

# *Minutes of St Winnow Parish Council Meeting held in the Red Store Lerryn on Tuesday 4<sup>th</sup> September 2018 at 7.30pm*

**Present:** Chairman Councillor Keith Bailey (KB), Vice Chair Councillor Penny Rowe (PR), Councillors Ian Mitchell (IM), Judy Stephens (JS) Stephanie Chapman (SC), Joseph Flynn (JF), Clerk Kerry Pearce (KP).

**1. Chairman's Welcome and Public Participation.**

No Public participation, Chairman KB welcomed the councillors

**2. Apologies for Absence.** Councillor Peter Champness (PC), PCSO Steve Cocks (PC SC) Cornwall Councillor Colin Martin (CM)

**3. Declaration of Members Interest.** (i) Disclosable Pecuniary Interest. (ii) Non Pecuniary Interest. NONE

**4. To receive minutes of meeting held on 26<sup>th</sup> June 2018** PR proposed the minutes were of a true account seconded by JS with all in favour.

**5. Matters arising from those minutes.** SC noted she had given apologies for the last meeting and was not present. KP to amend, it was also noted PCSO Steve Cocks has the same initials, KP to amend PCSO Cocks to PC SC and keep Stephanie Chapman as SC to avoid further confusion. KP updated the councillors on the alleged owners of the abandoned boats, JS suggested a letter to be sent stating the removal of the boats by end of September, KP to check correct procedure and protocol and action asap.

**6. Chairman's Report.** KB will be attending the next Network meeting in October.

**7. Reports from outside organisations.**

*a. Devon & Cornwall Police.*

PC SC sent the following report by Email with his apologies: From 1<sup>st</sup> June 2018 to 31<sup>st</sup> August 2018 there were two crimes, including a common assault and a dog out of control complaint only. Numerous patrols have been conducted around the Parish and all was found to be in order.

*b. Cornwall Council.*

NONE

*c. The Red Store;*

NONE

**8. Planning Applications.**

8.1 NONE

**9. Planning Results.**

9.1 NONE

**10. Grant Funding.**

NONE

### 11. Neighbourhood Plan.

JS has compiled a questionnaire which includes a map of the Parish Boundary. The covering letter was read and approved by all Councillors. KP to amend typos and take to Palace Printers for printing asap. KP to contact Councillors regarding distribution asap once received back from the printers.

### 12. Grass Cutting.

KP raised the issue regarding the grass cutting and the need to put a contract into place. It was also discussed putting the contract out to tender in January which can then be approved at the March meeting ready for the first cut in April/May. KP had drafted a contract. The Contract by approved by all Councillors.

### 13. Approve amendments to Clerk Contract of employment & rate of pay.

During the Internal Audit carried out by Sue Blaxley it was picked up the clerk salary was not on the correct spinal point in accordance to the National Joint Council for Local Government Services. (NJC) According to the NJC, pay scales rose on the 1st April 2018.

The Clerk Salary for St Winnow PC is currently £10 per hour, this should be spinal point 20 @ £10.07 per hour. This rate has since risen as of 1st April 2018 to £10.27.

As of 1st April 2019 the spinal point will change to match new pay rates. The Spinal Point for the Clerk of St Winnow PC will change from 20 to 9 being on a rate of £10.54 per hour.

In addition to this, the clerk works from home therefore should claim expenses for the use of electricity, WIFI & telephone calls; after working out an average this equates to £5 per month.

JF proposed to action the above seconded by JS with all in favour. KP to email Diane Malley from payroll with the relevant details.

### 14. Appointment of Data Protection Officer (DPO) JF proposed KP to be DPO seconded by SC with all in favour

**Appointment of Data Controller (DC)** PR proposed KB to be DC seconded by JS with all in favour

### 15. Correspondence & Circulars.

A thank you letter was received from St winnow PCC for the donation of £200.00

A thank you letter was received from Cornwall Air Ambulance for the donation of £125.00

### 16. Finance, to confirm the drawing of the following cheques.

*16.1 Cheque No: 356 to Kerry Pearce for the Clerk Salary for £200.00*

*16.2 Cheque No: 344 to Kerry Pearce for Sundry Items for £65.47*

*16.3 The income and expenditure and cash book were approved by all Councillors and signed by Chairman KB*

### 17. Date & Venue of Next Meeting. Tuesday 6<sup>th</sup> November 2018 in the Red Store at 7.30pm.

### 18. Any Other Business.

PR asked if we had heard anything about the work starting on Respryn Bridge, KP had only received an email stating the work would start in the autumn. PR voiced her concerns over the potential creation of a parking space and suggested this is sign posted "passing place" or bollards in the gap.

JF asked if we had a litter plan in place as he has noticed a lot in the hedgerows of late.

SC raised concerns of the trees along the shoreline between Ethy and St Winnow. With the recent dry weather roots have loosened and some look like they become a danger. KP to add as an **Agenda Item** for November meeting.

The meeting closed at 8.40pm

Signed:

Dated: