

WITHIEL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON-LINE

BY SKYPE ON WEDNESDAY, 3RD JUNE 2020 AT 7.25PM

Present	Cllr. Mrs. J. Shearer (Chair)	Mrs. J. Burdon (Parish Clerk)	Cllr. D. Cubitt (Vice-Chairman)
	Cllr. Ms. A. Hoyle	Cllr. E. Harper	Cllr. P. Malone
	Cllr. S. Coy	Cwll. Cllr. C. Batters	

Minute	AGENDA ITEMS	Action
97/20	Resignation of Parish Councillor:- Email item of correspondence received from Councillor Guy Nott-Bower resigning from his position as Parish Councillor. Clerk reported she had forwarded information to Cornwall Council and is waiting for a response to advertise with their paperwork and following this the Parish Council can then advertise themselves to co-opt if an election is not called. It was resolved to send a letter of thanks to Guy Nott-Bower for his contribution to the Parish Council Action: Clerk.	Clerk
98/20	Apologies:- None.	
99/20	Public Forum:- Councillor E. Harper reported that a few days ago three people approached him at Ruthernbridge about tree removal in the area with considerable damage. Western Power have cut down trees by the bridge and left a considerable mess behind. Councillor S. Coy reported that in the case of his own property he had had a long discussion with the Surveyor and agreed what needed to be done after escorting him around. Chair confirmed this is within Lanivet Parish and not Withiel. Councillor D. Cubitt reported the river is the boundary so the trees are within Lanivet Parish. Councillor E. Harper apologised as he thought it was in Withiel Parish.	
100/20	Monthly Cornwall Councillor Report:- Cornwall Councillor C. Batters emailed report as follows:- <ul style="list-style-type: none"> • He has a map of the boundaries of his Parishes. The bridge is in Lanivet Parish and the boundary is in the river as confirmed above. • He has forwarded a list of questions and answers for the benefit of the Parish Council in respect of Covid-19, to be circulated by Chair and Clerk as required Action: Clerk and Chair. Chair thanked Cornwall Councillor C. Batters for attending the meeting and reporting on matters within the Parish. Cornwall Councillor C. Batters left the Skype Meeting at 7.39pm.	Clerk/ Chair
101/20	Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:- None.	
102/20	Confirmation of Parish Minutes from the Meeting held on the 6th May 2020:- Resolved the Minutes of the Monthly Meeting held on the 6 th May 2020 as circulated were confirmed as a true and accurate record and to be duly signed and ratified by the Chair at a future meeting (Proposed: Councillor P. Malone; Seconded: Councillor D. Cubitt)	
103/20	Matters Arising from the Monthly Minutes of the Meeting held on the 6th May 2020:-	

	Page 1 Min.33/20 Tree on Public Footpath and Fallen Gatepost:- Chair reported the tree was removed in January but the fallen gatepost is still not up Action: Keep Pending and Clerk to follow up via Cornwall Councillor C. Batters.	Clerk												
104/20	<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 Results:-</p> <p>PA20/00986 – Mr. & Mrs. Jope – Remodelling of roof of barn conversion dwelling to form additional living accommodation, The Old Stables, Trevidgeowe Farm, Withiel – Approved</p> <p>Chair reported on correspondence received from Neil Rose regarding planning enforcement in respect of Withielgoose 565/15 Withiel 15 Footpath advising on the successful enforcement action against the owner of this land to reinstate the designated route of the footpath through the copse it now appears that they have now taken advantage of the Lockdown to install vehicles onto the land providing accommodation. The excavations help screen them from the lane, although blindingly obvious from the footpath. Clerk and Chair reported this had been forwarded to Cornwall Councillor C. Batters to follow up Action: Clerk to follow up with Cornwall Councillor C. Batters for an update.</p>	Clerk												
105/20	<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 S. Coy; Seconded: Councillor D. Cubitt) Motion Carried</p> <table border="1"> <tr> <td>Salaries and Expenses</td> <td>£332.80</td> <td>April 2020</td> </tr> <tr> <td>HMRC – Income Tax</td> <td>£78.00</td> <td>April 2020</td> </tr> <tr> <td>Withiel News and Views</td> <td>£300.00</td> <td>Newsletter Grant</td> </tr> <tr> <td>Receipt: HMRC</td> <td>£174.16</td> <td>VAT Reimbursement</td> </tr> </table> <p>Clerk reported she had submitted the claim for LMP Footpath Strimming to Cornwall Council in the sum of £326.06 and was awaiting payment Action: Keep Pending.</p>	Salaries and Expenses	£332.80	April 2020	HMRC – Income Tax	£78.00	April 2020	Withiel News and Views	£300.00	Newsletter Grant	Receipt: HMRC	£174.16	VAT Reimbursement	Clerk
Salaries and Expenses	£332.80	April 2020												
HMRC – Income Tax	£78.00	April 2020												
Withiel News and Views	£300.00	Newsletter Grant												
Receipt: HMRC	£174.16	VAT Reimbursement												
106/20	Discussion on appointment of Finance Working Party and Planning Working Party:- It was resolved to leave in abeyance and not have any Working Parties.													
107/20	<p>(a) Review and Approve Risk Management Policy; (b) Review and Approve Risk Assessment Policy; (c) Review and Approve Standing Orders and Chairmanship; (d) Review and Approve the Model Code of Conduct for Parish and Town Councils; (e) Review and Approve Financial Regulations (Including Annual Reserves and List of Regular Payments for the year; (f) Review and Approve Statement of Internal Control; (g) Review of Segregation of Duties; (h) Review and Approval Asset Register; (i) Freedom of the Parish of Withiel Policy (All as per emailed) including Approval and Acceptance of additional Notes to Standing Orders for Remote Meetings during Coronavirus Pandemic:- It was resolved to accept documents as set out and circulated, subject to corrections to be submitted by Councillors to the Clerk (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor D. Cubitt) (1 abstention) Action: Clerk</p>	Clerk												

	Action: Clerk to review the Asset Register and check whether everything is insured in our policy and to also check the cost of the noticeboard. Clerk to remove Whiteboard from Asset Register.	Clerk
108/20	<p>Correspondence – Clerk listed correspondence and actions required:-</p> <ol style="list-style-type: none"> 1. NALC – The first ever report on Local Council Elections 2. Cornwall Council – Town and Parish Council Covid-19 Update – 7th May 2020 3. Great Western Railway – Update on Timetable Changes 4. CALC – Briefing FAQ9 – Virtual Meetings and Audit 5. Cornwall Council – Town and Parish Council Covid-19 Update – 15th May 2020 6. NALC – Chief Executives Bulletin 7. NALC – Coronavirus – Information for Parish & Town Councils 8. Cornwall Council – Town and Parish Council Covid-19 Update – 22nd May 2020 9. CALC – Parish Clerk Vacancy – North Petherwin Parish Council 10. CALC – Coronavirus – Information for Parish & Town Councils 11. Cornwall Wildlife Trust – Community Resources 12. CALC – Guide to Risk Assessment 13. Cornwall Council – Town and Parish Covid-19 Update – 29th May 2020 14. Cornwall Wildlife Trust – Community Resources from Cornwall Wildlife Trust 15. CALC – Meetings of Parish and Town Councils 16. CALC – Guidance on re-opening your buildings from Cornwall Council’s Business Regulatory Support Service 17. CALC – Re-opening of Public Toilets – Response 18. Cornwall Council, Sarah Sims – Social Distancing information for Town Centres 19. Grogley Halt Bridge Update 	
109/20	<p>Any Urgent Matters the Chairman considers relevant for this meeting:-</p> <p>None.</p>	
110/20	<p>Date of next Meeting and Meetings for 2020:- Wednesday the 1st July 2020 at 7.15pm in the Withiel Village Hall or on-line depending on the situation.</p> <p>All other Meetings for 2020 confirmed as Wednesday 5th August, 2nd September, 7th October, 4th November, 2nd December 2020.</p> <p>There being no further business to discuss the meeting closed at 8.07pm</p>	

Signature:

Chair

Date: 1st July 2020