

ST WINNOW PARISH COUNCIL

Minutes of the Annual Parish Meeting held on Wednesday 19th May 2021 in Lerryn Memorial Hall at 19.30

Social distancing guidelines were adhered to throughout the meeting.

Present: Acting Chair Councillor Penny Rowe (PR) Councillors; Judy Stephens (JS) Dave Boraston (DB), Katie Vine (KV), Peter Champness (PC), Joseph Flynn (JF), Clerk Kerry Pearce (KP), PCSO Steve Cocks (PCSO SC) Member of the public Alistair Squire.

1. **Apologies for Absence** Councillor Stephanie Chapman, Cornwall Councillor Colin Martin (CM)
2. **Acting Chairman's Welcome and Public Participation.** Acting Chair PR welcomed everyone to the meeting.
3. **Minutes of Annual Parish Meeting 2019** - *There was no Annual Parish Meeting 2020 due to COVID -19 JS proposed the Minutes of the May 2019 meeting were of a true account seconded by PC.*
4. **Chairman's Annual Report:** PR thanked all Councillors old and new for all their hard work carrying out duties in a professional manner. Clerk KP was also thanked for coordinating all matters throughout the year.
5. **Devon & Cornwall Police Annual & Monthly Report:** PCSO SC reported numerous patrols had been carried out. Apologies were accepted for not be able to attend the Zoom meetings and Email reports were sent instead. There were two crimes between 01/04/2021 – 31/04/2021 One public order and one of a Dog out of Control. PCSO SC advised new Councillors sign up to Devon and Cornwall Alerts. KP to forward this information.
6. **Cornwall Councillors Annual Report** NONE
7. **Red Store Annual Report:** The Red Store has remained closed throughout the pandemic and are hoping to reopen once government guidelines have been lifted.

This Meeting closed at 19.40.

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The Declaration of Acceptance of Office were made and signed before the Proper officer of the Council by all Councillors.

1. **Election of Chairman** PC proposed PR seconded by JS with all in favour. PR accepted this role and signed Chairman's Declaration of Acceptance of Office before the proper officer of the council.
2. **Election of Vice Chairman** DB proposed JS seconded by JF with all in favour.
3. **Declaration of Members Interest.**
 - (i) Disclosable Pecuniary Interest. **NONE**
 - (ii) Non-Pecuniary Interest. **NONE**
4. **To receive minutes of meeting held on 6th April 2021.** DB proposed the minutes were of a true account seconded by KV with all in favour.
5. **Matters arising from those minutes. Item 19.** JS raised concern, although the trees are not altering the course of the river or causing an obstruction to navigation, they are causing flood issues. It was agreed JS will write a draft letter for approval to send to Fowey Harbour Commissioners & the National Trust. **Item 19.** JF confirmed he had obtained permission to plant the rowan tree and had successfully done so.
6. **Planning Applications.** **NONE**
7. **Planning Results.**
 - 1) PA21/00963 Overflow carpark at Duchy Nurseries. **Pending.**
 - 2) PA21/00038 Land at Gillyflower Farm Cott Road. **Pending.**
 - 3) PA21/01868 Oaklands new sewage system. **Pending.**
 - 4) PA21/02554 Sand School at Bereppa. **Pending.**
8. **Grant Funding, Applications & use of Funds.** There were no applications for grant funding. JS proposed we use some of the funds to purchase a donation box to be placed within the carpark near the toilets of St Veep Parish to help towards the upkeep of the toilets. **KP to obtain permission from St Veep Parish Council.** JF proposed we use some of the funds to tidy up and make safe the bank by the stepping-stones. **KP to look into.**
9. **Neighbourhood Plan.** An update on proceedings. JS reported she is now on the employment and economy section, which will include Trewithen Dairy and Duchy Nurseries as part of their land lies with the St Winnow boundary. JS requested help from JF for the environment plan.

- 10. Common Land CL04/CL05.** To discuss the upkeep and safety of the area. KP & DB confirmed the jetty and both benches are in good condition. KP confirmed she had been in contact with Cornwall wildlife Trust regarding an ecological survey of the land and a possible maintenance plan – awaiting response. KP confirmed the ownership of the conifer tree is still under investigation. JS proposed we obtain a copy of the boundary line from stepping-stones from land registry. **KP to action.** JF proposed we have the tree accessed for safety asap whatever the ownership. All Councillors agreed **JF to action.**
- 11. Parish Newsletter.** To discuss additional content for the November edition. DB proposed we have a “Did you Know” section. Welcome our new Chairman. Oak posts.
- 12. Road Safety of the corner at Trewether.** Ongoing.
- 13. To Approve and Adopt the CODE OF CONDUCT** - sent in advance by Email. All Councillors approved and Adopted the Code of Conduct.
- 14. To Approve and Adopt the Financial Risk Assessment** - sent in advance by Email. All Councillors approved and Adopted the Financial Risk Assessment.
- 15. To Approve and Adopt the Financial Regulations** - sent in advance by Email. All Councillors approved and Adopted the Financial Regulations.
- 16. To Approve and Adopt the Internal Financial Controls** - sent in advance by Email. All Councillors approved and Adopted the Internal Financial Controls.
- 17. To Approve and Adopt the Asset register** - sent in advance by Email. All Councillors approved and Adopted the Asset register.
- 18. To Approve and Adopt the Standing Orders** - sent in advance by Email. All Councillors approved and Adopted the Standing Orders.
- 19. To Approve the Clerks Contract of employment and Rate of Pay** - sent in advance by Email. All Councillors approved the Clerks Contract of employment and rate of pay. It was proposed KP keep a monthly account of hours. JS proposed a mileage fee should be paid to KP for her collecting delivering and submitting the election papers. As all Councillors were uncontested the council were not charged a fee therefore still had £200 in the elections budget. PC proposed the standard fee of 45pence per mile. JS proposed £50.00 seconded by JF with all in favour. Cheque No: 436 was raised.
- 20. Correspondence & Circulars** an Email regarding Code of Conduct training had been received. Free training is being offered via Teams, only one councillor has access to this but cannot attend as it will be within working hours.

21. Finance, to confirm the drawing of the following cheques.

12.1 Cheque No: 430 to the Clerk for Salary of £108.60 + £20.00 for expenses = £128.60

12.2 Cheque No: 431 to Lerryn Memorial Hall for £30.00 for hire of meetings.

Cheques 430 & 431 were proposed as one action by JF seconded by DB with all in favour.

Other invoices & requests were dealt with at this meeting.

12.4 To consider quote for Councils Insurance for 2020/21 Sent in advance by Email. PC proposed Cheque No:433 for £257.60 seconded by DB all in favour.

12.5 To consider grant to St Winnow PCC for year 2020/21 Budget amount £200.00 JS proposed Cheque No: 434 for £200.00 seconded by JF all in favour.

12.6 To consider donation to Cornwall Air Ambulance 2020/21 Budget amount £200.00 JF proposed Cheque No:435 for £200.00 seconded by JS with all in favour.

JS proposed Cheque No: 436 for £50.00 to the Clerk for election expenses see Item 19. Above seconded by JF with all in favour.

KP Confirmed she had opened an additional bank account within the current account for the Grant Funding money. Funds can only be transferred from one account to the other. Therefore; when a cheque is raised from the grant funding account it will be transferred to the current account, where the cheque will be raised from. All Councillors agreed the sum of £19502.00 to be transferred. This sum is less £498.00 already paid out for the oak posts.

22. Date & Venue of Next Meeting. *As this meeting is already towards the end of May due to election and covid protocol, the next meeting would only be 2 weeks away. This was discussed, and all Councillors agreed we Meet on Tuesday 29th June at 19.30 in the Red Store. Dependant on Government guidelines.*

23. Any Other Business.

JF reported the rubbish is still at Silvervein KP to report.

It was reported antisocial behaviour going on at Hartswell KP to report.

JS requested we chase the enforcement at Higher Polmaughan KP to action.

KP to look into the planning regulations on the horse box by the yurt at Lynwood.

The meeting closed at 20.55