

# WITHIEL PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON-LINE

BY SKYPE ON WEDNESDAY, 1<sup>ST</sup> JULY 2020 AT 7.15PM

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		

Minute	AGENDA ITEMS	Action
111/20	<b>Apologies:-</b> None.	
112/20	<p><b>Vacancy of Parish Councillor Update:-</b> Clerk reported the date had now expired for the possibility of calling an election and the Parish Council can now advertise the vacancy to co-opt at Parish Councillor. It was resolved to advertise on the Noticeboard, Website and Facebook (Proposed: Councillor E. Harper; Seconded: Councillor D. Cubitt) <b>Action:</b> Clerk.</p> <p>Clerk reported an email had been received from Guy Nott-Bower as follows – I wanted to briefly thank my fellow Withiel Parish Councillors who have done so much outstanding work, far more than myself in this capacity. It has been an honour and privilege to be a Councillor these last few years. I hope the work done on so many projects, including the extensive new Neighbourhood Plan, is recognised and respected by the other authorities and that Withiel Parish will be preserved as a beautiful and relatively unspoiled oasis on this green and pleasant land.</p>	Clerk
113/20	<p><b>Public Forum:-</b> Councillor Mrs. J. Shearer reported that she agreed with Councillor E. Harper that Western Power made a terrible mess in Ruthernbridge, although it is noted this is in Lanivet Parish and wanted to report as a member of the public and not a Parish Councillor. She did contact Cornwall Councillor C. Batters regarding this as the trees are being cut which is currently illegal to all of us. Councillor E. Harper reported he is having a meeting tomorrow regarding this as a member of the public and not representing Withiel Parish. Western Power are disappointed with Glendale for cutting back and the mess they have made. This should be predicated in the winter months and look at cutting when birds are not nesting.</p>	
114/20	<p><b>Monthly Cornwall Councillor Report:-</b> No report received from Cornwall Councillor C. Batters.</p>	
115/20	<p><b>Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:-</b> None.</p>	
116/20	<p><b>Confirmation of Parish Minutes from the Meeting held on the 3<sup>rd</sup> June 2020:-</b> Resolved the Minutes of the Monthly Meeting held on the 3<sup>rd</sup> June 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 Ms. A. Hoyle; Seconded: Councillor E. Harper)</p>	
117/20	<p><b>Matters Arising from the Monthly Minutes of the Meeting held on the 3<sup>rd</sup> June 2020:-</b></p> <p><b>Page 1 Min.33/20 Fallen Gatepost:-</b> Chair reported the fallen gatepost is still not up and information had been forwarded to Cornwall Councillor C. Batters to follow up again <b>Action:</b> Keep Pending and Clerk to follow up via Cornwall Councillor C. Batters.</p>	Clerk

	<p><b>Page 2 Min.104/20 Withielgoose 565/15 Withiel 15 Footpath:-</b> Clerk reported that Cornwall Councillor C. Batters had confirmed he had spoken with Mr. Neil Rose and explained the reasons for the delays and that the matter has been reported to Planning Enforcement. As you can appreciate this matter has been delayed due to the complete change of working practices brought about by the Covid-19 virus. He explained all of this fully to Mr. Rose and he has accepted the difficulties being experienced. He has assured him that this matter will not fall under the radar, but it could be some while before this case and all others in the schedule are returned to. Mr. Rose fully appreciated the situation and thank him for contacting him.</p>													
118/20	<p><b>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:-</b></p> <p><b>Planning Results:-</b></p> <p><b>PA20/02006 – Mr. Paul Dougan –</b> Change of use of holiday cottage as a permanent residence with no external alterations, Rosemary Cottage, Tregawne, Withiel – <b>Approved</b></p> <p><b>PA20/02984 – Tracey Levy –</b> Change of use of a residential annex to a residential dwelling (retrospective), Hillside, Withiel – <b>Approved</b></p>													
119/20	<p><b>Monthly Accounts for Approval and Any Financial Matters (Including applications for Grants &amp; Donations if received):-</b> 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>ICO Commissioners</td> <td>£35.00</td> <td>Annual Fee</td> </tr> <tr> <td>Salaries and Expenses</td> <td>£216.25</td> <td>May 2020</td> </tr> <tr> <td>HMRC – Income Tax</td> <td>£49.00</td> <td>May 2020</td> </tr> <tr> <td>Hudson Accounting Limited</td> <td>£125.00</td> <td>Internal Audit Fee</td> </tr> </table>	ICO Commissioners	£35.00	Annual Fee	Salaries and Expenses	£216.25	May 2020	HMRC – Income Tax	£49.00	May 2020	Hudson Accounting Limited	£125.00	Internal Audit Fee	Clerk
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120/20	<p><b>Approval of Annual Account for the year ending 31<sup>st</sup> March 2020:-</b> It was resolved to approve the Annual Accounts for the year ending 31<sup>st</sup> March 2020 as set out, which were duly signed by the Chairman and Clerk (Proposed: Councillor Mrs. J. Shearer; Seconded: Councillor S. Coy) <b>Action:</b> Clerk.</p>	Clerk												
121/20	<p><b>Approval of Section 1 of Annual Return – Annual Governance Statement 2019/2020:-</b> It was resolved to approve Section 1 of the Annual Return as set out (Proposed: Councillor Mrs. J. Shearer; Seconded: Councillor S. Coy) <b>Action:</b> Clerk</p>	Clerk												
122/20	<p><b>Approval of Section 2 of Annual Return – Annual Governance Statement 2019/2020:-</b> It was resolved to approve Section 2 of the Annual Return as set out (Proposed: Councillor Mrs. J. Shearer; Seconded: Councillor S. Coy) <b>Action:</b> Clerk</p>	Clerk												
123/20	<p><b>Internal Auditors Report to be actioned for the year ending 31<sup>st</sup> March 2020:-</b> Clerk reported on internal audit carried out and the internal audit response record as follows:-</p> <ol style="list-style-type: none"> <li>1. Appropriate accounting records have been properly kept throughout the financial year.</li> <li>2. This Authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and vat was appropriately accounted for. Recommendation that controls around internet banking are expanded to include more than one person.</li> </ol>													



	<b>Action:</b> Clerk to forward copies of receipts and payments records, along with bank statements to Councillor S. Coy for the financial year 2020/21.	<b>Clerk</b>
124/20	<b>Email Enquires submitted via Parish Council Website:-</b> Chairman reported originally it was thought the form was not working but this has been looked into further and it was junk mail, so all is fine at the present time.	
125/20	<p><b>Correspondence – Clerk listed correspondence and actions required:-</b></p> <ol style="list-style-type: none"> <li>1. NALC – Coronavirus – Information for Parish &amp; Town Councils</li> <li>2. Cornwall Council – Town &amp; Parish Council Covid-19 Update – 5th June 2020</li> <li>3. Great Western Railway – GWR Celebrates Pride Month</li> <li>4. Office of the Police &amp; Crime Commissioner – Councillors Advocates Scheme</li> <li>5. The Cornwall Community Foundation – Emergency Funding Grants</li> <li>6. Cornwall Community Land Trust – AGM &amp; Review – Wednesday 24<sup>th</sup> June 2020 at 10.00am via Zoom</li> <li>7. Cornwall Council – Opening High Streets</li> <li>8. Cornwall Council – Re-opening High Streets Safety Fund</li> <li>9. CALC – Tracking Coronavirus Challenges Survey</li> <li>10. CALC – 2020/2021 Pay Award – Update on current position</li> <li>11. NALC – New Model Code of Conduct Consultation</li> <li>12. CALC – Smaller Councils Meeting – Via Zoom – Thursday 25<sup>th</sup> June 2020 at 2.00pm</li> <li>13. Cornwall Council – Parish Electorate as at 1<sup>st</sup> April 2020</li> <li>14. Cornwall Council – Town &amp; Parish Council Covid-19 Update – 12th June 2020</li> <li>15. Citizens Advice Cornwall – Update</li> <li>16. Cormac Solutions – Town &amp; Parish Council – Highways &amp; Environment Update</li> <li>17. Cornwall Council – Parish Electorate as at 1<sup>st</sup> April 2020</li> <li>18. CALC – Re-Opening Play Areas – Proposed Webinar Meeting</li> <li>19. CALC – Government Statement</li> <li>20. Cornwall Council – Virtual Fixed Penalty Notice Training for Town/Parish Councils on Friday 26<sup>th</sup> June 2020, 10.00am – 12.30pm</li> <li>21. Cornwall Council – Drug Alert Briefing</li> <li>22. Cornwall Council – Town &amp; Parish Council Covid-19 Update – 19<sup>th</sup> June 2020</li> <li>23. Cornwall Community Land Trust – June 2020 News</li> <li>24. Cornwall Council – Consultation on Draft Model Code of Conduct</li> <li>25. Clerk to Luxulyan Parish Council – Easing of Lockdown, a cautious approach</li> <li>26. Cornwall Council – Town &amp; Parish Council Covid-19 Update – 26<sup>th</sup> June 2020</li> <li>27. Cornwall Council – Wales &amp; West Utilities Safe &amp; Warm Fund</li> <li>28. Citizens Advice Cornwall – Summer Newsletter</li> <li>29. CALC – Playgrounds</li> <li>30. Mustard Seed Property – Support for Adults with Learning Disabilities in Cornwall</li> <li>31. CALC – Re-Opening of Playgrounds and Play Areas</li> <li>32. Devon &amp; Cornwall Police – Neighbourhood Policing Newsletter (Summer 2020)</li> </ol> <p>Chair reported on the Community Network Meeting with regards to free school meals <b>Action</b> Clerk to ask Danny Batten if he as an update.</p> <p><b>Action:</b> Clerk to re-send Councillor Ms. A. Hoyle’s email to the Community Network groups as she has not received anything for some time.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

126/20	<b>Any Urgent Matters the Chairman considers relevant for this meeting:-</b> None.	
127/20	<b>Date of next Meeting and Meetings for 2020:-</b> Wednesday the 5 <sup>th</sup> August 2020 at 7.15pm in the Withiel Village Hall or on-line depending on the situation. All other Meetings for 2020 confirmed as Wednesday 2 <sup>nd</sup> September, 7 <sup>th</sup> October, 4 <sup>th</sup> November, 2 <sup>nd</sup> December 2020.  There being no further business to discuss the meeting closed at 7.48pm	

Signature: .....

Chair

Date: 5<sup>th</sup> August 2020