

# WITHIEL PARISH COUNCIL

## DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD IN

THE WITHIEL VILLAGE HALL ON WEDNESDAY, 4<sup>TH</sup> MAY 2022 AT 7.20PM

Present	Cllr. Ms. J. Shearer (Chair)	Mrs. J. Burdon (Parish Clerk)	Cllr. M. Davies (Vice-Chairman)
	Cllr. Ms. A. Lake	Cllr. R. Wilson	Cllr. S. Coy
	Cwll. Cllr. Mrs. J. Cruse	1 Member of Public	

Minute	AGENDA ITEMS	Action
95/22	<b>Apologies:-</b> Councillors Mrs. W. Symons, Ms. A. Hoyle	
96/22	<b>Public Forum (Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The designated time will be 15 minutes and no longer than 5 minutes per person, the time may be extended at the discretion of the Chair):-</b> One member of public in attendance, with nothing to raise this evening.	
97/22	<b>Election of Chairman and Vice-Chairman:-</b> Councillor Ms. J. Shearer was nominated for Chairman (Proposed: Councillor S. Coy; Seconded: Councillor M. Davies). She duly accepted and signed her Declaration of Acceptance of Office and thanked the Parish Council.  Councillor M. Davies was nominated for Vice-Chairman (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor Ms. A. Lake)	
98/22	<b>Election of Officers:-</b>  <b>Finance Monitors:-</b> Councillors S. Coy and Mrs. W. Symons  <b>Footpath Monitor:-</b> Councillor Ms. J. Shearer  <b>Planning Monitor:-</b> Councillors M. Davies and Ms. A. Lake  <b>Monthly Report Monitor for News and Views:-</b> All Councillors  <b>PR Monitor:-</b> Councillor Mrs. W. Symons  Elected on Block (Proposed: Councillor S. Coy; Seconded: Councillor M. Davies)  <b>Action:</b> Clerk to send information to Councillor M. Davies for the News and Views report and information to all Councillors and Cornwall Councillor Mrs. J. Cruse.	<b>Clerk</b>
99/22	<b>Election of Representatives:-</b>  <b>Bodmin Community Network Meeting Representatives:-</b> Councillors Ms. J. Shearer, Ms. A. Hoyle and R. Wilson  <b>Climate Action Group Representatives:-</b> Councillors Ms. A. Lake, R. Wilson and Ms. J. Shearer	

	<p><b>Neighbourhood Watch Representative:-</b> Councillor Ms. A. Hoyle</p> <p><b>Withiel Playing Fields Association Representative:-</b> Councillor Mrs. W. Symons</p> <p><b>Emergency Plan Representative:-</b> Councillor M. Davies</p> <p><b>St. Breock Community Fund Representatives:-</b> Councillors Ms. A. Lake and Mrs. W. Symons</p> <p>Elected on Block (Proposed: Councillor S. Coy; Seconded: Councillor M. Davies)</p> <p><b>Action:</b> Clerk to send information to Councillor M. Davies for the News and Views report and information to all Councillors and Cornwall Councillor Mrs. J. Cruse.</p>	<b>Clerk</b>
100/22	<p><b>Monthly Cornwall Councillor Report:-</b> Apologies received and report circulated from Councillor Mrs. J. Cruse as follows:-</p> <ul style="list-style-type: none"> <li>• She noticed the white van was back again parked on the corner and she understood it was going to be moved from an Officer of Cornwall Council. Councillor M. Davies confirmed he had not managed to meet and chat about this but it appeared to have been resolved at one point. It was agreed we would not want to see double yellow lines through the village <b>Action:</b> Councillor M. Davies to follow up.</li> <li>• Ruthernbridge – work has been finished.</li> <li>• CCTV issues for Ruthernbridge, this is a difficult situation. She had followed up whether CCTV could be monitored at Tolvaddon and was informed it could be. Other than this we would be relying on individuals in local properties to put up and monitor. Chair advised this is a Lanivet Parish Council problem as it is in their parish.</li> <li>• Camel SAP update – Natural England has come back to the Council Planning Department and has come up with more data that does not line up with the data they have been using. They now need to look at their calculators again and it could be about another 6 months before this has been resolved.</li> <li>• Enforcement – nothing has come through to her. She did note that currently anything to do with residential caravans are not being served with enforcement notices due to the current housing crisis.</li> </ul> <p>Chair thanked Cornwall Councillor Mrs. J. Cruse for her report this evening.</p>	<b>Cllr. M. Davies</b>
101/22	<p><b>Members Declaration of Interest on items raised on the Agenda/Requests for Dispensation:-</b> None.</p>	
102/22	<p><b>Confirmation of Parish Minutes from the Main Meeting held on the 6<sup>th</sup> April 2022:-</b> Resolved the Minutes of the Monthly Meeting held on the 6<sup>th</sup> April 2022 as circulated were confirmed as a true and accurate record and duly signed by the Chair (Proposed: Councillor R. Wilson; Seconded: Councillor Ms. J. Shearer) Motion Carried</p>	
103/22	<p><b>Matters Arising from the Monthly Minutes of the Meeting held on the 6<sup>th</sup> April 2022:-</b> No Matters Arising.</p>	
104/22	<p><b>Highway Issues in the Parish:-</b> Councillor R. Wilson queried the funding for the Expression of Interest application submitted. Chair reported on the annual budget and that the first year schemes have been costed.</p>	

	<p>The members of Bodmin Community Network have voted recently but no result has been received to date.</p> <p>Clerk reported a response had been received from Cormac confirming the parapet repair at Ruthernbridge was successfully completed last week. The scaffolding has now been taken down, and the road is once again fully in use for highway users.</p> <p><b>Update on Parking in Withiel:-</b> Email received from Cornwall Councillor Mrs. J. Cruse advised that Cornwall Council had visited the area and currently the vehicle is parked in the Village Hall Car Park. They would re-visit over the next couple of weeks but hopefully this may have naturally resolved itself. As mentioned earlier this vehicle is now being parked back on the road again.</p> <p>Councillor Ms. J. Shearer would like to send an email to Councillor D. Batten, Chairman of Lanivet Parish Council in respect of a camera of some type on Ruthernbridge, she suggested a wildlife camera possibly. Councillor R. Wilson suggested following the next Bodmin Community Meeting to discuss when all will be in attendance, and also raise with Councillor D. Batten at that meeting, Councillors agreed this was a good idea <b>Action:</b> Chair.</p>	Chair																								
105/22	<p><b>Footpath Issues in the Parish:-</b> Chair reported all repairs are complete apart from one gate. Clerk reported a follow up with our Contractor on the footpath maintenance for the year (which was a three year contract to be reviewed due to possible price increases year on year) had confirmed the fee for 2022 will be £700.00 advising that due to unforeseen increases in prices year on year, he is prepared to continue the contract for a further two years but will need to keep the window open on his prices. It was resolved to accept this agreement under the current tender (Proposed: Councillor R. Wilson; Seconded: Councillor S. Coy) <b>Action:</b> Clerk.</p>	Clerk																								
106/22	<p><b>Annual Documentation to be reviewed – Standing Orders: –</b> It was resolved to approve the Standing Orders as circulated (Proposed: Councillor Ms. J. Shearer; Seconded: Councillor S. Coy) All in Favour <b>Action:</b> Clerk.</p>	Clerk																								
107/22	<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> None Received.</p>																									
108/22	<p><b>Monthly Accounts for Approval including and any Financial Matters (Including applications for Grants &amp; Donations if received):-</b> It was proposed that the Council approve the accounts as listed below for May 2022 as circulated on schedules (Proposed: Councillor S. Coy; Seconded: Councillor Ms. J. Shearer)</p> <table border="1"> <tr> <td>HSBC – Bank Charges</td> <td>£8.00</td> <td>May 2022</td> </tr> <tr> <td>Cornwall ALC Limited – Subscription</td> <td>£247.48</td> <td>2022/2023</td> </tr> <tr> <td>Parish Council Websites</td> <td>£623.00</td> <td>Website &amp; Email</td> </tr> <tr> <td>Microsoft – Annual Renewal</td> <td>£59.99</td> <td>Microsoft 365</td> </tr> <tr> <td>Salaries and Expenses</td> <td>£229.76</td> <td>May 2022</td> </tr> <tr> <td>HMRC – Income Tax</td> <td>£52.20</td> <td>May 2022</td> </tr> <tr> <td><b>Receipt: HMRC</b></td> <td>£121.08</td> <td>VAT Claim to 31/3/22</td> </tr> <tr> <td><b>Receipt: Cornwall Council</b></td> <td>£2,764.04</td> <td>Precept/CTS Grant</td> </tr> </table> <p>Cornwall Councillor Mrs. J. Cruse left the meeting at 8.05pm.</p>	HSBC – Bank Charges	£8.00	May 2022	Cornwall ALC Limited – Subscription	£247.48	2022/2023	Parish Council Websites	£623.00	Website & Email	Microsoft – Annual Renewal	£59.99	Microsoft 365	Salaries and Expenses	£229.76	May 2022	HMRC – Income Tax	£52.20	May 2022	<b>Receipt: HMRC</b>	£121.08	VAT Claim to 31/3/22	<b>Receipt: Cornwall Council</b>	£2,764.04	Precept/CTS Grant	Clerk
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109/22	<p><b>Update on Renewal of Parish Council Insurance:-</b> Clerk reported confirmation had been received from our current Insurance Company advising they are no longer able to provide cover for the Parish Council.</p> <p>Clerk will contact relevant Insurance Companies and as this is due for renewal before our next meeting, it was resolved to use delegated powers to renew from the Chair and Councillors. Clerk to also liaise with CALC to confirm why we require insurance as a Parish Council. Clerk to also send current insurance information to Councillors (Proposed: Councillor R. Wilson; Seconded: Councillor Ms. A. Lake) <b>Action:</b> Clerk/Chair.</p>	Clerk/ Chair
110/22	<p><b>Queens Platinum Jubilee (Including Planting Trees and Wildflowers):-</b> Chair reported she had sent a photograph to Councillor Ms. A. Lake of a bank she recently planted with wildflowers, as it was looking wonderful.</p> <p>Councillor R. Wilson reported there are plans to put in flowers and plants in red, white and blue. He has planted up some tubs to be sold, which will bring in revenue for the Church.</p>	
111/22	<p><b>Update on Withiel Parish Council Website:-</b> Councillor S. Coy reported there is a slight technical issue with one email and he is currently reviewing the course to update the website and he is hoping by the next meeting we will have a working website.</p>	
112/22	<p><b>Bodmin Community Network Meeting Update, including Police Report:-</b> Chair reported she took part in the vote in respect of the Expression of Interest.</p>	
113/22	<p><b>Climate Action Group Meeting:-</b> Councillor Ms. A. Lake reported a meeting needs to be arranged.</p>	
114/22	<p><b>Neighbourhood Watch Scheme:-</b> No update as Councillor Mrs. A. Hoyle would not be available until June to report.</p>	
115/22	<p><b>Withiel Emergency Plan:-</b> No Update. Chair reported she viewed a recent newsletter for another Parish and saw an emergency page and she hoped that perhaps we could do this before the winter i.e. a single sheet of information, i.e. farmers with vehicles, doctors, etc. She asked whether Councillor M. Davies could arrange this <b>Action:</b> Councillor M. Davies.</p> <p>Councillor R. Wilson raised the St. John's Ambulance and any first aid training, including how to use the defibrillator. Chair reported there was an event of this type in the past and it was very interesting and she would certainly attend <b>Action:</b> Clerk to contact Norman Trebilcock to arrange.</p>	Cllr. M. Davies  Clerk
116/22	<p><b>Parish Councillor Training Requirements:-</b> Cornwall R. Wilson requested to attend the Homes for Cornwall Event taking place on the 16<sup>th</sup> May, Councillors were in agreement. Clerk to arrange booking place <b>Action:</b> Clerk.</p>	Cllr. R. Wilson/ Clerk
117/22	<p><b>Newsletter Report Update and arrangements:-</b> Councillor M. Davies agreed to compile the report this month and circulate to all Councillors and the Clerk for approval and confirmation before submitting <b>Action:</b> Councillor M. Davies.</p> <p>It was agreed next months issue will be compiled by Councillor S. Coy.</p>	Cllr. M. Davies
118/22	<p><b>Correspondence – Clerk listed correspondence and actions required:-</b></p> <ol style="list-style-type: none"> <li>1. Cornwall Council – Town &amp; Parish Council Newsletter – 8<sup>th</sup> April 2022</li> <li>2. CALC – News Round-Up</li> <li>3. CALC – Teams Meeting: Cornwall Council restructure, business and budget planning, Town and Parish Council Update Thursday 28<sup>th</sup> April at 11.30am</li> </ol>	

	<p>4. Bodmin Police Station – April 2022 Bodmin/Wadebridge Police Newsletter</p> <p>5. NALC – Events – Fighting Climate Change</p> <p>6. Paul Holden – Cornish Buildings Group at Risk Project</p> <p>7. CALC – NALC Direct Funding Survey</p> <p>8. CALC – Smaller Councils Policy Issues Consultation</p> <p>9. NALC – Make a Change</p> <p>10. NALC – Chief Executive’s Bulletin</p> <p>11. Alan Percy – Failures at Cornwall Council</p> <p>12. Cornwall Council – Homes for Cornwall Event</p> <p>13. Cornwall Council – Bodmin Community Network Meeting – Wednesday 3<sup>rd</sup> March 2022 – 5.00pm-6.30pm</p> <p>14. CALC – Homes for Cornwall/Civic Lantern circulation of flyers</p> <p>15. CALC – Training Schedule – May to June 2022 and Expression of Interest Form</p> <p>16. CALC – Slides from Cornwall Council Finance Briefing</p> <p>17. CALC – News Round-up</p> <p>18. Cornwall Council – Homes for Cornwall</p> <p>19. CALC – Chief Executive’s Bulletin</p> <p>20. NALC – Newsletter</p>	
119/22	<b>Any Urgent Matters the Chair considers relevant for this meeting:-</b> None.	
120/22	<p><b>Date of next Meeting and Meetings for 2020:-</b> Next meeting to be held on Wednesday 1<sup>st</sup> June 2022 at 7.00pm in the Withiel Village Hall. All other Meetings to be confirmed as the Wednesday 6<sup>th</sup> July, 3<sup>rd</sup> August, 7<sup>th</sup> September, 5<sup>th</sup> October, 2<sup>nd</sup> November, 7<sup>th</sup> December 2022.</p> <p>There being no further business to discuss the meeting closed at 8.22pm</p>	

Signature: .....

Chair

Date: 1<sup>st</sup> June 2022