Rep:** **Mr C Ivins** Proposed by Mr G Henwood, seconded by Mrs K Hawkins, all in favour.

**Harbour Commissioners Rep:** **Mr J Carhart** Proposed by Mrs A Heard, seconded by Mr C Ivins, all in favour.

**Play Park Rep:** **Mr E Ballard**. Proposed by Mrs K Hawkins, seconded by Mr G Henwood. All in favour.

**Declaration of Interest Forms and Acceptance of Office forms:** Completed & signed by all Councillors.

The Chairman welcomed the 2 new Councillors and the returning Councillors. It was agreed that a letter should be sent to Mrs N Carhart to thank her for all the work she has done for the Parish Council, particularly her services regarding the match funding and the St Breock renewable energy panel.

The Chair also set out the aim of completing Council Business within the 2 hour time frame so that meeting can finish on time at 9.30pm

**Monthly Meeting**

**Police Report:**

Not available

**Apologies:**

Cllr S Rushworth gave his apologies and said he hoped to attend in June,

**Declaration of Interests in Items on the Agenda:**

Mrs K Hawkins declared her interest in planning application PA17/03616

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**SHEET 2 OF 17<sup>TH</sup> MAY MEETING****Matters Arising:**

The trees that needed trimming in the churchyard have been done.  
The Hand Rails in Little Petherick Churchyard have been repaired  
There is still a problem with running water across the road at Trenance – to be reported again.  
Computer to be ordered – Clerk to liaise with Carl Powell.

The minutes of the meeting held on the 12<sup>th</sup> April were approved, and signed by Mr P Hammett as a true record of the meeting.

**Public Participation:**

Brenda Wright and Sarah West from St Issey in Bloom group kindly gave an update on the activities of the group and it is noted that judging will take place on 7<sup>th</sup> July at 9am. Mr J Carhart has been invited to attend the judging as Parish Council rep. Mrs Wright also gave an update re the insurance, in relation to the Play Park, and this won't be in place until February next year.

The Chairman thanked Mrs Wright and Mrs West for attending and providing an interesting summary of the Bloom's achievements over the last year.

**Highways Issues**

Traffic sign rusted through and leaning, by Council Houses junction and Pickwick – still awaiting repair.  
A389 Springs Hill – has been resurfaced 2 months ago but there have been several accidents there – is it because of the camber – to be reported.

Tree at Little Petherick. Caused the road to be blocked but no police attended, despite being called. This was eventually sorted by members of the public coming to the driver's aid. To be reported, request for SLOW on road.

**Recreation Ground**

No further updates

**St Issey Village Hall and Little Petherick Village Hall**

Work re the new entrance at St Issey Village Hall is still progressing. Nothing to report on Little Petherick Village Hall.

**Repairs and Maintenance**

The Hand Rails in both Little Petherick and St Issey have now been completed.  
The tubs outside Mrs Wright's old house are still in a reasonable state of repair. The donation towards the planting of the tubs to be added to the June Agenda.

**Contributions and Community Projects**

Play Park – Mrs K Hawkins proposed and Mrs A Heard seconded to give a contribution of £1000.00, all in favour. This is a one-off payment to be used towards the annual cost of Insurance and Rospa inspection. Also an item to be put in the Comma to let the parishioners know about the contribution given by the Parish Council to assist in keeping the Play Park open

**Finance and earmarked reserves**

Internal Audit report was considered: it was agreed to complete the Vat claim annually and to complete a bank reconciliation quarterly.

1. Annual Governance Statement – Proposed by Mr G Henwood, seconded by Mrs A Heard, all in favour to agree and adopt. Agreed and adopted. Signed and dated by Chairman and Clerk.
2. Annual Return – Proposed by Mrs S Sleep, seconded by Mr D Heard, all in favour to agree and adopt. Agreed and adopted. Signed and dated by Chairman and Clerk.

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**SHEET 3 OF 17<sup>th</sup> MAY MEETING**

3. Insurance Renewal: Proposed by Mr J Carhart, seconded by Mrs S Sleep to accept the renewal. All in favour.
4. CALC Subscription: Proposed by Mrs A Heard to renew the subscription, seconded by Mrs C Carter, all in favour

**Signing of cheques**

£125.00 - Hudson Accounting Ltd – Internal Audit

£266.72 – J Wilson – Clerk's April wages

£39.15 – J Wilson – Clerk's April expenses

£66.60 – HMRC – Tax on wages

£491.67 – Zurich Municipal – Insurance renewal

£15.00 – hire of St Issey Village Hall

£301.85 – CALC – Subscription renewal

£1000.00 – St Issey and Little Petherick Play Park Trust – contribution towards their insurance and Rospa inspection costs

Mr G Henwood proposed and Mrs K Hawkins seconded to agree the signing of cheques. All in favour.

Review Standing Orders, Financial Regulations, Internal Controls and Risk Assessments – it was proposed by Mr D Heard and seconded by Mrs A Heard, all in favour to postpone consideration of these procedures until the next meeting.

**Institute**

Grants have been received by the Institute and it is building up membership as well, so progress is being made.

**Correspondence:**

Planning Training – to be held on evening of 14<sup>th</sup> June in Bodmin. All Councillors want to attend therefore it was proposed by Mrs K Hawkins and seconded by Mr G Henwood, all in favour, to move the monthly Parish meeting to 21<sup>st</sup> June. Clerk to arrange.

Open Spaces request received for a contribution. Mrs K Hawkins proposed, Mr C Ivins seconded to take no action at this time. All in favour.

**Planning****Planning Approvals:**

None

**Planning Refusals:**

None

**Planning Applications:**

Mrs K Hawkins declared her interest in the following application and left the room.

PA17/03616 Tredinnick House, St Issey, Wadebridge. Erection of a self sufficient annexe for use by family and guests. Mr G Henwood proposed support, Mr C Ivins seconded, all in favour.

Mrs K Hawkins returned to the meeting.

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**SHEET 4 OF 17<sup>th</sup> MAY MEETING**

**News/Items for the next agenda:**

1. Trenance Road Cemetery
2. Review Standing Orders, Financial Regulations, Internal Controls and Risk Assessments.
3. Trewince.
4. Grass cutting at Sentry Close
5. Allocation of Housing at Sentry Close
6. Funday
7. It was noted that Mr Hammett had kindly cut the verges at High lanes. Mrs R Hore passed on her thanks.
8. Risk Assessments – Mr G Henwood has already carried out the Risk Assessment of the Cemetery Headstones.

There being no further business the meeting was closed at 9.27pm

Chairman:

Date: 21<sup>st</sup> June, 2017

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