

WITHIEL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

HELD IN THE WITHIEL VILLAGE HALL

ON WEDNESDAY, 4TH MARCH 2020 AT 7.15PM

Present	Cllr. Mrs. J. Shearer (Chair) Cllr. Ms. A. Hoyle Cllr. S. Coy	Mrs. J. Burdon (Parish Clerk) Cllr. E. Harper 1 Member of Public	Cllr. D. Cubitt (Vice-Chairman) Cllr. P. Malone
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Minute	AGENDA ITEMS	Action
32/20	Apologies:- Cornwall Councillor C. Batters	
33/20	Public Forum:- One member of public in attendance, with nothing to raise. Councillor E. Harper reported there is a tree down on a public footpath. Chair reported that Cormac had been informed and had been out on a site visit and we are waiting for them to clear the area. There is a fallen gatepost next to the bridleway and a fallen tree across bridleway number 565/2/1 which has been reported to Cornwall Council, to ensure whether the Parish Council are responsible for this under the Local Maintenance Partnership Scheme before going ahead Action: Clerk.	Clerk
34/20	Monthly Cornwall Councillor Report:- Apologies received from Cornwall Councillor C. Batters. Email received advising of his personal reasons for not being able to attend, although there has not been any items for the meeting this evening. Parish Council wished to send their good wishes for a speedy recovery to his Wife Action: Clerk.	Clerk
35/20	Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:- None.	
36/20	Confirmation of Parish Minutes from the Meeting held on the 5th February 2020:- Resolved the Minutes of the Monthly Meeting held on the 5 th February 2020 as circulated be approved and signed by the Chair (Proposed: Councillor S. Coy; Seconded: Councillor Ms. A. Hoyle)	
37/20	Matters Arising from the Monthly Minutes of the Meeting held on the 5th February 2020:- Page 1 Min.12/20 Passing Place at Withiel- Clerk reported updated email had been sent and no further response received. Page 1 Min.4/20 Bridge at Grogley Halt:- Clerk reported after speaking with Cornwall Councillor C. Batters he reported he had liaised directly with the Chair regarding this issue. Councillor E. Harper believes this is nothing to do with Withiel Parish. Councillor S. Coy and the Chair believes it is as a lot of parishioners in Withiel use this bridge to get to the Camel Trail. Page 1 Min.167/19 Suez Report:- Clerk reported the site visit had not gone ahead due to bad weather conditions. It was agreed that the Chair and Councillor Ms. A. Hoyle make suitable arrangements when they are available Action: Chair and Councillor Ms. A. Hoyle.	Chair/ Cllr. Ms. A. Hoyle

	<p>Page 3 Min.142/19 Damaged Stile:- Chair reported a quote had been received for the repair in the sum of £30.00. Councillor Ms. A. Hoyle reported the stile had been repaired but she is concerned that it will not last long as it is not screwed down very good, especially to the middle posts and can be moved to and fro and it is not a strong piece of wood and is not a particularly good job done Action: Councillor Ms. A. Hoyle to follow up and take some photographs for the Parish Council to consider.</p> <p>Page 5 Min.28/20 Superfast Broadband Access for parts of Withiel:- Councillor S. Coy reported he had heard back from BT and Open Reach. He has registered with Open Reach and is following up and will report back again when more information is available Action: Councillor S. Coy.</p>	<p>Cllr. Ms. A. Hoyle</p> <p>Cllr. S. Coy</p>									
38/20	<p>Planning Applications received at the meeting and prior to the meeting; Planning Pre-Applications; Planning Results; Planning Correspondence; Any letters received for or against any Planning Applications:-</p> <p>Planning Applications:-</p> <p>PA20/00986 – Mr. & Mrs. Jope – Remodelling of roof to existing barn conversion dwelling to form additional living accommodation, The Old Stables, Trevidgeowe Farm, Withiel – Next Agenda – Clerk reported she had requested an extension of time.</p> <p>Action: Councillor Ms. A. Hoyle requested an update on the planning application neighbouring her property. She would forward relevant information to Clerk to follow up. Clerk to liaise with Cornwall Councillor Chris Batters to follow up on behalf of the Parish Council.</p> <p>Planning Results:-</p> <p>PA19/09835 – Mr. Antonio Conceicao – Change of use from A5 to B1 with external alterations and subdivision of unit, Unit 1 Silken Ladder, Victoria Square, Victoria, Roche – Approved</p> <p>PA19/10574 – Mr. Michael Cherry – Erection of a pitched roof between two existing cattle sheds, Tregawne Farm House, Tregawne, Withiel – Approved</p>	<p>Clerk</p> <p>Cllr. Ms. A. Hoyle/ Clerk</p>									
39/20	<p>Monthly Accounts for Approval and Any Financial Matters (Including applications for Grants & Donations if received):- It was proposed that the Council approve the accounts for payments as listed below as circulated on schedule (Proposed: Councillor Ms. A. Hoyle; Seconded: Councillor E. Harper) Motion Carried</p> <table border="1" data-bbox="204 1671 1353 1787"> <tr> <td>Salaries and Expenses</td> <td>£160.87</td> <td>February 2020</td> </tr> <tr> <td>HMRC – Income Tax</td> <td>£35.20</td> <td>February 2020</td> </tr> <tr> <td>Withiel Playing Field Association</td> <td>£78.00</td> <td>Annual Hall Hire</td> </tr> </table> <p>Clerk reported she had followed up her hours and pay with CALC today to confirm the correct way forward to discuss. The additional hours from October 2019 to February 2020 as agreed to be paid and back-dated at the closed meeting in December 2019 are requested this month, so they are included in the financial year ending 31st March 2020 Accounts. The additional March hours will be claimed next month. The additional hours are October – 5 hours; November – 12.5 hours; December – 9 hours; January – 9 Hours; February –</p>	Salaries and Expenses	£160.87	February 2020	HMRC – Income Tax	£35.20	February 2020	Withiel Playing Field Association	£78.00	Annual Hall Hire	<p>Clerk</p>
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	<p>4 hours, total of 39.5 hours at £9.77 per hour = £385.91 minus income tax. Sarah Mason from CALC suggested this would be the way forward as it was agreed at the December 2019 Closed Meeting that any additional hours would be paid and then the monthly hours re-considered. Sarah Mason suggested a small group, i.e. Chair, Vice-Chair and Clerk get together to re-visit the hours with this being put to full Council at the April Meeting for consideration and approval, it would mean, the Clerk's Contract would also need amending and approving at the meeting as well. This should then not need to be discussed in a closed session at this point as it has already been noted at the last closed session we need to review the hours and pay the back-pay. It was resolved to pay the additional hours as set out (Proposed: Councillor Ms. A. Hoyle; Seconded: Councillor E. Harper, 1 abstention) Action: Clerk. Chair, Vice-Chair and Clerk to meet to discuss hours and come up with proposal to put to the next Full Council Meeting Action: Clerk to arrange and include on the next agenda.</p> <p>Chair raised quotation received from Sam Chapman for repairs to gate of £150.00 if needed. It was noted we are waiting for a response from Cormac as to whether they would repair the gate as Clerk had followed up promptly for the repairs Action: Clerk.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
40/20	<p>Laptop Update and Details from Dinah Crellin regarding replacement:- Chair and Clerk reported on email received from Dinah as follows – I have had a look at the laptop Julie is using for the Withiel Parish Council Clerk duties. My advice would be to replace it with a new one for the following reasons:</p> <ol style="list-style-type: none"> 1. Old operating system. Windows 8 is unstable. Windows 10 really is needed for stability and security. 2. Very slow processor speed. Being an older style processor 1.1Ghz means that the laptop runs very slowly. 3. Windows Live Mail does not work anymore, so sending messages is impossible using that platform. Webmail is not suitable for Clerks admin due to lack of features. 4. Microsoft Office 2002 is an old system which is unstable and virtually unusable for Word processing. <p>A quotation for a new laptop, with relevant software, anti-virus, back-up drive, and transfer of all documents and other programs used in the estimated sum of £634.98. It was resolved to request Dinah Crellin's recommendations, with her setting up (Proposed: Councillor S. Coy; Seconded: Councillor E. Harper) Action: Clerk.</p>	<p>Clerk</p>
41/20	<p>Website Update from the Chair and Clerk:- Chair and Clerk reported the Parish Council Website is currently under re-construction using the old system but bringing it up to date with modern features and much more user friendly. Hopefully by the next meeting all will be finalised. Clerk reported that Dinah Crellin did offer to attend a Parish Council Meeting to discuss if there was anything Parish Councillors would like to see included. Clerk and Chair agreed to remove all old agendas as details are in the Minutes and only to include the main agenda for the forthcoming meeting each month on the website, keeping this separate from the Minutes, to save confusion. Minutes from 2012 have been included on the website.</p>	

	<p>Dinah had queried about invoicing the Parish Council for her work, either on a monthly basis until complete or one final invoice? Following the initial revamped website launch she queried whether the Clerk would be adding posts and Making changes or whether the Parish Council would like her to carry out this at a fee of £45.00 per hour, usually equating to £22.50 per month</p> <p>It was resolved to request Dinah Crellin invoices now to come in this financial year and Clerk to pay by bank transfer before the next Parish Council Meeting (Proposed: Councillor S. Coy; Seconded: Councillor Ms. A. Hoyle) Action: Clerk.</p>	Clerk
42/20	<p>Climate Change Update from Chair:- Chair reported she had emailed to confirm that Cornwall Councillor Leigh Frost to attend the next meeting to speak on Climate Change, this has been included in the Parish Magazine Action: Next Agenda to include directly under Public Forum, with wording Climate Change Update from Cornwall Councillor Leigh Frost with public participation welcome and suspend Standing Orders. Clerk and Chair to establish how long Cornwall Councillor Leigh Frost will require for this item Action: Clerk/Chair.</p>	Clerk Clerk/Chair
43/20	<p>Community Network Report from Chair:- No report.</p>	
44/20	<p>Village Website for Withiel Update:- Councillor S. Coy reported they have had two meeting with Dinah Crellin and there is a plan in place. They are waiting for confirmation of funding from Wren.</p>	
45/20	<p>Correspondence – Clerk listed correspondence and actions required:-</p> <ol style="list-style-type: none"> 1. Wadebridge Renewable Energy Network – Fund Panel Constitution 2. Great Western Railway – Rail Improvement Works in Cornwall 3. Great Western Railway – Change to Rail Improvement Work between St. Erth and St. Ives 4. Merlin Industrial Products Ltd – Dog Waste Station Promotion 5. CALC – Smaller Councils Meeting – Tuesday 3rd March 2020 at Kresen Kernow 6. Fowey Town Council – Feedback on Code of Conduct Training 7. Wadebridge Renewable Energy Network – St. Breock Windfarm Community Fund 8. CALC – Toilet Tax Survey 9. CALC – The Real Clerking Challenge – 23rd June 2020 – Weston-Super-Mare 10. CALC – Community Governance Review – Presentation by Councillor Malcolm Brown at the CALC AGM 11. Cornwall Council – Highways Scheme Expression of Interest Form 12. Cornwall Council – Climate Change & Localism Summit – Thursday 9th July 2020 from 13.30-16.30pm at Newquay Sports Centre 13. Bodmin Police Station – Newsletters 14. Cornwall Council – Coronavirus Update 15. Cornwall Council – Climate Change Development Plan Document 16. Cornwall Council – Newsletter – February 2020 17. Cornwall Council – Town & Parish Council Newsletter – February 2020 18. Wadebridge Renewable Energy Network Limited – Updated Spreadsheet and Late Application 19. Withiel Playing Fields Association – Financial Support for the Children’s Play Area and Car Park. It was agreed to include on the next agenda for discussion Action: Clerk. 	Clerk

	20. Chair reported she had received a lot of correspondence in respect of Grogley Halt. Cormac Bridge Engineers are looking at intrusive testing in March, with further information on requirements.	
46/20	Any Urgent Matters the Chairman considers relevant for this meeting:- None.	
47/20	Date of next Meeting and Meetings for 2020:- Wednesday the 1 st April 2020 at 7.15pm in the Withiel Village Hall. All other Meetings for 2020 confirmed as Wednesday 6 th May, 3 rd June, 1 st July, 5 th August, 2 nd September, 7 th October, 4 th November, 2 nd December 2020. There being no further business to discuss the meeting closed at 8.15pm	

Signature:

Chair

Date: 1st April 2020